WisDOT
Transit Management System

2027 State 85.21 Specialized Transit: County of Forest

Application ID	Application Type
2027 State 85.21 Specialized Transit: County of Forest	85_21

Applicant Agency Information

Application Instructions

Certification

Place your initials in box to the right to certify your eligibility. You are certifying that the applicant is a county government or an agency of the county department.

AA

Organization Information

Organization Legal Name: County of Forest
Doing Business As: Forest County Commission on Aging
Address:
200 E. Madison St.
Crandon, WI 54520
Phone: 715-478-3256

Primary Contact: Amber Koplien
UEI (only required for federal subrecipients, must be active): NFZ4MDQKFSW1

2027 State 85.21 Specialized Transit: County of Forest

Organization Contacts

First Name	Last Name	Title	Email	Phone	Grant Program Role	Login Access to TMS	TMS Account Status
Sam	Augustin	Forest County Supervisor	District3@co.forest.wi.us	920-627-0436	Signature Authority	No Access	Inactive
Amber	Koplien	Human Services Assistant Director	Amber.K@co.forest.wi.gov	715-478-2015	Director	User Access	Active
Nicole	Winkler	Human Services Director	Nicole.W@co.forest.wi.gov	715-478-3351		User Access	Active
Ann	Albrecht	Aging Director	officeonaging@co.forest.wi.us	715-478-3256	Transit Manager, Director, Maintenance Manager, Operations Manager, Signature Authority, TAM Plan Accountable Executive	User Access	Active

I attest and certify that all of the required information relating to my organization profile has been provided and is accurate. I further attest that I have edited, uploaded, or provided all of the information required or requested in this grant application on behalf of my organization to the best of my ability. I have reviewed the State Management Plan, FTA Master Agreement (if applicable), and other documents listed in the application instructions.

☐ Confirmed

Please indicate whether or not §85.21 state aid will be used for the transportation of persons who cannot walk or persons who walk with assistance during the calendar year.

Select One

Coordination and Service

2027 State 85.21 Specialized Transit: County of Forest

Title of Coordination Plan: Forest County Locally Developed, Coordinated Public Transit-Human Service Transportation Plan 2024-2028

Strategy(ies) from which your project(s) is included as part of:: 1. Coordinate with and support the Regional Volunteer Driver Program to reinforce the County Transportation Program and fill in gaps in service.
2. Maintain and expand existing services through support of program operations (inc. director/transportation coordinator position(s), driver salaries, volunteer reimbursements, equipment, supplies and training), maintenance, repair and scheduled replacement of vehicle fleet as appropriate.
3. Work to develop and expand coordination between county and tribal transportation programs within Forest County.
4. Explore options for additional funding to stabilize transportation budget over the service year.
5. Explore use of and funding options for hybrid/electric vehicles.
6. Complete county-wide human services transit needs assessment through 5304 grant with 85.21 support. This study entails the evaluation of current need for transportation services throughout the county and how to better focus efforts to meet those needs.

Page number(s) in the Coordination Plan the strategies are located: Pages 9-10

Fleet Summary

Current Fleet Summary

Vehicle Type	ADA Accessible Vehicles	Total Vehicles Available	Percent of Vehicles ADA Accessible
Minivan	1	1	100.0%
Van/Bariatric Van	1	2	50.0%
Heavy-duty bus	1	1	100.0%
Sedan	0	1	0.0%
	3	**5**	

2027 State 85.21 Specialized Transit: County of Forest

Project

#	Activity ID	Application ID	Primary Contact	Activity Type	Activity Status	Project Name
1	21898708	2027 State 85.21 Specialized Transit: County of Forest	Ann Albrecht	Project	Draft	Bus Route-Non-Medical Transportation
2	21898941	2027 State 85.21 Specialized Transit: County of Forest	Ann Albrecht	Project	Draft	Specialized Transportation for Persons with Disabilities
3	21899173	2027 State 85.21 Specialized Transit: County of Forest	Ann Albrecht	Project	Draft	Medical Transportation-Forest County /COA

Projects Budget Summary

Budgeted Expenses

Project Name	Type of Service	Annual Expenses	Amount	Comment
		Total Expenses:		

***To claim indirect expenses other than the 15% de minimis rate, an indirect cost allocation or AMSO allocation **must be submitted to and approved by WisDOT**..*
If claiming the de minimis rate, doing so must be consistent with any indirect costs claimed for other state or federally funded programs.

