

SPECIAL COMMON COUNCIL MEETING AGENDA

TUESDAY, DECEMBER 2, 2025

IMMEDIATELY FOLLOWING THE COMMITTEE OF THE WHOLE MEETING AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Roll Call
2. Virtual Attendees Seated (if necessary)
3. 2026 Shared-Ride Taxi Grant Application. RECOMMENDATION: Authorize staff to apply for the 2026 WisDOT Public Transit Assistance Program (PTAP) and DOT Capital Expenditures Grant and authorize needed signatures.
4. Adjourn.



***** Save Draft prior to starting application*****

- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form.
If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application ID

Application Type

2026 PTAP - Operating: PTAP
Public Transit Assistance
Program: City of Berlin

Applicant Agency Information

If interested, view our PTAP Webinar recording: [2026 PTAP Application Webinar](#)

Also, if you're new to TMS, feel free to download and review this presentation: [Navigating WisDOT's Transit Management System](#)

Application Instructions

Prior to starting the application, please select **"Save Draft"** before working on any of the content. Also download and review all reference files below. These files will be incorporated by reference in state and federal grant agreements.

[WisDOT State Management Plan](#)

[FTA Master Agreement](#)



Public Transit Grantee Guide

Please be sure to complete each section in the application (**Applicant Agency Information, Management Plan, Project Budget, and Supporting Documents**) prior to submission.

Incomplete fields will be flagged by the system at the time of submission and the application may only be submitted **after** mandatory fields are satisfactorily completed.

Certification

Organization Information

Organization Legal Name: City of Berlin

Doing Business As:

Address:

108 N Capron St
Berlin, WI 54923-1512

Phone: 920-361-5409

Primary Contact: Debbie Thiel

UEI (only required for federal subrecipients) **KFG1GBHTFG99**

Organization Contacts

If any information below is incorrect, please have the individual contacts or the organization manager update the contact profile information.

First Name	Last Name	Title	Email	Phone	Grant Program Role	Login Access to TMS	TMS Account Status
Debbie	Thiel	Deputy Clerk	DThiel@cityofberlin.wi.gov	920-361-5409	Signature Authority, Analyst	User Access	Active
Rebecca	Bays	Senior Center Director	rbays@cityofberlin.wi.gov	920-361-5422		No Access	Deactivated
Jessi	Balcom	City Administrator	cityadministrator@cityofberlin.wi.gov	920-361-5400	Signature Authority	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

Under the Organization Profile, I attest that the name, title, and email address of my organization's signature authority is accurate.

☐ Confirmed

Please upload: Operating Assistance Cover Letter

Template: [2026 Operating Assistance Cover Letter](#)

If the box to upload the file does not appear below, click "Save Draft" at the bottom of the page to refresh.

2026_PTAP_Operating_Assistance_Cover_Letter_-_City_of_Berlin.pdf
245.2 KB - 11/17/2025 2:08 PM

Total Files: 1

Our organization opts to NOT receive the following funding opportunities

This is intended only for organizations who prefer to receive only state or only federal aid. **Checking a box will significantly reduce funding for your organization's operating expenses.** Leave this blank if your organization prefers to receive all available aid or if your organization is *only eligible for state OR federal aid*, but not both.

☐ 85.20 State Aid

☐ 5307 or 5311 Federal Aid

Federal Funding Accountability and Transparency Act (FFATA)



Our organization received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).

☐ Yes

☒ No

Our organization received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards).

☐ Yes

☒ No

The public does not have access to compensation information filed under Securities and Exchange Commission (SEC) and IRS requirements. Answer "No" if the Public DOES have access to compensation information for your organization. To verify your organization's info, visit: <https://www.investor.gov/introduction-investing/investing-basics/glossary/proxy-statements-how-find>

☒ Yes

☐ No

Single Audit

Instructions: WisDOT is responsible for reviewing single audits of subrecipients that expend more than \$1,000,000 annually of federal funding from all sources, not just US DOT funds, in accordance with OMB - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 (Subpart F § 200.501). Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Please indicate the federal funding amount below.



Our agency expends more than \$1,000,000 in a year in federal funds from all sources.

