

Dane County Contract Cover Sheet

Revised 03/2025

Res 380
significant

BAF # 26055
Acct: Bush/Sedlmayr
Mgr: Brown
Budget Y/N: N

Dept./Division	Human Services /DAS		
Vendor Name	State of WI, Dept. of Transportation	MUNIS #	3022
Brief Contract Title/Description	CY2026 WI DOT Grant Agreement for Specialized Transportation Assistance Grant (85.21). This is already in the budget and ongoing. This grant requires County to provide \$238,002.20 match. These are State GPR funded.		
Contract Term	1/1/2026 - 12/31/2026		
Contract Amount	\$ 1,190,011.00		

Contract # Admin will assign	16194
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Contract Coordination Assistant	Name	Ian Ritz
Phone #	608-242-6200	Phone #	
Email	dcdhscontracts@danecounty.gov	Email	ian.ritz@dot.wi.gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,001 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	Res #	380
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.		Year
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
Slaven, Shelby <small>Digitally signed by Slaven, Shelby Date: 2026.03.03 11:41:57 -06'00'</small>	SHR 2.27.26

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 3/2/26	Date Out: _____
<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management		

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2025 RES-380

**ACCEPTING DOT GRANT FROM THE STATE OF WISCONSIN
DCDHS – DAS DIVISION**

Dane County Department of Human Services (DCDHS) Disability & Aging Services Division (DAS) has been awarded funding from the State of Wisconsin Department of Transportation (WI-DOT) for the Elderly and Disabled Transportation Assistance program. This funding provides financial assistance to counties for the provision of transportation services for seniors and individuals with disabilities who would not otherwise have an available or accessible method of transportation. In Dane County this funding helps people get to medical appointments, access meal services at senior congregate dining sites, get to grocery stores and food pantries, and supports a transportation call center so that people can learn about the transportation options available to them.

These funds of \$1,190,011 are budgeted and ongoing within the department. No budgetary change is required due to entering into this agreement.

NOW, THEREFORE, BE IT RESOLVED that the County Executive and County Clerk, when required, are hereby authorized and directed to sign the agreement on behalf of Dane County.



16194

**CALENDAR YEAR 2026
SPECIALIZED TRANSPORTATION ASSISTANCE GRANT AGREEMENT BETWEEN
THE
STATE OF WISCONSIN
AND
County of Dane**

RECITALS

WHEREAS, Wis. Stat. § 85.21 authorizes the Department to administer a program to provide state financial assistance to counties for specialized transportation; and,

WHEREAS, Wis. Stat. § 20.395(1)(cr) appropriates funds for this assistance program; and,

WHEREAS, such funds are made available to each county of Wisconsin based upon the ratio of the number of elderly and disabled persons residing in each county compared to the total number of elderly and disabled persons residing in the state, but limited so that no county receives less than a minimum base amount; and,

WHEREAS, Recipient has applied with the Department for its proportionate share; and,

WHEREAS, 1983 Wisconsin Act 27 amended Wis. Stat. § 85.21(3)(c) permits Recipient to hold state aid in trust for the purpose of providing specialized transportation services or the acquisition or maintenance of transportation equipment; and,

WHEREAS, if Recipient maintains a trust to hold state aid as permitted under Wis. Stat. § 85.21(3)(c), then, for purposes of this Grant Agreement, Recipient has, by resolution of its Board of Supervisors, authorized state aid to be held in trust according to administrative rules promulgated by the Department under per Wis. Admin. Code Trans. § 1.05 (2), (2023) and has submitted a plan, approved by the Department, for using the aid to be held in trust; and,

WHEREAS, Recipient shall return aids in trust to the Department that are not expended for authorized purposes.

NOW THEREFORE, the parties agree as follows:

SECTION I: TERM

Except for the trust conditions established under Section VI, the term of this Grant Agreement shall extend from January 1, 2026, through December 31, 2026. The trust conditions established under Section VI shall remain in effect until they are terminated or amended.

SECTION II: PAYMENT BY THE DEPARTMENT

The Department agrees to pay the Recipient **\$1,190,011.00** following the execution of this Grant



Agreement subject to the provisions of Wis. Admin. Code Trans. § 1.08(3).