Budgeted Revenue Sources

Project Name	Type of Service	Annual Revenue	Amount	Comment
		Total Revenues:		

Local Match

Local Match Certification

Other State or Federal Funding

Check all federal grants that will be using §85.21 funds as local match.

- ☐ 5307
- ☐ 5310
- ☐ 5311
- ☐ Other

Trust Funds

Trust Fund History

Values shown as reported in **County of Forest's 2025 annual financial report** and **2026 application for Specialized Transportation Assistance**

Year	Transaction Type	Transaction Description	Additional Description	Amount
2025	Balance	Trust Fund: Beginning of year balance	Opening Balance on January 1, 2025	$111,081.00
2025	Balance	Trust Fund: Additions to Trust	Aid from CY24 85.21 Allocation unspent and moved to trust	$31,882.91
2025	Balance	Trust Fund: Interest Added to trust	Interest Earned by 85.21 Aid in 2025	$1,033.85
2025	Withdrawal	Withdraw 1	2025 Ford T350	-$85,940.10
2026	Budgeted	Aging Garage Insulation and Heating Project		-$40,000.00
			Projected Balance*:	**$18,057.66**

** Projected Balance on January 1, 2027*

Trust Fund Spending Plan: Calendar year 2027*

Year	Status	Project Name	Line Item Comment	Amount of Trust to be Applied
			Total Planned Spending:	

**As identified in project budgets in this application*

Trust Fund Spending Plan: Calendar years 2028-2029

Please Confirm Trust Fund Spending Plan

- ○ All Trust Fund spending on eligible capital projects planned or anticipated in the next three years has been identified in the table above and the projects are consistent with the County of Forest's plan to maintain an average daily Trust Fund balance below $80,000
- ○ No Trust Fund spending is planned or anticipated in the next three years and the County of Forest's Trust Fund's balance will remain below $80,000
- ○ The County of Forest does not have an 85.21 Trust Fund established

Supporting Documents

Please upload Public Notice

Please download and complete the Transmittal Letter

Please download and complete the Local Review

Please upload any relevant documents referenced previously in the application to the location below

2027 State 85.21 Specialized Transit: County of Forest Project

Project Information

Project Name

Bus Route-Non-Medical Transportation

Is your project provided by a Third Party Provider

No

Types of Service

Types of Service

Other - Paid Drivers

Identify the other type of service

Paid Drivers

Project Summary and Service

2027 State 85.21 Specialized Transit: County of Forest Project

General Project Summary

Provide a brief description of this project

We operate multiple times per month, providing transportation to neighboring communities such as Antigo, Rhinelander, and Iron Mountain on a rotating schedule at least weekly. In addition to our regular routes, and contingent on available funding, we may organize special outings that offer unique experiences, such as trips to museums, orchards, parks or preserves and arts and theater shows. To enhance accessibility, we pick up seniors and individuals with disabilities from a local nursing facility, as well as other county residents, for mini shopping trips.

To ensure a comfortable experience for all riders, we require RSVP's to effectively manage seating arrangements. This practice not only helps us accommodate everyone but also allows us to better anticipate the needs of our passengers. By planning ahead, we can provide a more enjoyable and stress-free transportation experience for all participants.

Geographic Service Area

List the counties, cities, and areas that are serviced by this project

Forest County
City of Crandon
Townships: Alvin, Argonne, Armstrong Creek, Blackwell, Caswell, Freedom, Hiles, Laona, Lincoln, Nashville, Newald, Popple River, Ross, and Wabeno.

Service Days

Check what days of the week in which the project operates

- [ ] Sunday
- [x] Monday
- [x] Tuesday
- [x] Wednesday
- [x] Thursday
- [x] Friday
- [ ] Saturday

Service Requests

Describe how your service is requested for this project. Examples are same-day, 24 hr. notice, via phone, and via website.

To request bus routes to neighboring communities, individuals can call the ADRC of the Northwoods staff, who will assist in scheduling the transportation based on availability and specific needs.

Passenger Eligibility

Please indicate passenger eligibility requirements for this project. For example, Seniors aged 60+.