- ☐ Yes
☒ No

Note: Grantees that do not meet the single audit threshold may be required to submit supporting documentation for a quarterly reimbursement request. Grantees chosen for submission will be notified prior to the quarter end for which the request is made.

Project Service Area

Provide a list counties, municipalities, and other pertinent areas in which service is provided

Primary Service Area: This Shared-Ride Taxi Service operates primarily within the City limits of the City of Berlin. Extended Coverage Area: when possible, service may be extended up to five miles beyond city limits. Fees for extra miles will be charged according to the posted schedule. Service within the City limits will always take priority. Limited inter-City Service: Inter-City Service to Green Lake and Ripon may be offered at certain pre-scheduled times. Advance reservations will be required. Fees for extra miles beyond city limits will be charged according to posted schedule.

Identify any Regional Planning Commissions (RPC) within which the project(s) service area is located (select all that apply):

East Central Wisconsin RPC

Identify any Metropolitan Planning Organizations (MPO) within which the project(s) service area is located (select all that apply):

N/A - Do not operate within MPO boundaries

Identify the U.S. Congressional District(s) within which the project(s) service area is located (select all that apply):

6

Management Plan



Transit Administration

Enter the name(s) of any third parties (contractors and/or public agencies) retained to provide administrative services (e.g., compiling quarterly reports, submitting applications to WisDOT or FTA, hiring staff):

N/A

Enter the name(s) of any third parties (contractors and/or public transit agencies) retained to provide marketing, advertising, maintenance, fuel or other goods or services:

N/A

Is the system overseen by a transit commission, board of director, transit advisory committee, or similar?

- ☒ Yes
☐ No

Enter the Name of the Committee

Common Council

Identify the Role(s) of the Committee (check all that apply):

- ☒ Sets Policies
☒ Votes on fare increase & decreases
☐ Other (describe)



Transit Oversight Committee Members

Committee Member Name	Committee Member Company	Committee Member Title	Committee Member Phone	Committee Member Term
Catrina Burgess	City of Berlin	Mayor	9202299860	April 2026
Terry Przybyl	City of Berlin	Aldersperson Ward 1/7	9202901232	April 2026
Victoria Hill	City of Berlin	Aldersperson Ward 2	9202469630	April 2027
Kristina Boeck	City of Berlin	Aldersperson Ward 3	9202905833	April 2026
Samantha Stobbe	City of Berlin	Aldersperson Ward 4	9202296258	April 2027
Joshua Nigbor	City of Berlin	Aldersperson Ward 5	9202296012	April 2026
Melissa Sorenson	City of Berlin	Aldersperson Ward 6	9208962165	April 2026

Service Characteristics

National Transit Data (NTD) Transportation Mode(s)

NTD ID: 50506

NTD Reporter Type: Rural Reporter - Rural General Public Transit

NTD Service Modes

- ☐ Fixed Route Bus - Directly Operated (MB-DO)
- ☐ Fixed Route Bus - Purchased Transportation (MB-PT)
- ☐ Demand Response - Directly Operated (DR-DO)
- ☒ Demand Response - Purchased Transportation (DR-PT)
- ☐ Demand Response - Taxi (DR-TX)



I attest that the NTD transportation mode(s) identified for my organization above is accurate.

Fixed Route Bus - Directly Operated (MB-DO): Transportation services provided on a repetitive, fixed schedule basis along a specific bus route. Services are provided directly by a transit agency, using their employees to supply the necessary labor to operate revenue vehicles.

Fixed Route Bus - Purchased Transportation (MB-PT): Transportation services provided on a repetitive, fixed schedule basis along a specific bus route. Services are provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract.

Demand Response - Directly Operated (DR-DO): Transportation services provided in response to calls from passengers to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. Services are provided directly by a transit agency, using their employees to supply the necessary labor to operate revenue vehicles.

Demand Response - Purchased Transportation (DR-PT): Transportation services provided in response to calls from passengers to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. Services are provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. DR-PT services use **dedicated vehicles** (i.e. vehicles used *only* for the transit agency's contracted service and typically owned by the transit agency).