SECTION III: RESPONSIBILITY OF THE RECIPIENT

- A. The Recipient agrees to undertake and complete the transportation project(s) as described in its approved application, which is hereby incorporated by reference into this Grant Recipient may amend its application during the effective period of this Grant Agreement with the Department's concurrence, however the Recipient agrees that the allocated aids will address the issue of the need for transportation services that are accessible to the developmentally and physically disabled population of that county and shall go towards efforts of making accessible transportation available to all seniors and individuals with a disability.
- B. The Recipient agrees that it will comply with the Americans with Disabilities Act (ADA) of 1990 and all S. Department of Transportation regulations relating to enforcement of that Act.
- C. The Recipient agrees to appropriate at least **\$238,002.20** to match the state assistance it receives under this Grant. No in-kind services, no federal or state categorical financial aids and no passenger revenue shall be allowed as part of the county match.
- D. Recipient agrees to expend the local match amount within the term of this Grant Agreement on the projects described in its approved Recipient agrees that no portion of the local match will be placed or held in Trust.
- E. The Recipient assures the Department it will use the state aid granted under this Grant Agreement and its appropriated match only to assist specialized transportation services outlined in its grant These services should be designed to primarily serve elderly and disabled individuals. If excess capacity is available on these services, the Recipient may make this service available to the general public.
- F. Equipment purchased with state assistance under this Grant Agreement must be used in the performance of specialized transportation services for the duration of its useful The Recipient shall reimburse the Department for the state's share of the value of such equipment if it is sold or removed from specialized transportation service prior to the end of its useful life, unless the proceeds are spent for replacement equipment or for transportation services described in the Recipient's current, future or amended application.

SECTION IV: PROGRAM INCOME

Program income is the gross income earned from the transportation services receiving assistance under this Grant Agreement. Program income includes passenger donations, fares and copayments. Program income earned must be used to offset expenses incurred in transportation activities receiving assistance under this Grant Agreement. If revenue for other purpose is solicited from passengers in the course of transportation activities, the solicitation must explicitly state the intended use of the revenue.

SECTION V: ALLOWABLE COSTS FOR CURRENT STATE AID

Expenditures shall be reimbursable from the assistance under this Grant Agreement if they meet all of the requirements set forth below. They must:

- A. Be made in conformance with the Recipient's application and all other provisions of this Grant Agreement;
- B. Be necessary in order to accomplish the projects described in the Recipient's application;
- C. Be in amounts at fair market values for the goods or services purchased;
- D. Be actual net costs (i.e., the price paid minus any refunds, rebates, or other items of value which have the effect of reducing the cost actually incurred);
- E. Be made for work performed or materials, supplies, or equipment acquired during the effective period of this Grant Agreement;
- F. Be in conformance with the cost standards set forth in Attachment I – Cost Standards to this Grant Agreement; and
- G. Be documented in accordance with general accepted accounting principles and be treated uniformly and

SECTION VI: STATE AID HELD IN TRUST

- A. Recipient may hold in trust, per Stat. § 85.21(3)(c), aid received under this Grant Agreement for expenses or the purchase or maintenance of transportation equipment used for specialized transportation.
- B. The balance and any expenditures of aids held in trust shall be subject to the trust conditions that are attached to this Grant Agreement as Attachment The balance and expenditures of aid held in trust shall be consistent with Recipient's plan for using aid held in trust in which the plan has been reviewed and approved by the Department Program Manager.
- C. The Recipient agrees that the balance of aid held in trust may not exceed, on a quarterly basis, an average daily balance of \$80,000 as per state Wis. Admin. Code Trans. § 1.05(2)(b). Any balance exceeding this allowance shall be refunded to the Department 30 days after the end of the quarter.

SECTION VII: STATE AID BALANCE

The Recipient agrees to refund to the Department the balance of state aid received under Section II that



has not been expended or retained under the trust conditions of Section VI. Such a refund shall be made by not later than June 30, 2027.

SECTION VIII: RECORDS AND AUDITS

- A. The Recipient and any organizations to which it gives its financial assistance under this Grant Agreement shall establish and maintain accounts for the specialized transportation services receiving assistance under this Grant Agreement as well as for any assistance held in The accounts may be separate or parts of current accounting systems. If the transportation services are integrated with non-transportation activities, the accounts shall distinguish the costs and revenues attributable to the transportation activity from those of other activities. Such accounts shall cover the transportation activity throughout the effective period of this Grant Agreement.
- B. All costs charged to the assistance covered by this Grant Agreement shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers indicating the nature and propriety of the charges.
- C. The accounts and records as required above shall be retained for a period of three years beyond the close of the grant and shall be available upon request to the Department, its officials, employees or designees for inspection and audit purposes.
- D. The Recipient shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations.
- E. This audit shall be performed in accordance with federal regulations 2 CFR Part 200, subparts A-F issued by the federal Office of Management and Budget (OMB) and the State Single Audit Guidelines issued by the Wisconsin Department of Administration (DOA). Selected state programs will be included in the scope of the single organization- wide financial and compliance audit.

