



WisDOT 2023 Carbon Reduction Program (CRP) **Application Instructions**

NOTE: An application is required for each new potential 2023 Carbon Reduction Program (CRP) program cycle project. Please review and utilize instructions when completing a CRP application.

Project Eligibility

For the 2023 CRP program cycle, funding in Wisconsin may only be used for the following activities:

-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

Recommendations for Completing the Application

An application is required for each new potential 2023 program cycle project. Please review and utilize instructions when completing a CRP application.

Direct questions regarding the application process to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact listed below.

SE Region	Jacob Varnes	jacob.varnes@dot.wi.gov	(262) 548-8789
SW Region	Rob Winterton	robert.winterton@dot.wi.gov	(608) 789-7879
NE Region	Kelsey Lorenz	kelsey.lorenz@dot.wi.gov	(920) 492-0142
NC Region	Ben Roskoskey	benjamin.roskoskey@dot.wi.gov	(715) 365-5783
NW Region	Randall Kirk	randall.kirk@dot.wi.gov	(715) 392-7860

Include the name of the local unit of government in the file name and email completed application(s) to the appropriate WisDOT Region email address.

SE Region	DOTDTSSELocalApps@dot.wi.gov
SW Region	DOTDTSLocalBridge@dot.wi.gov
NW Region	DOTDTSNWLocalBridge@dot.wi.gov
NC Region	DOTDTSNCLocalPrograms@dot.wi.gov
NE Region	DOTDTSNETEBPFP@dot.wi.gov

Application Highlights & Tips

- Project sponsors must fund a portion of total project costs. CRP project costs are funded with maximum 80% federal and minimum 20% local funds.
- The final project scope, cost, and delivery schedule are the responsibility of the sponsor.
- Only one project sponsor is allowed per project.
- Print and use instructions to assist in completion of application(s).
- The Tab key can be used in the application to move to the next box or field.

Application Deadline

- **Project application deadline is no later than 5:00 pm on Friday, April 7, 2023.** Submitting applications prior to the deadline will allow WisDOT to review applications and communicate with locals regarding outstanding questions. ***Late applications will not be accepted.***

Application Format

WisDOT will only accept applications in Microsoft Word format. All applications must be signed. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary. Sponsors should send any necessary attachments in Microsoft Word or Microsoft Excel if possible.

Project Applicant and Application Type

Sponsor name. Name of public project sponsor.

Name, Location of Public Sponsor and Sponsor Type. Provide the name of sponsor. Indicate sponsor type by checking the appropriate box. State agencies may apply for CRP funds. Projects that are sponsored by a State Agency for projects on state-owned land will be administered by the Department of Administration (DOA) Division of Facilities Development. Since the DOA must co-sign the Project Agreement, contact DOA immediately to coordinate on the project.

Project Title. Provide a clear and descriptive project title.

Project Location. Describe the location, boundaries, and distance of the project. Provide the county name and street address if the project is located on a highway or road.

MPO Name. Refer to the WisDOT Web site for MPO contact information if your project takes place in an urbanized area (<http://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>). Select the name of the MPO your project is represented by, if applicable. **MPO review** applies **only** to projects within urbanized areas with a population of 50,000 or more.

NOTE: Projects located within Metropolitan Planning Areas (MPAs) must be included in the applicable MPO's Transportation Improvement Program (TIP) after approval. MPAs include the census-defined urbanized area plus contiguous areas expected to become urbanized within the 20-year forecast period of the MPO long-range transportation plan.

Project Representative Contact Person(s) Information. Provide contact information for the primary public sponsor agency. In cases where the public sponsor is acting on behalf of a private organization, also provide contact information for the secondary organization on the project application form.

Secondary Public Sponsor Agency or Private Organization Contact Information. Provide contact information for the secondary public sponsor agency.

Head of Government Contact Information. Provide head of government contact information for the primary public sponsor agency if different than the primary project contact.

Eligible Project Activities

Indicate the appropriate project improvement type(s) by checking all of the boxes which apply to the proposed project. For the 2023 CRP program cycle, funding in Wisconsin may only be used for the following activities:

- 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 Carbon Reduction Program in 2023

Project Summary

In 400 words or less, describe the project in the space provided on the application. 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 contribute to lower emissions and mitigate traffic congestion. Prepare a project summary in a Word document, complete a spell check, and cut and paste the summary into the application form.

Existing Facilities and Projects

Does a railroad facility exist within 1000 feet of the project limits? Check *Yes* or *No*. If **yes**, specify by selecting: *At-grade Crossing, Roadway Underpass/Overpass, Longitudinal Encroachment, or Parallel.*

Does the project physically cross an existing railroad facility? Check *Yes* or *No*. Indicate **Owner of Rail Facility.**

To ensure compliance with both state and federal law and policy, all projects with any of the following conditions must be evaluated for rail issues:

- A railroad crossing located within the project limits or within 1,000 feet of the project location and/or on the designated detour route.
- Grade separations between a highway and a railroad.
- Projects that parallel a railroad on adjacent right of way.
- Projects that use railroad properties.
- Projects that involve adjustments to railroad facilities.
- Projects that will impact a corridor reserved under an applicable recreational trails program.

