



WisDOT 2024-2029 STP-Local Program Application Instructions

NOTE: Only TWO Application Per Sponsor (maximum)

This application is for the 2024-2029 program cycle projects funded by the Bipartisan Infrastructure Law (BIL). The BIL allows states to use funds from the small urban and rural federal funding allocations on minor collectors and local roads. The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway also must be located outside of urbanized areas (a population of less than 50,000) to be eligible for STP-Local funds. An individual application is required for each new potential 2024-2029 STP-Local program project. Previous applications cannot be rolled over into this solicitation.

STP-Local projects are selected by a committee of members from the Wisconsin County Highway Association (WCHA), the Wisconsin Towns Association (WTA), and the League of Wisconsin Municipalities (LWM). The discretionary project selection process is competitive and the categories that the selection committee considers are economic impact, state of good repair, connectivity and regional or local significance. Equitable geographic distribution is a consideration both in the formation of the STP-Local project selection committee and for the final project selections.

Project Eligibility

- The 2021 Bipartisan Infrastructure Law (BIL), allows states to use up to 15% of small urban and rural federal funding allocations on minor collectors and local roads.
- The GIS Application linked [here](#) will assist applicants in determining if the proposed project is a minor collector or local road, outside of an urbanized area. Roadways highlighted in purple are eligible areas for rural projects and roadways highlighted in blue are eligible areas for urban projects. While the GIS Application will provide information that has a high degree of accuracy, please cross-validate with the departmental functional classification maps linked [here](#).
- The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. In addition, the roadway must be located outside of urbanized areas (populations of less than 50,000) to be eligible for STP-Local funds.
- Local improvement projects on connecting highways are not eligible for STP-Local funds.

Recommendations for Completing an Application

- It is **strongly recommended** that the local sponsor contact the Statewide Local Program Manager well in advance of the application deadline to address questions or comments related to the application.
- An application is required for **each** new potential 2024-2029 STP-Local program project and must include all pages of the application, WISLR map, project description/justification, and detailed cost estimate calculations. **Incomplete submittals will not be considered.**
- Use the **Tab** key in the application to “tab” to the next box or field.
- Questions on the application process should be directed to the Wisconsin Department of Transportation (WisDOT); contact persons listed below.

Michael Loughran	(608)266-2870	michael.loughran@dot.wi.gov
Merrill Mechler-Hickson	(608)261-8977	merrill.mechlerhickson@dot.wi.gov
Tim Olusegun	(608)266-0254	tim.olusegun@dot.wi.gov

- Save the application, **including the name of your local unit of government in the filename (e.g., City of ..., Town of ...)**, and email completed applications to: DOTLocalPrograms@dot.wi.gov. **Applications sent to the wrong email address will not be considered.**
- The application deadline is no later than **5:00 p.m. on Friday, October 27, 2023**. Submitting an application prior to the deadline is strongly encouraged. **Late applications will NOT be considered.**
- 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.
- There is only one project sponsor allowed per project. Only two applications per sponsor maximum will be considered **(do NOT submit more than two application).**
- Project sponsors must fund a portion of total project costs.
- Federal funding is capped at 80%.
- All costs more than the estimates indicated in the application will be 100% responsibility of the local sponsor. No funds beyond the accepted amount indicated in the State/Municipal Agreement will be authorized.
- Please note that temporary easements are considered Right-of-Way activities.

FFY22 STP-Local Program Application Instructions

Population Category, Functional Classification and Municipality Type

- Select population category, functional classification, and municipality type from the drop-down menus.
 - The population category is either “RURAL” (highlighted in purple), which is outside all urban and urbanized areas; or “URBAN” (highlighted in blue), which is within one of the 54 designated urban areas. Refer to the GIS application linked [here](#) and the maps linked below to determine if roadway lies within an urban area.
 - Functional Classification: Roadway must be functionally classified as a minor collector or local road to be eligible for STP-Local funding. Refer to the following links to view guidance and approved functional classification maps
 - <http://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>.

Project Description

- Roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway must be located outside of an urbanized area boundary, i.e. within an area below 50,000 population. Refer to GIS Application linked [here](#) (roadways highlighted in purple are eligible for rural projects and roadways highlighted in blue are eligible for urban projects).
- **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, if applicable.
- **County:** Provide the name of the county or counties 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://wisconsin.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://wisconsin.gov/Pages/doing-bus/local-gov/wislr/default.aspx>).

How to access and get started using WISLR

Authorized representatives of local government are eligible to obtain WISLR access privileges. To access WISLR, follow the simple steps below.

First time WISLR users:

1. Establish a Web Access Management System (WAMS) ID and password: Go to on.wisconsin.gov and click on the Self-Registration link, and then follow the steps to create an ID and password.
2. [Navigate to WISLR](#): Enter your ID and password, then answer some questions. WisDOT will send you an email that establishes and confirms your WISLR privileges after you establish your ID and password. Please allow a few days to receive your WISLR privileges. Do NOT wait until last moment to obtain WISLR privileges.

Existing Facility

- **Number of Lanes:** The number of traffic lanes the current roadway supports.
- **Pavement Width:** Give this width to the nearest foot (Example: 24 feet).
- **Cross Section:** Check *Rural* or *Urban* as appropriate for the current roadway cross section. Rural cross sections have ditches and urban cross sections have curb and gutter.
- **Pavement Type:** Select *Asphalt*, *Concrete*, *Gravel*, or *Combination*. **If combination, explain** (Example: 2" asphalt over 7" concrete).
- **Pavement Rating:** Enter the latest pavement rating that was submitted to WisDOT. Current pavement ratings are found in WISLR.
- **Year Last Improved:** Last year surface was placed (new or maintenance).
- **Existing sidewalk or bicycle accommodations?** Check *Yes* or *No*. If *Yes*, one side or both sides?
- **Any bridge structures within the existing facility?** Check *Yes* or *No*. If *yes*, please indicate the structure ID #(s). Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **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. To ensure compliance with both state and federal law and policy, projects **must be** evaluated for rail issues.