SECTION IX: REPORTING REQUIREMENTS

- A. The Recipient shall submit quarterly reports to the Department using forms supplied by the The reports shall be submitted to the department within the month that follows the end of each three-month period.
 - 1. The first period shall cover January 1 – March 31; due no later than April 30, 2026**
 - 2. The second period of April 1 – June 30; due no later than July 31, 2026**
 - 3. The third period of July 1 – September 30; due no later than October 31, 2026**
 - 4. The final period shall cover October 1 – December 31; due no later than January 31, 2027.**



- B. The Recipient shall also submit an annual financial report for each of the transportation projects receiving assistance under this Grant Agreement, using forms supplied by the Department. The annual report shall be **due no later than March 31, 2027**.

SECTION X: THIRD-PARTY CONTRACTS

- A. Recipient may not use the aids under this Grant Agreement to purchase service from, or make grants to, any third party without a contract, agreement, purchase-of-service order or other legal equivalent.
- B. A third-party contract for transportation services purchased with allocated aids shall, at least once every 5 years, be awarded through a competitive procurement process when the total amount of the contract is \$10,000 or more.
- C. Third-party contracts, agreements or purchase-of-service orders shall be available for inspection by the Department, its officials, employees or designees upon

SECTION XI: TERMINATION

- A. The Department may terminate the aid allocated under this Grant Agreement at any time that it determines that the purpose of the assistance program, as expressed in Stat. §85.21(1), is not being fulfilled. Failure of the Recipient to comply with the terms and conditions of this Grant Agreement or with the provisions of Wis. Stat. § 85.21 and Wis. Admin. Code Trans. Chapter 1, shall be considered to conflict with the purpose of the assistance program. The Recipient may also terminate the aid allocated under this Grant Agreement by formal action of its Board of Supervisors.
- B. In event that the aid allocated under this Grant Agreement is terminated by either party, the Department agrees to reimburse Recipient for the state share of eligible costs incurred prior to the termination. Notwithstanding any other provision of this Grant Agreement, Recipient shall refund any state assistance received under this Grant Agreement that has not been spent or retained in full accordance with this Grant Agreement, Wis. Stat. § 85.21, and Wis. Admin. Code Trans. Chapter 1.
- C. The Department may also terminate the arrangement by which Recipient holds unspent state aid in trust at any time that it determines that the Recipient is not fulfilling the purpose of a trust arrangement, as expressed in Stat. § 85.21(3)(c), or is not complying with the trust conditions of this Grant Agreement.
- D. In event that either party terminates the arrangement by which Recipient holds unspent state aid in trust, Recipient shall refund to the Department the balance of aid held in trust as well as any accumulated interest.



- E. Both parties agree that a notice of intent to terminate shall be made by return-receipt certified mail at least 30 days prior to the proposed termination

SECTION XII: EXECUTION

IN WITNESS WHEREOF this Grant Agreement shall become effective upon its complete execution by the Department and the Recipient.

STATE OF WISCONSIN

DEPARTMENT OF TRANSPORTATION

Signature

Date

Ian Ritz, Chief
Public and Specialized Transit Section
County of Dane

Signature

Date

Melissa Agard
Name
County Executive
Title
Signature Authority
Unit



Attachment I - COST STANDARDS

Allowable Costs

LABOR. Wages paid to employees in exchange for labor. These are wages that are typically paid to drivers;

passenger aides or escorts (but not volunteers); dispatchers; service coordinators or brokers; mechanics; administrative, planning or other technical personnel.

FRINGE BENEFITS. Payments to others on behalf of employees or payments to employees for something other than performance of their work. Fringe benefits are payments on behalf of the employees to other parties such as an insurance company or a governmental tax authority. These payments are for FICA, pension plans, medical and dental insurance, and other insurance plans. Fringe benefits may also include payments to employees for something other than work such as paid sick leave, paid holidays, and paid vacation.

MATERIALS AND SUPPLIES. The cost of materials or supplies consumed from inventory or purchased for immediate use. Materials and supplies include tangible products such as fuel and lubricants; tires; equipment maintenance supplies and spare parts; and office supplies. Freight-in charges, discounts, and sales tax are to be included.

UTILITIES. Payments to utility companies for their resources.