Passenger eligibility for bus routes and social engagements typically included being a resident of the service area and meeting age requirements, often targeting seniors or individauls with disabilities. Additionally, the routes are open to the public when seating is available. Participants many need to register in advance for social events and comply with any specific guidelines set by the transportation program.

Passenger Revenue

Describe passenger revenue requirements for this project. If there are different fares for separate groups or trip types, please list them all.

Passenger revenue requirements include a fee of $6.00 per trip per person. If an individual requires personal assistance, caretakers can accompany them at no additional charge. All fees are to be paid to the ADRC of the Northwoods.

Project Budget

2027 State 85.21 Specialized Transit: County of Forest Project

Project Budget

Annual Expenses	Amount	Comment
Driver Wages and Benefits	$10,797.00	
Other Wages and Benefits	$20,479.00	Coordinator/Bookkeeper/Clerk
Vehicle Expenses	$6,750.00	fuel/tires/supplies/maintenance/
Insurance	$3,500.00	
Indirect or AMSO Expenses**	$3,189.00	
Office Expenses	$3,200.00	advertising/printing/telephone/utilities
Total Expenses:	**$47,915.00**	

***To claim indirect expenses other than the 15% de minimis rate, an indirect cost allocation or AMSO allocation **must be submitted to and approved by WisDOT**..*
If claiming the de minimis rate, doing so must be consistent with any indirect costs claimed for other state or federally funded programs.

Annual Revenue	Amount	Comment
A. 85.21 funds from annual allocation	$24,061.00	Route
C. County match funds	$4,812.00	Route
D. Passenger revenue	$1,500.00	
G. Other	$17,542.00	County Levy
Total Revenue:	**$47,915.00**	

	Summary
Total	$0.00

2027 State 85.21 Specialized Transit: County of Forest Project

Project Information

Project Name

Specialized Transportation for Persons with Disabilities

Is your project provided by a Third Party Provider

Yes

Third Party Provider

Headwaters, Inc.

If yes, when was your contract last updated

01/01/2026

Upload Purchased Transportation Contract

Types of Service

Types of Service

Other - Transportation for disabled adults.

Identify the other type of service

Transportation for disabled adults.

Project Summary and Service

General Project Summary

Provide a brief description of this project

Headwaters, Inc. operates a transportation program designed for residents of Forest County, as well as individuals from surrounding areas, helping those who participate in their own programs and others in need of assistance. Located in Rhinelander, this facility operates under an annual contract with Forest County which allocates funds for Headwaters to efficiently manage transportation services for individuals with disabilities.

The program places a strong emphasis on serving those with developmental disabilities, enhancing their access to critical services and opportunities. To promote accessibility, the program eliminates co-payments and donations, simplifying the process for individuals to access the necessary transportation services. This initiative is geared towards promoting independence and encouraging community involvement among participants while addressing their unique transportation challenges.

Geographic Service Area

List the counties, cities, and areas that are serviced by this project

Forest County
City of Crandon
Townships of: Alvin, Argonne, Armstrong Creek, Blackwell, Caswell, Freedom, Hiles, Laona, Lincoln, Nashville, Newald, Popple River, Ross, and Wabeno.

Service Days

Check what days of the week in which the project operates

- [ ] Sunday
- [x] Monday
- [x] Tuesday
- [x] Wednesday
- [x] Thursday
- [x] Friday
- [ ] Saturday

Service Requests

Describe how your service is requested for this project. Examples are same-day, 24 hr. notice, via phone, and via website.

Parents, guardians, or other representatives of consumers can contact Headwaters, Inc. to inquire about transportation service for individuals with disabilities. Requests for transportation are based on the days of consumer attends the workshop and their employment commitments.

Passenger Eligibility

Please indicate passenger eligibility requirements for this project. For example, Seniors aged 60+.

The eligibility criteria for transportation services provided by Headwaters, Inc. primarily target individuals with developmental disabilites living in Forest County. These individuals are given priority to guarantee they receive vital support and access to transportation.

Passenger Revenue

Describe passenger revenue requirements for this project. If there are different fares for separate groups or trip types, please list them all.

For this project, the majority of passenger revenue comes from funding sources rather than co-payments or donations, as these fees are waived for participants to guarantee accessibility for individuals with developmental disabilities.

