



WisDOT 2024-2029 Local Bridge Program Application Instructions

NOTE: The application is required for each new potential 2024-2029 program cycle project. Please review these application instructions and use them to assist you in completing the application.

Project Eligibility

- All eligible structures must be on the current WisDOT Bridge List. The Bridge List is provided to all County Highway Commissioners. A project must be located on a locally owned public roadway (not on a connecting highway) and the overall structure opening must be greater than 20 feet in length along the center of the roadway to be eligible for funding.
- The existing structure must have a Sufficiency Rating below 80 to be eligible for local bridge funding.
- The existing bridge must be on the “Eligible Bridge List”.
- Rail improvements are not eligible for Local Bridge program funding.
- Refer to the following link to TRANS 213 for additional information on project eligibility: https://docs.legis.wisconsin.gov/code/admin_code/trans/213.pdf

Recommendations for Completing the Application

- **It is strongly recommended that the local sponsor contact the Regional Local Program Manager well in advance of the application deadline to address any comments or updates to the application.**
- **The application is required for each new potential 2024-2029 program cycle project and must include all pages of the application. Please review these application instructions and use them to assist you in completing the application.**
- The **Tab** key can be used in the application to tab to the next box or field.
- Questions on the application process should be directed to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact person 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
NW Region	Randy Kirk	randall.kirk@dot.wi.gov	(715) 392-7860
NC Region	Jordan Kelbley	jordan.kelbley@dot.wi.gov	(715) 421-8041
NE Region	Alex Dums	Alex.Dums@dot.wi.gov	(920) 492-5707

- Additional project cost estimate information is available on the following WisDOT web page: [WisDOT Bureau of Structures Cost Estimate Tool](#)
- When you have completed the application, include the name of the local unit of government in the file name and email it to the appropriate WisDOT Region email address:

- SE Region DOTDTSSELocalApps@dot.wi.gov
- SW Region DOTDTSWLocalBridge@dot.wi.gov
- NW Region DOTDTSNWLocalBridge@dot.wi.gov
- NC Region DOTDTSNCLocalPrograms@dot.wi.gov
- NE Region DOTDTSNELocalBridge@dot.wi.gov

- **Project application deadline is no later than 5:00 p.m. Friday, October 27, 2023.** Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding questions.
- **WisDOT will only accept applications in electronic form as a Microsoft Word document. Applications saved in PDF format will NOT be accepted; handwritten signatures are NOT required.**
- **The final project scope, cost and proposed delivery schedule are the responsibility of the local sponsor.**

- All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor unless additional funding is approved through the Change Management process. Change Management requests for additional funding will not be approved unless adequate justification is provided based on sound engineering judgement.
- Only one project sponsor is allowed per project.
- For bridges that are on roadways on the federal highway system, federal or state funds cover 80 percent of specific individual participating project costs and local funds provide the remaining 20 percent, plus any federal or state non-participating items. For bridges that are on roadways off the federal aid highway system, federal funds cover 100 percent of the eligible participating project costs. These off-system bridges are on roadways that are functionally classified as a local road or rural minor collector.

Local Bridge Instructions

Project Description

NOTE: Location must be on a locally owned public roadway (not on a connecting highway) and the overall structure opening must be greater than 20 feet in length along the center of the roadway to be eligible for funding. Multiple pipe structures, where the clear distance between openings is less than half of the smaller contiguous opening, that meet the above criteria are eligible for funding.

Project Sponsor: Select a prefix from the drop-down menu. Provide the name of the local unit of government that is financially responsible for the federal-aid improvement.

Facility Owner: Select a prefix from the drop-down menu. Provide the name of the government entity that owns the facility. If the Facility Owner is the Project Sponsor, indicate "Same as Sponsor" from the drop-down menu. If the Owner and Sponsor differ, a signed resolution is required to authorize the Sponsor to act on behalf of the Owner. Note that only a county can act on behalf of another government entity.

Project Location

Municipality: Select a prefix from the drop-down menu and provide the name of the municipality in which the project is located.

County: Provide the name of the county in which the project is located.

On Route: Provide the name of the roadway on which the project is located.

At Route (Start): Provide the name of the intersecting roadway at the start of the project. If the project does not start at an intersection, the At Route is the nearest intersecting roadway outside of the project limits.

Offset: If the project does not start at an intersection, an Offset is required. If the project starts at an intersection, an Offset is not required. An Offset is the distance, expressed as a positive number rounded to a tenth of a mile, between the nearest intersection and the start of the project.