Payments to utilities are made for such resources as gas, water, electricity, telephone service, etc.

LIABILITY AND CASUALTY COSTS. Payments for insurance programs that protect a project from losses incurred or caused by the project; payments to others for their losses caused by the project.

TAXES. Taxes levied on a project by federal, state, and local governments, but not including income taxes.

PURCHASED TRANSPORTATION SERVICE. Payments to other organizations for the provision of transportation service. Other organizations would typically include another county agency; a "Section 5310" grantee or other private, nonprofit corporation; a public transit system; or private contractors such as school bus operators, taxi firms, or lift-equipped van services.

OTHER PURCHASED SERVICES. Payments to other organizations for services supporting the provision of specialized transportation service. Other purchased services could include maintenance of vehicles or other related equipment; professional and technical services; advertising or promotion; printing; custodial services; temporary help; accounting and auditing.

LEASES AND RENT. Payments for the use of equipment or facilities owned by other organizations. Items typically leased or rented include vehicles; two-way radio equipment; and office or storage space.



PURCHASE OF EQUIPMENT. Purchase of equipment with which to provide specialized transportation service. Specialized transportation typically includes passenger-carrying vehicles; vehicle mounted wheelchair loading and securement devices; two-way radio equipment; office and maintenance equipment; and other durable goods or equipment used in the provision of specialized transportation service. If equipment is shared with non-specialized transportation functions, then only that part of the equipment's cost which is proportional to its use in specialized transportation is eligible.

TRAVEL. This cost includes the expenses of transportation, meals, out-of-town lodging and related expenses such as parking that are incurred by employees, volunteers and other individuals as authorized by the county. Travel is allowed for: specialized transportation service provided by project employees or volunteers to eligible passengers; official business of the project; and travel by the elderly or disabled, using personal or other available means of transportation, when authorized by a project (includes "user-side" subsidies).

INTEREST. Interest on money borrowed over a short term (one year or less) for operating expenses or over a long term (more than one year) for equipment purchases.

ADVERTISING. Cost of media such as newspapers, magazines, newsletters, radio, television, direct mailing, posters, handouts, etc. The subjects of advertising may include the recruitment of paid or volunteer personnel; solicitation of bids for goods and services; sale or disposal of property or services; announcements of hearings or other public meetings; and the announcements of service information such as routes, schedules, contact persons, etc. All advertising must pertain to the projects of specialized transportation.

VOLUNTEER HONORARIUMS AND RECOGNITION EVENTS. Costs of gifts, mementos, dinners and ceremonies in recognition of volunteered services. No more than one event or group of presentations per project per year shall be eligible under this Grant Agreement.

SUBSCRIPTIONS AND MEETINGS. The cost of books and periodicals are allowable if they directly pertain to the management, planning and operation of transportation services. Such items must be procured for agency and not individual use. Meeting or conference fees are allowable when the primary purpose of the meeting is the dissemination of technical information. Fees for conferences or meetings designed to influence legislation are not allowed.

Allowable with Approval of the Department

AID HELD IN TRUST. State aid may be held in trust over multi-year periods for future equipment acquisitions or maintenance when specifically allowed by the Department under s.85.21(3)(c), Wis. Stats. Effective January 1, 2006, the balance of aid held in trust may not exceed an average daily balance on a quarterly basis of \$80,000.

Unallowable Costs



DEPRECIATION. Depreciation accrued by public operators, depreciation on facilities or equipment purchased with public (federal, state or local) capital grants, depreciation on an intangible asset, and depreciation in excess of the rate used for income tax purposes.

ENTERTAINMENT. The costs of amusements, social activities, and related costs.

FINES AND PENALTIES. Costs resulting from violations or failures to comply with laws and regulations.

CHARITABLE CONTRIBUTIONS AND DONATIONS.

BAD DEBT. Losses arising from uncollectible accounts or other claims.

RESERVE FUNDS FOR FUTURE EXPENSES. State aid may not be saved or carried-over from one year to another for any purpose, except as set forth in the Trust Fund Plan.

LOBBYING. The cost of any activity designed to influence law making is not allowable.

ADVISORY COMMITTEES OR COUNCILS. The cost of advisory committees or councils is not allowed except when the function of such groups is solely to advise or assist in the preparation of a technical study. The life or term of any such group may not exceed the term of the study.

GENERAL PUBLIC ADMINISTRATION. The cost of general county or local government as it incidentally pertains to the activities covered by this Grant Agreement is not allowed. This typically would include meetings of the county board and its subcommittees and activities of general county administrative positions not covered by an indirect cost allocation or time study.