Evaluation may require coordination with the railroad company at an early stage (sometimes even prior to submitting the project application). The WisDOT Railroad and Harbors Section and the Region Railroad Coordinator are available to assist with coordination. **If project does cross rail facilities, indicate the owner of said facility in the application.**

*If your project is within 1,000 feet of a railroad you should coordinate with the WisDOT Regional Rail Coordinator WisDOT Regional Railroad Coordinator Map (wisconsin.gov) to determine the level of coordination your project would require. [WisDOT Regional Railroad Coordinator Map](#)

Note: Rail improvements are not eligible for CRP funding

Is the proposed project location in an area with known safety issues? Check *Yes* or *No*. **If yes, specify,** and consider applying for Highway Safety Improvement Program (HSIP) funding, which will not count against local entitlement and is funded 90% federal and 10% local. Please refer to the following link for additional information on HSIP:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx>

Is this project on or parallel to a local road or street? Check *Yes* or *No*. **If Yes, provide the name of the road or street.**

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

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

Is any part of this project on either the Interstate or Non-Interstate National Highway System (NHS)? Check *Yes* or *No*. Please refer to the following link for maps of the current NHS:

<http://wisconsindot.gov/Pages/projects/data-plan/plan-res/nhs.aspx>

Will this project be implemented as a part of another planned road project? Check *Yes* or *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? Check *Yes* or *No*. **If Yes, provide a brief description of the exceptions that may be requested.**

Environmental/Cultural Issues

Check *Yes*, *No* or *Not Investigated* for each environmental/cultural issue. If *Yes* is checked, provide a brief description of the issue in the *Comments* box.

Section 4(f) refers to the use of publicly owned park and recreational lands, wildlife and waterfowl refuges and significant historical or archeological sites in transportation project development.

Section 6(f) of the Land and Water Conservation Fund (LWCF) Act refers to the conversion to other use of lands or facilities acquired with LWCF Act funds and requires replacement of used land with lands of equal value and use.

Miscellaneous Issues

Construction Schedule Restrictions (trout, migratory bird, local events). Provide information and details concerning any natural or manmade events that may restrict when or how the project is implemented.

Real Estate: Was any real estate acquired or transferred in anticipation of this project? Check *Yes* or *No*. **If yes, please explain.**

Right of Way (ROW) Is the project on an existing right of way? Check *Yes* or *No*. **If Yes, check all boxes that apply to ROW acquisition for this project** Select *None*, *Less than ½ acre*, *More than ½ acre*, *Parklands*, *Large parcels*, or *Temporary Interests* as they apply to the project. **NOTE: It is recommended that local funds be used to acquire right of way.**

Please refer to the Local Public Agency (LPA) Manual for Right of Way Acquisition for further information. This manual is publicly available through the WisDOT extranet site. Please contact the appropriate WisDOT Region office for additional information.

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

Project Costs and Dates

Application Project Costs Guidelines

Applicants must demonstrate an ability to provide at least 20% in matching funds and finance the entire project until the Federal Highway Administration (FHWA) reimburses the federal share of up to 80% of project costs. Applicants should clearly indicate any proposal that differs from the typical 80% federal, 20% local project cost share. Total dollar amounts must correlate to percentage totals.

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.

For 2023, The sponsor will be responsible for funding design 100% locally. **Do not include any design project costs in the project cost table in the application. Instead, include these in the detailed cost breakdown excel attachment.**

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. Indicate the priority number of the application being filled out relative to any other 2023 CRP program cycle project submittals submitted by the same local public agency.

Project Costs

You must attach a detailed breakdown of project costs in Microsoft Excel or another spreadsheet. Some important things to remember when completing both the project costs table and detailed cost breakdown attachment are to:

- Check with Region for oversight/ review and engineering costs;
- Check that inflation is accounted for in the cost estimate;
- Check your math more than once;
- Check that your project costs are accurate and realistic; and
- Check that your cost estimate detail attachment totals match your project cost table totals

Narrative Response/Attachment 1

Provide up to **three** pages of **double-spaced** narrative (**minimum 11-point font size**) describing the proposed project. Describe estimated area-wide voluntary trip reduction (where applicable). **Respond to questions 1-7 as the questions relate to the proposed project to describe project benefits.**

Proposals for CRP funding must include a precise description of the project, providing a thorough description of project scope, specific location and limits, and timetable for implementation. In addition to the information in the enclosed. **Reference project Costs and Dates on this application form and provide detail if applicable or appropriate.**

Key Program Requirements Confirmation

Confirm understanding of project conditions by typing name, title, and initials in the boxes at the bottom of the page. The individual providing initials and signature on the application (i.e., Head of Government or Designee, not a consultant) must have fiscal authority for the project sponsor.

WisDOT is not recommending a specific course of action but is alerting applicants to potential legal risks associated with special assessments for transportation projects using federal funds.

Fiscal Authorization and Signature

Application prepared by a consultant? Check *Yes* or *No*.

If *Yes*, please provide the **Consultant Company Name** and **Company Location (City, State)**, **Consultant Signature**, and signature **Date**. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

Note: It is not recommended to utilize consultants due to time constraints for the 2023 CRP program cycle.

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).

All costs incurred prior to WisDOT project authorization are the responsibility of the municipality.
See FDM 8-5-3 for additional information: <https://wisconsin.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3>

Sponsor Agency. Public agency responsible for completing application. The Sponsor Agency is the local unit of government that is financially responsible for the federal-aid improvement.

Contact Person. Must be a Head of Government or Designee (e.g., County Highway Commissioner).

Title of the Contact Person.

Address of the Contact Person.

Telephone number of the Contact Person.

Email address of the Contact Person.

Head of Government/Designee Signature. A local official, not a consultant, must sign the application. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

Date the application was signed.

Application & Attachments - Refer to application form for details. Check the appropriate boxes to indicate that attachments are annexed to the application.

WisDOT Information – Shaded area to be completed by WisDOT staff only WisDOT staff will enter the information in the top portion at application review and enter the project ID(s) after project approval.