Toward Route (End): Provide the name of the intersecting roadway at the end of the project. If the project does not end at an intersection, the Toward Route is the nearest intersecting roadway outside of the project limits. Enter the word "Termini" if the roadway terminates or a municipal boundary occurs after the end of the project but before the nearest intersection.

NOTE: Refer to the following link for information on the On/At method of describing the location of a project:
<http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/onatmanual.pdf>

NOTE: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>)

Existing Bridge ID#: Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.

Length of Project: Provide the length of the entire project rounded to the nearest 25 feet (Example: 750 feet).

Average Daily Traffic (ADT): Provide the most recent ADT count.

ADT Year: Enter the year in which the most recent ADT was counted even if it is the current year.

Posted or Statutory Speed Limit(s): Provide the speed limit(s) in miles per hour (mph) within the project limits, whether it is posted or statutory.

Functional Classification: Select *Principal Arterial, Minor Arterial, Urban Collector, Major Rural Collector, Minor Rural Collector, or Local Road*.

Refer to the following links to view guidance and approved functional classification maps: <http://wisconsindot.gov/rdwy/fdm/fd-04-01.pdf#fd4-1-15>
<http://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>

Existing Facility

Bridge Type: Select *Bridge, Lift Bridge, Bascule Bridge, Historic Bridge, Swing Bridge, Monolithic Dam, Box Culvert, Multiple Pipes, or Other*. **If Other, specify.**

Feature the Structure Passes Over: (waterway, roadway, railroad, etc.) Examples: St. Croix River, CTH T or Burlington Northern Railroad.

Clear Roadway Width of Bridge: Provide the most restrictive minimum distance between curbs or rails rounded to the nearest foot (example: 24 feet).

Bridge Length: Provide a longitudinal measurement from end of deck to end of deck or from outside of the first barrel or culvert to the outside of the last barrel or culvert. Please round the bridge length to the nearest foot (example: 120 feet).

Number of Spans: The number of spans in the bridge or the number of barrels or culverts. Add clarification if barrels or culverts (example: 3 spans, 4 barrels, or 5 culverts).

Approach Pavement Width: The pavement width of the approaches, including any paved shoulders. Give this width to the nearest foot (example: 24 feet).

Is the bridge on the current WisDOT Eligible Bridge List? Check *Yes* or *No*. The current WisDOT Eligible Bridge List was provided to all County Highway Commissioners. Contact your County Highway Commissioner to determine if a bridge is on the list. If you answer *No*, you cannot submit a bridge application for the structure in question.

Most Recent Inspection Date: The date of the last full bridge inspection. Give the date in the format mm/dd/yyyy by using leading zeros when necessary (example: 01/31/2019 or 12/01/2019).

Bridge Build Year: Enter the most recent year in which the bridge was originally constructed or fully reconstructed (not including rehabilitation or maintenance).

Bridge Rehabilitation Year: Enter the most recent year in which the bridge was rehabilitated.

Is scour currently a problem? Check *Yes* or *No*.

Has flooding (overtopping) of the bridge been observed? Check *Yes* or *No*.

Is debris accumulation and clogging currently a problem? Check *Yes* or *No*.

Current Load Posting: Enter any current load posting for the bridge.

Sufficiency Rating: Indicate the bridge sufficiency rating number that is the result of the most recent inspection.

Structurally Deficient: Check if the bridge is structurally deficient. A structurally deficient bridge is defined as having a Sufficiency Rating of less than 50 and NBI rating of 4 or less on either the deck, superstructure, substructure, or culverts or NBI rating of 2 or less on either the structural evaluation or waterway adequacy.

Functionally Obsolete: Check if the bridge is functionally obsolete. A functionally obsolete bridge is defined as having a Sufficiency Rating of less than 80 and NBI rating of 3 or less on either the deck geometry, under clearances, or approached alignment or NBI rating of 3 on either the structural evaluation or waterway adequacy.

Existing sidewalk? Check *Yes* or *No*. If *Yes*, one or both sides?

Existing bicycle accommodations? Check *Yes* or *No*.

If YES to either of previous two questions, are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system?

Check *Yes* or *No*.

Lighting: Check if part of the existing facility; select *Spot* or *System*.

Lighting Style: Select *Standard* or *Decorative*.

Approach Pavement Type: Select *Asphalt*, *Concrete*, or *Gravel*.

Sub-standard alignment? – Horizontal or Vertical Check *Yes* or *No* as appropriate for each alignment.