CONSTRUCTION. The cost of building or modifying fixed facilities such as garages, shelters and other buildings is not allowed.

LAND ACQUISITION.

**Attachment II – TRUST CONDITIONS**

The following conditions are based on administrative rules adopted by the Wisconsin Department of Transportation under Chapter TRANS 1, Wis. Admin. Code, on November 15, 1983. The conditions apply to state financial aid received under s.85.21, Wis. Stats., and held in trust as allowed by s.85.21(3)(c), Wis. Stats.

1. Authority to Hold State Aid in Trust. Only the Recipient may hold state aid in The Recipient may not delegate its authority to hold aid in trust to any other organization or person.
2. Separate Accounting. State aid retained in trust shall be accounted for separately from current aid and funds from other sources or programs.
3. No Cash Segregation Necessary. Recipient need not physically segregate the state aid that it holds in trust from other funds.
4. Investment Allowable. Recipient may invest the state aid that it holds in trust separately or it may pool the aid with other funds for Aid may be invested in such manner as Recipient is authorized to invest its funds.
5. Interest to be added to Aid Held in Trust. Any interest earned by aid held in trust shall be added at least annually to the aid held in Interest earned from a pooled investment shall be determined from the average annual rate of return for all funds with which the aid is invested and the average monthly balance of aid held in trust during the year.
6. Allowable Use of Aid Held in Trust. Aid held in trust may only be spent for the purpose of acquiring or maintaining transportation equipment used for transportation services allowed under 85.21, Wis. Stats, or for future transportation activities allowed under Trans 1 of the Wisconsin Administrative Code.
7. Grants Allowable. Recipient may make grants for the purchase or maintenance of equipment from the state aid that it holds in trust to other organizations that provide approved specialized transportation

The grants may not exceed the amount of eligible expenses actually incurred.

8. Plan for Use of Aid Held in Trust. The balance of state aid held by Recipient in trust and the expenditures of those aids shall be consistent with a plan prepared by Recipient and approved by The plan must indicate the purpose for which aids are to be held in trust; describe the equipment to be acquired, replaced or maintained; identify the owner of the equipment; and indicate the projected dates and amounts of outlays from the aid held in trust for capital or operation items. The plan may be amended with the Department's approval at any time.



**WisDOT
Transit Management System**

Specialized Transportation Assistance
2026 Grant Agreement
County of Dane

9. No Permanent Minimum Balance. All aid held by Recipient in trust must be available for A permanent minimum balance of aid may not be established.
10. Maximum Effective January 1, 2006, the balance of aid held in trust may not exceed an average daily balance on a quarterly basis of \$80,000.
11. Record Keeping. Recipient shall maintain records showing the dates and amounts of additions to the aid held in trust; the dates, amounts and purposes of expenditures from the aid; and the dates and amounts of interest The records may be kept separately or as an integral part of Recipient's bookkeeping system.



WisDOT
Transit Management System

Specialized Transportation Assistance
2026 Grant Agreement
County of Dane

Certificate Of Completion

Envelope Id: 70D7D430-EB98-4791-84DE-40ECF7F54130

Status: Sent

Subject: Wisconsin Department of Transportation (WisDOT): Please sign the grant agreement for 85.21: Cou...

Source Envelope:

Document Pages: 12

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

DOTDocuSignSmartSimpleInt

AutoNav: Disabled

4822 Madison Yards Way

Envelopeld Stamping: Enabled

Madison, WI 53705

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

DOTDocuSignSmartSimpleInt@dot.wi.gov

IP Address: 35.171.127.255

Record Tracking

Status: Original

Holder: DOTDocuSignSmartSimpleInt

Location: DocuSign

2/6/2026 8:30:42 AM

DOTDocuSignSmartSimpleInt@dot.wi.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Wisconsin Department of Transportation

Location: Docusign

Signer Events

Signature

Timestamp

Melissa Agard

contracts@danecounty.gov

Security Level: Email, Account Authentication
(None)

Sent: 2/6/2026 8:30:43 AM

Viewed: 2/6/2026 10:36:21 AM

Electronic Record and Signature Disclosure:

Accepted: 2/6/2026 10:36:21 AM

ID: 1a605f48-03ec-4083-b056-1024656bb4da

Ian Ritz

ian.ritz@dot.wi.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 5/7/2025 11:34:44 AM

ID: fba99440-92e1-47fb-9055-96040c533fb7

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

2/6/2026 8:30:43 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

To advise Wisconsin Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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