- 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 \(wisconsindot.gov\)](http://wisconsindot.gov) to determine the level of coordination your project would require.
- Indicate the owner of the railroad facility.

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 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://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/f4r.aspx>

Project Description/Justification (NOTE: This is very important to read!)

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as pavement cracking, edge raveling, surface deterioration, substandard geometrics, etc. Include up to three pictures to further show the deficiencies and surrounding land use. Describe in detail any known economic impacts to surrounding land use, such as agricultural, commercial, industrial, educational, etc. Describe any known safety issues. Include and separately identify any 100% locally funded components of the project. This portion of the application will be used by the selection committee to rate and rank the projects. Use a separate single page document to describe the proposed project and justification (one page maximum).

Proposed Improvement

Refer to the following links for traffic data and design standard information: <http://wisconsindot.gov/Pages/projects/data-plan/traf-counts/default.aspx>.

- **County Trunk Highway standards**
 - Trans 205: https://docs.legis.wisconsin.gov/code/admin_code/trans/205.pdf
 - FDM-Reconstruct: <http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
 - 3R: <http://wisconsindot.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **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
 - Clear Roadway Width of Bridges: <http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf>
- **Town road standards**
 - Trans 204: https://docs.legis.wisconsin.gov/code/admin_code/trans/204.pdf
 - FDM-Reconstruct <http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
 - 3R: <http://wisconsindot.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **Improvement Type:** Select *Resurfacing, Pavement Replacement, Reconditioning, Reconstruction, Resurfacing w/ Structure, Pavement Replacement w/ Structure, Reconditioning w/ Structure, Reconstruction w/ Structure, or Combination*. If combination, explain (Example: Reconstruct, pavement replacement, and resurfacing).
 - Refer to the following link for improvement type definitions: <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/tools/definitions.pdf>
- **New Pavement Type:** Select **Hot Mix Asphalt, Concrete, or Combination**. If combination, explain. **Provide Width and Length**. New pavement width does not include paved shoulders. Give the width and length to the nearest foot.

- **New Shoulder Type:** Select *Hot Mix Asphalt, Concrete, Gravel, Asphalt/Gravel, Turf, Turf/Gravel, or Combination*. If combination, explain. Provide Width and Length. Give the width and length (for one side of the roadway) to the nearest foot (Example: 6 feet).
 - **Urban Section Shoulder Width** – The shoulder width is the distance from the edge of the travel lane to the curb face.
 - **Rural Section Shoulder Width** – The “usable” shoulder width is the actual width that can be used when a driver makes an emergency or parking stop. New shoulder width includes both paved and unpaved shoulders.
- **Sidewalk:** Check if in the proposed improvements. Provide **Width** and **Length**. Give the width and length to the nearest foot. If Yes, one side or both?
- **Roundabout:** Check if in the proposed improvement and indicate location.
 - Refer to the following links for information on intersection control and modern roundabouts: <https://wisconsindot.gov/rdwy/fdm/fd-11-25.pdf#fd11-25> and <http://wisconsindot.gov/rdwy/fdm/fd-11-26.pdf#fd11-26>
- **Structure:** Check if there are any federal-aid-eligible structures within the project limits.
 - **Structure Type** – Select Bridge, Box Culvert, or Multiple Pipes. Work Required Select Replacement, Rehabilitation, Extend, or None. Structure #(s) Provide the bridge number(s). Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **Sizes and Descriptions:** Provide a description to clarify and describe the work required.
- **Traffic Management During Construction** Select *Road Closed, Road Closed with Detour, Road Open with Temporary Structure, or Road Open with Staged Construction*.

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-business/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.

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 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, Strips, 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 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

Confidential information, including cost estimates and WisDOT application comments, should be excluded from the CDR.

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>

NOTICE: All applications must include a sheet documenting the calculations performed to complete the estimate.

All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor,

STP-Local projects are funded at a maximum 80 percent federal and 20 percent local.

Construction

Roadway: Enter the **Total Amount, Federal Share of the Participating Construction Cost (80%), the Local Share of the Participating Construction Cost (20%),** and the **Non-Participating Construction Cost (100% Local)** for the Roadway category. **NOTE: Temporary traffic/pedestrian control items should be included in the construction estimate.**

Structures(s): Follow the same procedures as the Roadway category above.

A. Subtotal Construction Costs: Sum all of the construction costs from the Roadway and Structure(s) categories above.

B. Construction Engineering: Use 15% of the construction estimate from A. above.

C. State Review for Construction: Use 5% of the construction estimate from A. above.

Total Construction Cost with State Review: 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% federally funded.

NOTE: Federally funded “design 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 FFY 2023-FFY 2026 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).

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. Coordinate with your WisDOT Regional Local Program representatives to determine the Plan Development Cost Estimate Range

B. State Review for Design: Use \$10,000

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

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 2024- 2029 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 2024- 2029 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://wisconsindot.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 comments on the application at application review. Enter the approved federal 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.

Submit completed application(s) to the following WisDOT email address: DOTLocalPrograms@dot.wi.gov

Applications due October 27, 2023.

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.