Does a railroad facility exist within 1,000 feet of the project limits? Check *Yes* or *No*. **If yes, specify** by selecting *At-grade Crossing*, *Roadway Underpass/Overpass*, *Longitudinal Encroachment*, or *Parallel*.

Note: Rail improvements are not eligible for Local Bridge program funding.

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). WisDOT Railroad and Harbors Section and the Region Railroad Coordinator are available to assist with coordination.

Indicate owner of the railroad facility.

NOTE: If there are pertinent railroad considerations, design funds may be included for Railroad Review Costs.

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://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx>

Is this project within a F4R site? Check YES or NO. If YES, a completed 23 CFR 667 Resiliency Scope Certification form and a copy off the completed evaluation must be submitted with this application.

NOTE: Refer to the following link, Facilities Repeatedly Requiring Repair and Reconstruction (F4R)

<https://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/f4r.aspx>

Project Justification

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as deck or abutment condition, structural element deterioration, substandard width or substandard features that are problematic. Include and separately identify any 100% locally funded components of the project that are part of the overall improvement.

A project is defined as the complete improvement necessary to meet a defined need within a specified area or logical termini. The project is defined within the environmental document and must have independent utility (the project cannot be segmented by location or work type).

Proposed Improvement

Refer to the following links for traffic data and design standards information: Traffic

Data: <http://wisconsin.gov/Pages/projects/data-plan/traf-counts/default.aspx>

Bridge standards

Trans 207: https://docs.legis.wisconsin.gov/code/admin_code/trans/207.pdf

Trans 214, Town Road Bridge Standards: https://docs.legis.wisconsin.gov/code/admin_code/trans/214.pdf

Town road standards

Trans 204: https://docs.legis.wisconsin.gov/code/admin_code/trans/204.pdf

FDM-Reconstruct <http://wisconsin.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>

3R: <http://wisconsin.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>

Urban roadway standards

FDM 11-20-1: <http://wisconsin.gov/rdwy/fdm/fd-11-20.pdf#fd11-20>

NOTE: Per Trans 213, an independently funded engineering study must be undertaken prior to application for all proposed bridge rehabilitation projects. Link to Trans 213:

https://docs.legis.wisconsin.gov/code/admin_code/trans/213.pdf.

NOTE: An optimal work recommendation created by the WisDOT Bureau of Structures is available at the WisDOT

Local Project Tools web site:

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

Improvement Type: Check **Bridge Replacement** (Sufficiency Rating – less than 50) if appropriate then select *Existing Alignment, Shifted Alignment, New Alignment* or *Bridge Elimination*.

Improvement Type: Check **Bridge Rehabilitation** (Sufficiency Rating – 80 or less) if appropriate then select *Deck Replacement, Deck Overlay, Bridge Widening* or *Other*. **If Other, specify.**

NOTE: If the Improvement Type is a Bridge Rehabilitation, a copy of the Rehabilitation Report that was approved by the Bureau of Structures is required to be submitted with this application. Submitting the bridge rehabilitation report to the BOS by August 18, 2023 will ensure that the state review will be complete by the October 27, 2023 due date for the application.

NOTE: The consulting firm that completes the independent engineering study (Rehabilitation Report) is NOT eligible to complete the design project.

NOTE: If the Sufficiency Rating is above 50, a bridge replacement project may be approved if the Rehabilitation Report demonstrates that a bridge replacement is more cost effective than a rehabilitation.

Structure Type: Select *Bridge, Lift Bridge, Bascule Bridge, Historic Bridge, Swing Bridge, Box Culvert, Multiple Pipes* or *Other*. If **Other**, specify.

Clear Roadway Width of Bridge: Provide the most restrictive minimum distance between curbs or rails rounded to the nearest foot (example: 24 feet).

Bridge Length: Provide a longitudinal measurement from end of deck to end of deck or from outside of the first barrel or culvert to the outside of the last barrel or culvert for the proposed structure. Please round the bridge length to the nearest foot (example: 105 feet).

Number of Spans: The number of spans in the bridge or the number of barrels or culverts. Add clarification if barrels or culverts (example: 3 spans, 4 barrels, or 5 culverts).

NOTE: Approach costs are limited to only those costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). WisDOT approval is needed for approach lengths greater than 100 feet. See FDM 3-20-1 for additional details

Total Approach Work:

- 100 feet or less (desirable)
- Between 100 and 300 feet (short)
- Between 300 and 600 feet (long)
- Greater than 600 feet

Approach #1 - Direction from Bridge: Select *North, South, East* or *West*.