Demand Response - Shared-Ride Taxi (DR-TX): Taxi (TX) is a special type of service operated through taxicab providers with a system in place to facilitate ride sharing. Services are provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. DR-TX services use **non-dedicated vehicles** (i.e. vehicles not used exclusively for the transit agency's contracted taxi service and typically owned by the contracted provider).

☒ Confirmed

Does your agency have any policies defining trip denials, missed trips and on-time performance for Demand Response service?

☐ Yes

☒ No



FTA Circular 4710.1 defines trip denials as instances when a (paratransit) provider cannot schedule a trip at the requested time or within one hour of it. The ADA prohibits any pattern or practice of trip denials, missed trips, or late pickups that limit service availability. While an agency might not have a separate written "trip denial policy," they could adhere to the FTA requirements through its scheduling, monitoring, and on-time performance practices. WisDOT recommends demand response systems follow an appropriate procedure for monitoring on-time-performance (i.e., trip denials and missed trips) to comply with ADA. 4710.1's chapter on Complementary Paratransit Service (Ch. 8), Section 8.5 emphasizes that: Trip denials, late pickups, and missed trips are all indicators of possible ADA noncompliance if they form a consistent pattern. Agencies are expected to track and manage on-time performance to prevent any issues from becoming systemic.

Sources: [FTA C 4710.1](#) [49 CFR 37.131\(b\)](#) [49 CFR 37.131\(f\)](#)

Demand-Response Scheduling & Dispatching

Describe the scheduling and dispatching methods used for demand-response services.

Monday-Saturday 7:30am-5:30pm, Sunday 7:30am-3:00pm.

Fixed Route

Deviated Fixed Route

Demand Response

Day of Week	Start Time	End Time
Monday	07:30 AM	05:30 PM
Tuesday	07:30 AM	05:30 PM
Wednesday	07:30 AM	05:30 PM
Thursday	07:30 AM	05:30 PM
Friday	07:30 AM	05:30 PM
Saturday	07:30 AM	05:30 PM
Sunday	07:30 AM	03:00 PM
Other		



Identify any regularly scheduled variations in the operating hours, including holidays and seasonal variation.

Closed on New Years Day, July 4th, Labor Day, and Thanksgiving Day. Open 8am-1pm by appointment only on Christmas Day and Easter.

Provide a list of community events for which the transit agency provides transit services on an annual basis (i.e., county fairs, festivals).

N/A

Third Party Request for Service

Party Requesting Service	Type of Service Provided	Service Start Date	Service End Date	Amount Paid to Agency for Service
None		00/00/0000	00/00/0000	\$0.00
				\$0.00

Changes to Service

Were any significant service changes implemented in the past year, or are any planned in the upcoming calendar year

This includes any increases or decreases in service hours, fares, number of vehicles or drivers, routes, or service area

☐ Yes - in the past year ☐ Yes - planned for next year ☒ No

Provide a summary of any significant service changes over the transit system's recent history, excluding changes already described in this section

Examples include, but are not limited to, a switch from fixed-route to demand-response or public to private operation, expansion from municipal to countywide system, etc.

N/A

Fares



Fare Schedule

Fare Type

Fare Amount Description

Base Fare	\$3.00	Adult
Base Fare	\$1.00	Additional Passenger
Base Fare	\$2.00	Senior/Disabled
Base Fare	\$2.00	Student
Base Fare	\$2.00	outside of city limits

Enter any anticipated changes in fare structure for the upcoming calendar year or beyond

N/A

Describe any agency fares in effect including the agency name(s), rate(s), and any associated administrative fees.

N/A

Identify the method to be used for determining revenue passenger trips for the upcoming calendar year (choose one):

Required per Administrative Rule [Trans 3.03](#)

- ☒ Actual Count (e.g. automated fare counters, driver logs)
- ☐ Average fare method (estimated)
- ☐ Survey Method (described in Trans 3.04)
- ☐ Using a combination of two or more of the methods above

Fleet Summary



Asset Inventory

WisDOT is required to have a full asset inventory of **all vehicles used to provide transit service** by its **subrecipients** and **participants of its state Transit Asset Management (TAM) plan**. This inventory *must include* any transit vehicles *not funded by federal aid*, or those *owned by contracted providers*. If your agency is either a federal subrecipient of WisDOT or has opted in to be included in WisDOT's TAM plan and the information displayed below is not accurate, please contact your WisDOT program manager.

