



Instructions for Completing Public Transit Lease Agreement

The public vehicle lease template represents WisDOT's standard lease agreement template for vehicles owned by a rural public transit agency receiving Section 5311 and/or 5339 funds (Lessor) and a third-party service provider (Lessee).

WisDOT is ultimately responsible for oversight and proper use of all vehicles purchased with Section 5311 and 5339 funds, and consequently all leases of such vehicles are subject to WisDOT review. However, this lease agreement is explicitly between the Lessor and Lessee. The template reflects a standard lease term of one year. If you have a compelling reason to pursue a longer agreement period, please discuss with a WisDOT program manager.

In order to produce a complete lease from the template:

- Complete each blank (red highlighted) field, either by typing in the appropriate text or using the associated drop-down menu.
- Complete the table in Section 2 ("Vehicle Information"). Be sure to include every vehicle subject to the lease agreement, and to complete every field for each vehicle to be leased. For "Primary Funding Source," enter one the following:
 - 5311 (*aka rural public transit funds*)
 - 5311(c) (*aka tribal transit funds*)
 - 5339 (*aka bus & bus facilities formula/discretionary funds*)
 - 5307 (*aka urban public transit funds*)
 - 5310 (*aka enhanced mobility for seniors and individuals with disabilities funds*)
 - Other federal funds
 - State funds
 - Local public funds
 - Local private funds
- Send email the completed (but unsigned) lease agreement to WisDOT for review, at publictransit@dot.wi.gov.
- Once WisDOT approves the lease agreement, authorized representatives of both parties must sign it before the vehicle(s) change hands.
- Upload the signed lease agreement to the Resources folder in BlackCat (WisDOT's grants management system), at widot.blackcatgrants.com.

Contact Chad Reuter (chadwic.reuter@dot.wi.gov, 608-267-7345) or Steve Hirshfeld (stephen.hirshfeld@dot.wi.gov, 608-267-0209) with any questions.