Project Budget

Project Budget

Annual Expenses	Amount	Comment
3rd Party Contractors	$7,000.00	Headwaters
Total Expenses:	**$7,000.00**	

***To claim indirect expenses other than the 15% de minimis rate, an indirect cost allocation or AMSO allocation **must be submitted to and approved by WisDOT.**.*
If claiming the de minimis rate, doing so must be consistent with any indirect costs claimed for other state or federally funded programs.

Annual Revenue	Amount	Comment
A. 85.21 funds from annual allocation	$5,834.00	
C. County match funds	$1,166.00	
Total Revenue:	**$7,000.00**	

	Summary
Total	$0.00

2027 State 85.21 Specialized Transit: County of Forest Project

Project Information

Project Name

Medical Transportation-Forest County /COA

Is your project provided by a Third Party Provider

No

Types of Service

Types of Service

Other - Paid Drivers

Identify the other type of service

Paid Drivers

Project Summary and Service

2027 State 85.21 Specialized Transit: County of Forest Project

General Project Summary

Provide a brief description of this project

This transportation project helps individuals access essential medical services through hired drivers. It includes transportation for doctors visits, dental appointments, and medication pick-ups. Eligible individuals can request a ride by calling the ADRC of the Northwoods/COA at least 48 hours in advance. Staff from the ADRC/COA or the driver will confirm the pick-up time and appointment location offering door-to-door service. The program operates within a 125-mile radius of Crandon and is especially advantageous for residents of rural Forest County, ensuring they have access to larger medical facilities. Additionally, it caters to non-ambulatory older adults and individuals with disabilities who do not qualify for Medicaid transportation.

Geographic Service Area

List the counties, cities, and areas that are serviced by this project

Forest County
City of Crandon
Townships of: Alvin, Argonne, Armstrong Creek, Blackwell, Caswell, Freedom, Hiles, Laona, Lincoln, Nashville, Newald, Popple River, Ross, and Wabeno.

Service Days

Check what days of the week in which the project operates

- [ ] Sunday
- [x] Monday
- [x] Tuesday
- [x] Wednesday
- [x] Thursday
- [x] Friday
- [ ] Saturday

Service Requests

Describe how your service is requested for this project. Examples are same-day, 24 hr. notice, via phone, and via website.

Those requiring transportation can arrange for service by contacting the staff at the ADRC/COA. They will gather necessary details such as the individual's name, contact information, and appointment specifics in order to schedule a driver. Following this, the staff will verify the pick-up time and location with the individuals.

Passenger Eligibility

Please indicate passenger eligibility requirements for this project. For example, Seniors aged 60+.

To be eligible for this transportation project, passengers must be residents of Forest County who are either 55 years of age or older or individuals with a disability.

Passenger Revenue

Describe passenger revenue requirements for this project. If there are different fares for separate groups or trip types, please list them all.

Passenger revenue is calculated based on travel time, with fees beginning when the bus departs the garage. The rates are $20 for trips lasting two hours or less, $30 for trips over two hours but under four hours, $40 for trips over four hours but under six hours, $55 for trips over six hours but under eight hours, and $75 for trips that are over eight hours.

Project Budget

2027 State 85.21 Specialized Transit: County of Forest Project

Project Budget

Annual Expenses	Amount	Comment
Driver Wages and Benefits	$43,186.00	
Other Wages and Benefits	$22,646.00	Bookkeeper/Clerk/Coordinator
Office Expenses	$1,100.00	printing/telephone/utilities
Vehicle Expenses	$11,250.00	fuel/maintenance
Indirect or AMSO Expenses**	$3,189.00	
Total Expenses:	**$81,371.00**	

***To claim indirect expenses other than the 15% de minimis rate, an indirect cost allocation or AMSO allocation **must be submitted to and approved by WisDOT.**.*
If claiming the de minimis rate, doing so must be consistent with any indirect costs claimed for other state or federally funded programs.

Annual Revenue	Amount	Comment
A. 85.21 funds from annual allocation	$49,995.00	
D. Passenger revenue	$20,000.00	
C. County match funds	$9,999.00	
G. Other	$1,377.00	County Levy
Total Revenue:	**$81,371.00**	

	Summary
Total	$0.00