Note: Vehicles owned by contracted providers and used in public transit service are typically considered **non-dedicated** vehicles, and much less information is required for non-dedicated vehicles (e.g., specific VINs, makes, models, etc., are not required for non-dedicated vehicles).

Asset Type	Vehicle Construction	ADA Accessibility	Model Year	Make	Model	VIN	Title Holder	Lessee	Status	Condition	Mileage	Mileage and Condition Updated
Vehicle	Minivan	0	2018	Dodge	Caravan	2C4RD1GBG6J148246		LIR Transportation LLC	Active	Good	172,202	
Vehicle	Minivan	Rear Load Ramp	2019	Dodge	Caravan	2C4RD1GBG8K1728320		LIR Transportation LLC	Active	Good	114,025	
Vehicle	Van (incl. bariatric)	Side Load Ramp	2019	Ford	E350 Starcraft	1FDEE1F56K1009980		LIR Transportation LLC	Active	Good	19,703	
Vehicle	Minivan	Side Load Ramp	2022	Chrysler	Voyager	2C4RC1CG3N1224308		LIR Transportation LLC	Active	Good	45,911	

Does your agency lease any vehicle(s) to or from another entity?

- ☒ Yes
☐ No

Please upload your agency's most current executed lease agreement(s).



Current Fleet Summary

Vehicle Type	Vehicles Operating at Peak Service	Total Vehicles Available	Spare Ratio (Total - Peak) / Peak
Minivan	3	3	0.0%
Cutaway bus	1	1	0.0%
	4	4	

Facilities

Provide a summary of significant maintenance or construction needs for any existing transit facilities, and scheduled facility upgrades, or renovations scheduled for the upcoming year:

N/A

Describe any anticipated progress towards a new transit facility over the upcoming year (if applicable):

N/A

Transit Planning & Advertising

Describe the current marketing and/or advertising plan.

We place brochures for the taxi service at the Library, local banks and have information available on the City website.

Identify previously used marketing and/or advertising methods used and describe their level of success.

Brochures, external lettering on the vehicles and social media posts.

Describe any public outreach and engagement activities undertaken during the past year.

Brochures and website.



Projected Operating Statistics and Performance Indicator Targets

Year	System Expenses	Passenger Count	Passenger Revenue	Revenue Hours	Population Estimate	Expense /Revenue Hour	Expense /Passenger	Revenue/Expense Ratio	Passengers/Revenue Hour	Passengers/Capita	Revenue Hours/Capita
2026	\$311,150.00	20,000	\$42,000.00	9,000	5,600.00	34.57	15.56	0.13	2.22	3.57	1.61
2027	\$326,700.00	20,000	\$42,000.00	9,000	5,600.00	36.30	16.34	0.13	2.22	3.57	1.61
2028	\$343,000.00	20,000	\$42,000.00	9,000	5,600.00	38.11	17.15	0.12	2.22	3.57	1.61
2029	\$361,000.00	20,000	\$42,000.00	9,000	5,600.00	40.11	18.05	0.12	2.22	3.57	1.61
	\$1,341,850.00	80,000	\$168,000.00	36,000	22,400.00						

Explain the reasons for any projected increases and/or decreases shown in the above figures

Fuel and repair costs continue to climb.

Identify the municipalities and counties used for the population estimates in the service and performance goals table

City of Berlin, Green Lake County and Waushara County

Future Capital Projects

Year	Activity Line Item	Quantity	Total Cost	Funding Source(s)	Description
2026	Replacement Vehicles: 11.12.15 - Purchase Replacement Van	1	\$0.00	Federal and Local	Replace ADA Medium Bus (2019 Starlite) with a ADA Minivan
2027	Replacement Vehicles: 11.12.15 - Purchase Replacement Van	1	\$0.00	Federal and Local	Replace 2018 Dodge Caravan with a Minivan
		2	\$0.00		

If no capital projects are entered above, please certify that no capital projects are anticipated

- ☐ All capital projects planned or anticipated for the next four calendar years have been entered in the table above
- ☒ No capital projects are planned or anticipated for the next four calendar years from any funding source



Purchased Transportation

Does the applicant agency contract with any third party contractors to provide transit service? This includes contracts with private providers as well as any contracts or intergovernmental agreements with other public transit agencies. Add separate lines if a contract includes multiple rates (one line per rate).

☒ Yes

☐ No

Purchased Transportation

Provider Name	Provider Rate	Rate Units Specified	Number of Units Purchased	Provider Total Cost	Contract Start Date	Contract End Date	Contract Year
LIR Transportation	\$37.58	Per Hour	8,520.00	\$320,181.60	01/01/2024	12/31/2029	Year 3
				\$320,181.60			

Upload Purchased Transportation Contract(s)

2026_PTAP_Purchased_Transportation_Contract_-_City_of_Berlin.pdf
96.9 KB - 11/12/2025 4:21 PM

Total Files: 1

Agency Coordination

Describe the transit agency's coordination with other transit service providers

Berlin Transit has worked out plans to provide trips to Green Lake and Ripon. Berlin Transit also works with the Berlin Senior Center's Transportation Services to ensure services do not overlap.

Describe the transit agency's coordination with local human service agencies

N/A

Describe recent coordination efforts with local businesses and business districts regarding commuter or other transportation service addressing employment or commerce needs

Several community members utilize the taxi to get to and from work. Staff are mindful of commuter deadlines and work to accommodate (make sure riders get to work on time).

Federal Compliance Questionnaire

1. The agency has written documentation regarding general accounting practices, credit card usage, and cash management policies.

☒ Yes

☐ No

2. The agency, if part of a municipal/county/tribal government, has a segregated transit account, and tracks each FTA and WisDOT grant balance to ensure no prior grant's funds are used for future operating or capital expenses.

☒ Yes

☐ No

3. The agency has a procurement policies and procedures document, or has formally adopted WisDOT's procurement policies.

☒ Yes

☐ No

4. The agency has a vehicle replacement schedule stating when each fleet vehicle will be replaced, and its four-year capital plan (as shown in the table above) conforms to this schedule.

☒ Yes

☐ No

5. The agency has a vehicle disposal guidance document, or has formally adopted WisDOT's disposal guidance.

- ☒ Yes
☐ No

6. The agency has a facility maintenance plan to address how its FTA-funded facility and internal components are maintained to maximize useful life.

- ☐ Yes
☐ No
☒ N/A

7. An agency representative receives and reviews semi-annual vehicle maintenance reports, and annually inspects all fleet vehicles to ensure they are being maintained properly – even vehicles leased to or owned by a third-party provider.

- ☒ Yes
☐ No

8. The agency has a completed Title VI plan, and it is visibly posted within the transit system facility, on the subrecipient's website, and in each revenue vehicle.

- ☒ Yes
☐ No

9. The agency timely reviews quarterly invoices and operation reports from its third-party provider(s) to ensure service levels and expenses are consistent with the associated request for proposals (RFP) and annual service contract.

- ☒ Yes
☐ No
☐ N/A

10. The agency has written training manuals addressing Title VI, ADA, safety, and other requirements for operators, dispatchers and other staff, or has copies of those documents from its third-party provider.

☒ Yes

☐ No

11. The agency's promotional materials, website, and ADA plan (for fixed route systems) all state that reasonable modifications to service will be made to meet the needs of individuals with disabilities.

☒ Yes

☐ No

12. The agency has and applies a drug and alcohol testing policy for safety-sensitive employees (typically drivers and supervisors), and follows requirements under 49 CFR Parts 40 & 655. If the agency retains a third-party provider, it has received a copy of the provider's drug and alcohol testing policy.

☒ Yes

☐ No

PROJECT BUDGET

Budget Projections and Line Items

The fields below are calculated based on revenue and expense line items entered into the budget table.