Approach #1 Length: Provide the distance from the beginning of the project to the beginning of the bridge. Give this length to the nearest 25 feet (example: 50 feet).

Approach #2 - Direction from Bridge: Select *North, South, East* or *West*.

Approach #2 Length: Provide the distance from the end of the bridge to the end of the project. Give this length to the nearest 25 feet (examples: 50 feet 0).

Approach Pavement Type: Select *Asphalt, Concrete* or *Gravel*.

Approach Pavement Width: The pavement width is from the edge of the travel lane to the edge of travel lane. Give this width to the nearest foot (example: 24 feet).

Approach Shoulder Type: Select *Asphalt, Concrete, Gravel, Turf, Gravel/Turf* or *Curb and Gutter*.

Approach Shoulder Width: Urban Section: The shoulder width is the distance on one side of the roadway from the edge of the travel lane to the curb face. Rural Section: The “usable” shoulder width is the actual width on one side of the roadway that can be used when a driver makes an emergency or parking stop. Give this width to the nearest foot (example: 6 feet).

Sidewalk: Check if in the proposed improvements. Provide **Width** and **Length**. Give the width and length to the nearest foot. If Yes, Indicate one side or both?

Are bicycle/pedestrian accommodations required as part of a local or regional plan? Check *Yes* or *No*. If required, please specify the required accommodations.

Lighting: Check if in the proposed improvement; select *Spot* or *System*.

Lighting Style: Select *Standard* or *Decorative*.

Bridge Rail: Check if in the proposed improvement. Bridge railings shall meet current crash test standards.

Beam Guard: Check if in the proposed improvement.

Traffic Management During Construction: Select *Road Closed*, *Road Closed with Detour*, *Road Open with Temporary Structure*, or *Road Open with Staged Construction*.

Do you anticipate submittal of an exception to standards request? Check *Yes* or *No*. **If yes, please describe.** Please refer to FDM 11-1-2 for further information: <http://wisconsindot.gov/rdwy/fdm/fd-11-01.pdf#fd4-1-15>

Low-Risk Project Delivery Model

WisDOT, in collaboration with the Federal Highway Association and Wisconsin counties, is continuing the efforts to reduce cost by streamlining delivery and oversight processes on low complexity Local Projects through the development of the Low-Risk Project Delivery Model.

More information on the low-risk delivery model can be found here: <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/lowrisk-program.aspx>

Please indicate if you are interested in discussing if your project fits the low-risk delivery model requirements by indicating YES or NO on the application.

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. If possible, please provide the additional information regarding bridges located in a floodplain.

Section 4(f) refers to the use of publicly owned park and recreational lands, wildlife and waterfowl refuges and significant historical or archaeological 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 spawning activities, migratory bird, local events): Provide information and details concerning any natural or manmade events that may restrict when or how the project is constructed.

Has there been any real estate acquired or transferred in anticipation of this project? Check *Yes* or *No*. **If yes, please explain.**

Right of Way: Check *None*, *Less than ½ acre*, *More than ½ acre*, *Parklands*, *Large parcels*, *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 your WisDOT regional contact person for additional information.

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

CONFIDENTIAL INFORMATION

Cost Estimate, Project Priority, and Scheduling

Applicants should reference the following WisDOT Web page prior to completing this section of the application:

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

NOTE: Beginning this program cycle, a \$6 million cap is placed on all new Local Bridge Program projects.

NOTE: Requesting design and construction projects to be scheduled in the same fiscal year is not allowed.

All applications must include a sheet documenting the calculations performed to complete the estimate(s).

All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor unless additional funding is approved through the Change Management process. Change Management requests for additional funding will not be approved unless adequate justification is provided based on sound engineering judgement.

Tied Projects. All requests for design must be tied to a construction project. Please indicate which projects will be tied (if applicable). As part of WisDOT's project rating, ranking, and analysis process, applicants can tie project requests together (e.g., a design project and a construction project) to ensure that the requests are either approved or denied collectively. Please contact the appropriate WisDOT regional contact person for further information on tied projects.

Check each phase of the project (e.g., construction, design) for which you are requesting federal funds.

NOTE: If applying for Design dollars, you should have funding available and/or approved to complete construction within 10 years.

Construction

Project Priority: Priority for each project phase shall be relative to your entire 2024-2029 program cycle submittal. Enter priority numerically (examples: 6 of 14). If you are requesting that design and construction be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Construction 3). Recommended project priorities developed by the WisDOT Bureau of Structures will be provided to each WisDOT Region and County Highway Commissioner. The criteria considered for this recommended prioritization are available at <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>.

Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2025 is July 1, 2024 - June 30, 2025). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Structure: Enter the **Total, State/Federal Share of the Participating Construction Cost**, the **Local Share of the Participating Construction Cost** and the **Non-Participating Construction Cost (100% Local)** for the Structure category. **The State/Federal share for off-system bridges, i.e. those bridges on roadways functionally classified as a local road or minor collector, is 100%. NOTE: Temporary traffic/pedestrian control items should be included in the construction estimate.**

Approaches: Follow the same procedures as the Structure category above.

A. Subtotal Construction Costs: Sum all of the construction costs from the Structure and Approaches categories above.

B. Construction Engineering Costs: Coordinate with your WisDOT Regional Local Program representatives to determine the construction engineering cost.

C. State Review for Construction: Coordinate with your WisDOT Regional Local Program representatives to determine the State review Cost.

Total Construction with State Review Cost Estimate: Sum lines A, B and C of the Construction section.

NOTE: All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff, in agreement with the local sponsor, 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.

Design

Check box to indicate if design will be 100% locally funded or 80%/100% federally funded.

The State/Federal share for off-system bridges, i.e. those bridges on roadways functionally classified as a local road or minor collector, is 100% for participating items.

NOTE: Federally funded “state review only” projects are not allowed.

NOTE: 100% locally-funded design projects must meet all applicable federal design standards.

Project Priority: Priority for each project phase shall be relative to your entire 2022-2027 program cycle submittal. Enter priority numerically (example: 6 of 14). If you are requesting that design and construction be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Construction 3). Recommended project priorities developed by the WisDOT Bureau of Structures will be provided to each WisDOT Region and County Highway Commissioner. The criteria considered for this recommended prioritization are available at <http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>.

Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2023 is July 1, 2022 - June 30, 2023). Please note that WisDOT has final authority to select the year in which the project is scheduled.

A. Plan Development: Use the Subtotal Construction Costs (line A in the Construction section above) to determine the Construction Cost Estimate and apply the Plan Development (Design) percentage to calculate an estimated dollar amount.

B. State Review for Design: Coordinate with your WisDOT Regional Local Program representatives to determine the State review Cost.

Design with State Review Cost Estimate: Sum lines A and B of the Design section.

Note: Work with your WisDOT Regional Local Program staff for percentages for Plan Development and State Review for Design.

NOTE: If Railroad Review is determined to be necessary, plan review costs will be added to the design estimate.

Real Estate

Project Priority Priority for each project phase shall be relative to your entire 2022-2027 program cycle submittal. Enter priority numerically (example: 6 or 14). If you are requesting design and real estate be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Real Estate 3).

Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2023 is July 1, 2022 - June 30, 2023). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Real Estate Cost Provide total cost for the real estate project.

Utility

Project Priority Priority for each project phase shall be relative to your entire 2022-2027 program cycle submittal. Enter priority numerically (example: 6 or 14). If you are requesting design and utility be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Utility 3).

Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2023 is July 1, 2022 - June 30, 2023). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Utility Cost Provide total cost for the utility project.

NOTE: Compensable utility costs must be a minimum of \$50,000 per utility. Link to WisDOT Utility Policy:
<http://wisconsin.gov/rdwy/fdm/fd-18-00toc.pdf>

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

Additional Confidential Information

Shaded area to be completed by WisDOT staff only. Enter any WisDOT Region comments on the application at application review. Enter the approved federal and/or state funding amount information after project approval.

Key Program Requirements Confirmation

Please confirm your understanding of the following project conditions by typing your name, title, and initials in the boxes at the bottom of the page. The person’s initials and signature on the application (i.e., Head of Government or Designee, not a consultant) **must have fiscal authority** for the project sponsor.

Item I. regarding special assessments is provided for informational purposes only. WisDOT is not recommending a specific course of action but is alerting applicants to potential legal risks associated with special assessments for transportation construction projects using federal funds.

Contact Information and Signatures

REMINDER: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>)

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 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 both cases, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information: <http://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf>

Sponsor 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.

Local Unit of Government Agency (when owner differs from sponsor) Indicate the name of the government entity that owns the facility (if different than the Sponsor Agency).

Owner Signature (when owner differs from sponsor) If the Facility Owner and Sponsor Agency differ, an owner signature is also required. 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.

NOTE: When the Facility Owner and Sponsor Agency differ, the Facility Owner must create a local resolution that grants the Sponsor Agency (e.g., County) the power to act as “lead agency” for the project.

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