WisDOT SFY 2023 Carbon Reduction Program (CRP) Application

# 

# Project Applicant and Application Type

Name, Location of Public Sponsor and Sponsor Type:

Sponsor Name:

Sponsor Type:  State  County  City  Village  Town  Tribal Nation

(Check appropriate box)

Project Title:

Describe location, boundaries, and length of the project:

County:

Street Address of Project (if located on a highway or road):

|  |  |  |
| --- | --- | --- |
| **Name of the MPO representing the project (check one, if applicable):** | | |
| Appleton | Beloit | Oshkosh |
| Green Bay | Chippewa Fall—Eau Claire | Racine |
| Madison Area | Fond du Lac | Sheboygan |
| Milwaukee Area | Janesville | Duluth--Superior |
| Twin Cities | Kenosha | Wausau |
| Round Lake Beach | La Crosse | West Bend |

**Project Representative Contact Person(s) Information**:

Primary Public Sponsor Agency Contact Information:

Name: Title: Street Address: Phone: **(   )   -**

Municipality: State:  **WI** Zip:

E-mail:

**Secondary Public Sponsor Agency or Private Organization Contact Information:**

Organization / Agency Name:

Name: Title: Street Address: Phone: **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Head of Government Contact Information**:

Name: Title: Street Address: Phone: **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Eligible Project Activities**

Indicate the appropriate project improvement type(s) by checking all of the boxes which apply to the proposed project:

Deployment of advanced transportation and congestion management technologies (e.g., infrastructure-based intelligent transportation systems, capital improvements and the installation of vehicle-to-infrastructure communications systems)

Replacement of street lighting and traffic control devices with energy-efficient alternatives

Right-of-way (ROW) projects that improve traffic flow that do not result in the construction of new capacity

Note: Not all federally eligible project activities are eligible for the WisDOT CRP

**Project Summary** (400 words or less). In 400 words or less, describe the project in the space provided. A project summary should describe the project well enough that the reader can make a value judgement without reading the rest of the application. Include in your summary how your project will reduce transportation emissions. Please describe how a demonstrated reduction in emissions will result from this project. Prepare a project summary in a Word document, complete a spell check, and cut & paste the summary into the application form.

|  |
| --- |
|  |

**Existing Facilities & Projects**

Rail Facilities:

Does a railroad facility exist within 1,000 feet of the project limits?  Yes  No If yes, specify:

If yes, does the project physically cross a rail facility? Yes  No Owner of Rail Facility:

Is the proposed project location in an area with known safety issues?  Yes  No

If yes, specify:  (consider applying for Highway Safety Improvement Program (HSIP) funds if applicable)

Is this project on or parallel to a local road or street?  Yes  No

If Yes, provide the name of the road or street:

Does this project cross a state or federal highway?  Yes  No

Does this project run parallel to a state or federal highway?  Yes  No

Is any part of this project on the National Highway System?  Yes  No

Will this project be constructed as part of another planned road project?  Yes  No

If Yes, specify if this is a state, county, or local project and when the road project is scheduled for construction:

Will any exceptions to standards be requested?  Yes  No

If Yes, provide a brief description of the exceptions that may be requested:

**Environmental/Cultural Issues**

Agriculture  Yes  No  Not Investigated Comments:

Archaeological sites  Yes  No  Not Investigated Comments:

Historical sites  Yes  No  Not Investigated Comments:

Designated Main Street area  Yes  No  Not Investigated Comments:

Lakes, waterways, floodplains  Yes  No  Not Investigated Comments:

Wetland  Yes  No  Not Investigated Comments:

Stormwater management  Yes  No  Not Investigated Comments:

Hazardous materials sites  Yes  No  Not Investigated Comments:

Hazardous materials on existing structure  Yes  No  Not Investigated Comments:

Upland habitat  Yes  No  Not Investigated Comments:

Endangered/threatened/migratory species  Yes  No  Not Investigated Comments:

Section 4(f)  Yes  No  Not Investigated

Comments:

Section 6(f)  Yes  No  Not Investigated Comments:

Through/adjacent to tribal land  Yes  No  Not Investigated

Comments:

**Miscellaneous Issues**

**Construction Schedule Restrictions** (trout, migratory bird, local events):

**Real Estate:** Was any real estate acquired or transferred in anticipation of this project?  Yes  No

If yes, please explain.

**Right of Way (ROW)** Is the project on an existing right of way?  Yes  No

If Yes, have you obtained a permit from the WisDOT Regional Office Maintenance Section to conduct work on the right of way?  Yes  No

Check all boxes that apply to ROW acquisition for this project:

None  Less than ½ acre  More than ½ acre

Parklands  Large parcels  Temporary interests

**Other Concept Notes:** Provide any additional relevant project information that has not been covered in another section of the application.

**CONFIDENTIAL INFORMATION**

**Project Costs and Dates**

Complete the table on the following page for the State Fiscal Year (SFY) 2023 project cycle. You must attach a **detailed breakdown of project costs in Microsoft Excel spreadsheet**. This detailed breakdown must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions. *This will not count against the 3-page narrative report text limit*.

**Applicants may work with the Local Program Manager within their region for assistance to more accurately estimate costs.**

All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.