"Recognized Expenses" are the expenses less and contra expenses.

"Net Operating Deficit" is the difference between the recognized expenses and revenue.

"Est. Fed + State Funding" is the amount equal to the estimated equal percentage of expenses expected for the funding tier.

"Est. Local Share" is the difference between the projected net operating deficit and the estimated state plus federal subsidies for the operating year, and is the amount which applicants will need to fund with alternate funding sources to be identified later in the application.

Recognized Expenses: \$311,150.00



Recognized Revenue: \$42,000.00

Net Operating Deficit: \$269,150.00

Est. Fed + State Funding: \$176,422.05

Est. Local Share: \$92,727.95

Operating Revenues

Operating Revenue

Budgeted Amount Comments

4111.01: Passenger Paid Fares - Full
Adult Fares

\$42,000.00

this includes all anticipated passenger
paid fares

\$42,000.00

Operating Expenses

Operating Expense

Budgeted Amount

In-Kind or Cash Expense

Basis for Indirect Expense

Comments

5090.98: Miscellaneous
Expenses -
Administration of
Purchased
Transportation Contract

\$311,150.00

Cash Expense

No

Contract cost with third
party provider

\$311,150.00

Contra Expenses

Contra Expense

Budgeted Amount

In-Kind or Cash Expense

Basis for Indirect Expenses

Comments

In-Kind and Indirect Expenses

Will any in-kind donations be claimed for the upcoming operating year

☐ Yes ☒ No

Will Indirect costs be claimed as operating expenses to be reimbursed?

☐ Yes

☒ No

Labor Analysis



Complete Labor Analysis only for **in-house transit staff** or any **in-kind labor provided by 3rd parties**.
Update operator and non-operator wages for application year/cycle. Totals should match the salary line items in the operating project budget.

Labor Analysis

Position Title	Name of Individual (optional)	Number of Individuals	# of Hrs Dedicated to Project (per person)	Hourly Rate	Does the hourly rate include fringe benefits?	Payroll Expense Type	Total Expense
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Local Match

Local Share Contributions

Local Share Contributor	Contribution Amount	Percent of Local Share	Contributed Fund Source	Comments
City of Berlin	\$92,727.95	100.0%	Tax Levy	
	\$92,727.95			

Upload documents supporting the identified local share

Documentation is *not* required for the portion of local share sourced by the **applicant agency's own tax levy or state 85.21 allocation**.

Local Match Certification

By providing my name below, I hereby certify that the local match listed in the budget(s) is eligible for use in the transit program. By certifying eligibility, I agree that the local match is verifiable from the recipient's records; is not included as contributions for any other federally-assisted project or program; is necessary and reasonable for proper and efficient accomplishment of project or program objectives; is allowable under the applicable cost principles; is not paid by the federal government under another award except where authorized by federal statute to be used for cost sharing or matching; and is provided for in the approved budget.

Other State or Federal Funding

Does your organization currently receive funding or have a pending application for other state and/or federal transit funding received through WisDOT or directly from USDOT, which will be used in whole or in part to fund project expenses identified in this application?

☐ Yes ☐ No

Supporting Documents

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

Filenames of documents should include agency name, application type (i.e., PTAP), application year and then the title of the document; for example: City_of_Anytown_PTAP_2026_Service Contract. Examples include, but are not limited to:

- Current 3rd party provider contracts (including contract extensions and/or amendments)
- Lease agreements, whether leasing vehicles to or from another entity
- Contracts, intergovernmental agreements or memorandums of understanding with local governments, hospitals, nursing homes, etc., pertaining to contracting for transit service or local share contributions
- Public notice / public hearing documents pertaining to changes to fares, hours or other service characteristics
- Indirect cost rate agreements / allocation plans (if claiming indirect costs)
- Documents supporting in-kind contribution amounts identified, if applicable
- Other documentation showing sources of local share contribution funds or financial commitments to provide such funds

If the application includes one or more locations to upload files of a specific type on previous pages, please upload the documents to those locations.

Please upload: Federal Certifications And Assurances-Application

This field is only required for §5311 subrecipients. Template: [2026 PTAP Certifications and Assurances \(Application Version\)](#)



***** Save Draft prior to starting application*****

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Application ID	Application Type
----------------	------------------

2026 PTAP - Capital: Public Transit Assistance Program: City of Berlin	PTAPCapital
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Applicant Agency Information

If interested, view our PTAP Webinar recording: [2026 PTAP Application Webinar](#)

Also, if you're new to TMS, feel free to download and review this presentation: [Navigating WisDOT's Transit Management System](#)

Application Instructions

Create separate Capital applications for each project type for all contemplated or confirmed capital investments (e.g., vehicles, facility builds or renovations, software) for the applicable application year. This Capital application is for grantees seeking capital funding through WisDOT. Be sure each unique Activity Line Item has its own independent application.



Please Upload: Capital Assistance Cover Letter

Template: [2026 Capital Assistance Cover Letter](#)

If the upload box does not appear below, click "Save Draft" at the bottom of the page to refresh.

2026_Capital_Grant_Cover_Letter_-_capital.pdf
273.6 KB - 11/17/2025 2:23 PM

Total Files: 1

Organization Information

Organization Legal Name: City of Berlin

Doing Business As:

Address:

108 N Capron St
Berlin, WI 54923-1512
Phone: 920-361-5409

Primary Contact: Debbie Thiel

UEI (only required for federal subrecipients): KFG1GBHTFG99

Capital Request

Capital Request

Capital Request

Vehicle

Quantity

1



Estimated Total Cost

Enter the total cost of all items to be purchased from this activity line item (e.g. if 2 replacement vans are requested at a cost of \$80,000 each, enter \$160,000 below).

\$80,000.00

Replacement or Expansion Vehicle(s)

Is this request to replace one or more current vehicles in the fleet or is this an expansion of the fleet?

Replacement Vehicle(s)

Replacement Vehicle Table

VIN	Current Odometer Reading	Primary Make	Primary Model	Vehicle Model Year	Vehicle Issue Type(s)	Vehicle Issue(s) Description
1FDEE3F S6KDC0 9980	19,703	Ford	E350 Starcraft	2019	Other	Vehicle does not meet the needs of the riders, replacing with a van will improve operations

Activity Line Item (Select One):

A separate capital application must be submitted for each unique Activity Line Item (ALI) requested, but a single application may specify multiple of the unique ALI being requested via the "Quantity" field.

Replacement Vehicles: 11.12.15 - Purchase Replacement Van

Vehicle from WisDOT HSV Contract

[WisDOT HSV Contract Vehicle Specifications and Drawings](#)

[WisDOT HSV Contract Vehicle Pricing and Vendors](#)

Line 2: Minivan - Rear Load Ramp

Procurement & Local Share



Anticipated Month/Year of Purchase

For vehicle(s), please enter the anticipated date of delivery and payment. For facilities, enter the anticipated date of completion and payment. For equipment, enter the anticipated date of delivery and payment.

06/30/2026

Local Share Contributions

Local Share Contributor	Contribution Amount	Percent of Local Share	Contributed Fund Source	Comments
City of Berlin	\$16,000.00	100.0%	Tax Levy	City will provide the required 20% match
	\$16,000.00			

Supporting Documents

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

Filenames of documents should include agency name, application type (i.e., PTAPCapital), application year and then the title of the document; for example: City_of_Anytown_PTAPCapital_2026_Service Contract. Examples include, but are not limited to:

- Current 3rd party provider contracts (including contract extensions and/or amendments)
- Lease agreements, whether leasing vehicles to or from another entity
- Contracts, intergovernmental agreements or memorandums of understanding with local governments, hospitals, nursing homes, etc., pertaining to contracting for transit service or local share contributions
- Public notice / public hearing documents pertaining to changes to fares, hours or other service characteristics
- Indirect cost rate agreements / allocation plans (if claiming indirect costs)
- Documents supporting in-kind contribution amounts identified, if applicable
- Other documentation showing sources of local share contribution funds or financial commitments to provide such funds

If the application includes one or more locations to upload files of a specific type on previous pages, please upload the documents to those locations.