**Project Prioritization**

Priority for each project shall be relative to all your 2023 program cycle project submittals. Enter priority numerically. WisDOT carbon selection committee will use the local ranking as a guide during application review**.**

**Project Priority:**

**Construction:**

**Basis for Construction Estimate:**  Itemized  Per Square Foot  Past Projects

Other, please specify:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Funding** | **Federal Funding** | **Local Funding** |
| Total Participating Construction Cost | $ | $ | $ |
| Total Non-Participating Construction Cost | $ | $0 | $ |
| **A. Subtotal Construction Costs** | $ | $ | $ |
| **B. Construction Engineering Costs**  (Coordinate with WisDOT Region) | $ | $ | $ |
| **C. State Review for** **Construction**  (Provided by WisDOT Region if necessary) | $ | $ | $ |
| **Total Construction Cost Estimate with Construction Engineering and State Review**  (sum lines A, B and C) | $ | $ | $ |
| **Other:** | | | |
|  | **Total Funding** | **Federal Funding** | **Local Funding** |
| Total Participating Other Cost | $ | $ | $ |
| Total Non-Participating Other Cost | $ | $0 | $ |
| **Total Other Costs** (round to the nearest $1,000) | $ | $ | $ |

**Narrative Response**

The following narrative will be used to rate and rank projects. Answers may also be used to help determine emission reduction estimates. Please provide as much technical information as you can. Please limit the response to **three double spaced** pages, using a **minimum 11-point font size**.

Please consider the following subject areas as possible ways to explain your project.

**For Area-wide Voluntary Trip Reduction:**

- How many employers and employees will participate or be affected?

- What is the organization’s average passenger occupancy (APO)?

- What are the estimated length and frequency of affected trips?

- What are the estimated trip times for peak vs. non-peak trip hours?

**For all projects describe project benefits by answering the following 7 questions:**

1) Is there a quantitative benefit you can demonstrate?

2) Why is the proposed project necessary to address carbon reduction goals in the county or counties in which the proposed project will occur?

3) How will the project sponsor ensure that the project is timely implemented in accordance with the Project Costs and Dates section of this application?

4) What obstacles or problems must be overcome to implement this project?

5) What will make this project a success, especially as compared to other proposed projects of the same or similar type? How will the project sponsor measure project success in the form of congestion and/or emissions reductions?

6) How, if at all, does the proposed project add connectivity to the state’s multi-modal transportation network or intermodal freight network?

7) Briefly describe the manner in which the proposed project would provide a cost-effective benefit to the public.

**Reference project Costs and Dates on this application form and provide detail if applicable or appropriate.**

**Key Program Requirements Confirmation**

Please confirm your understanding of the following project conditions by **typing your name, title and initials** at the bottom of this section. **A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.**

a. Private organizations proposing projects must represent a public sponsor such as a local government unit or transit operator. This must be documented and ratified as a public-private partnership.

b. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs. Additional costs incurred over the approved project limit will be 100% the responsibility of the project sponsor.

c. This is a reimbursement program. The project sponsor must finance the project until federal reimbursement funds are available.

d. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or other costs that are ineligible for federal reimbursement. In order to guarantee the project sponsor’s foregoing agreements to pay the state, the project sponsor, through its duly executed officers or officials, agrees and authorized the state to set off and withhold the required reimbursement amount as determined by the state from any monies otherwise due and payable by the state to the municipality.

e. The project sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.

f. The project sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current *Sponsor’s Guide to Non-Traditional Transportation Project Implementation*, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. **Applicants who plan to implement their projects as Local Let Contracts using the Sponsor’s Guide must become certified that they are capable of undertaking these projects.**

g. If applying for a bicycle facility, it is understood that All Terrain Vehicles (ATVs) are not allowed. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year-round use by bicyclists and pedestrians is expected.

h. The project sponsor agrees to maintain the project for its useful life. Failure to maintain the facility, or sale of the assets improved with FHWA funds prior to the end of its useful life, will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project for its useful life.

i. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.

j. The project sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

k. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.

l. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.

m. For 100% locally funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.

n. The project sponsor acknowledges that the requisite project completion timeline for approved carbon projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline can jeopardize federal funding.

o. Federally funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 66.0703. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

I confirm that I have read and understand project conditions (a) through (n) above:

Name:  Title:

**Accepted (please initial here):**

**Fiscal Authorization and Signature**

Application prepared by a consultant?  Yes  No

If yes, consultant information and signature required below.

Consultant Company Name: Company Location (City, State):

**Consultant Signature** (electronic only)**:  Date:**

**NOTE:** On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project **unless** the municipality either:

**a.)** uses a one-step QBS process with the scope of work to include the grant application and the design services, if authorized; or

**b.)** uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

**In either case, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information:** [**https://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3**](http://apwmad0a4030:37108/rdwy/fdm/fd-08-05.pdf#fd8-5-3)

Sponsor Agency:

Contact Person:  (Note: must be Head of Government or Designee)

Title:

Address:

Telephone:

Email:

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

**Head of Government/Designee Signature** (electronic only)**:  Date:**

**Application and Attachments Checklist**

Submit applications and attachments utilizing the contact information contained in the corresponding Carbon Reduction Program Application Instructions. Eligible applications must be **postmarked or electronically submitted on or before *April 7, 2023***, and must include the following documents:

A completed application **in Microsoft Word format**

Narrative Response: limited to three double-spaced pages of minimum 11-point font size and in Microsoft Word format.

Cost Estimate Detail Spreadsheet **in Microsoft Excel format**

Project map: submitted **in PDF format**, formatted to size 8½ X 11

Optional attachment(s): no more than six pages of project description, specifications, photos, and additional maps

Letters of Support (optional)

**WisDOT Information – Shaded area to be completed by WisDOT staff only**

**FOR WISDOT USE ONLY – enter the following information at application review**

**NOTE: Please add any WisDOT application comments in the comments section on the Confidential page A-5.**

Subprogram: Project Improvement Type:

Region Reviewer’s Name:

Reviewer’s Title:

Date Received:

WisDOT Region Reviewer’s Signature: Date: