



# WisDOT 2024-2029 STP-Rural 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

- The roadway must be functionally classified as a Major Collector or higher to be eligible for funding.
- The roadway must be located outside of all urban and urbanized boundaries (not planning boundaries) to be eligible.
- Local improvement projects on connecting highways are not eligible for STP-Rural funds.

## 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	<a href="mailto:jacob.varnes@dot.wi.gov">jacob.varnes@dot.wi.gov</a>	(262) 548-8789
SW Region	Rob Winterton	<a href="mailto:robert.winterton@dot.wi.gov">robert.winterton@dot.wi.gov</a>	(608) 789-7879
NW Region	Randy Kirk	<a href="mailto:randall.kirk@dot.wi.gov">randall.kirk@dot.wi.gov</a>	(715) 392-7860
NC Region	Jordan Kelbley	<a href="mailto:jordan.kelbley@dot.wi.gov">jordan.kelbley@dot.wi.gov</a>	(715) 421-8041
NE Region	Alex Dums	<a href="mailto:Alex.Dums@dot.wi.gov">Alex.Dums@dot.wi.gov</a>	(920) 492-5707

- Additional project cost information is available on the following WisDOT web page:  
<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>
- 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](mailto:DOTDTSSELocalApps@dot.wi.gov)
- SW Region [DOTDTSWSTPRural@dot.wi.gov](mailto:DOTDTSWSTPRural@dot.wi.gov)
- NW Region [DOTDSDNWSTPRural@dot.wi.gov](mailto:DOTDSDNWSTPRural@dot.wi.gov)
- NC Region [DOTDSDNCLocalPrograms@dot.wi.gov](mailto:DOTDSDNCLocalPrograms@dot.wi.gov)
- NE Region [DOTDSDNESTPRural@dot.wi.gov](mailto:DOTDSDNESTPRural@dot.wi.gov)

- **Project application deadline is no later than 5:00 p.m. on 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.
- Project sponsors must fund a portion of total project costs. STP-Rural program project costs are funded up to 80% federal and minimum 20% local funds.

## STP-Rural Program Application Instructions

### Project Description

**NOTE:** Roadway must be functionally classified as a Major Collector or higher to be eligible for funding. The roadway must also be located outside of all urban and urbanized boundaries (not planning boundaries).

**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://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/onatmanual.pdf>

**NOTE:** Ongoing functional classification map updates could result in the placement of the roadway inside an urban/urbanized area. Project eligibility will be based on the location of the roadway at project application and at project authorization. Please contact your WisDOT regional contact person for further information.

**NOTE:** Projects located within Metropolitan Planning Areas (MPAs) must be included in the applicable MPO’s Transportation Improvement Program (TIP). 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.

**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>

**Length of Project:** Provide the length of the entire project rounded to the nearest tenth of a mile (Examples: 0.1 mile

or 2.3 miles).

**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*, or *Major Collector*. Refer to the following links to view guidance and approved functional classification maps:

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

**NOTE: Roadway must be functionally classified as a Major Collector or higher to be eligible for funding.**

**Ongoing functional classification map updates could result in a roadway being reclassified as rural minor collector. Project eligibility will be based on the roadway's functional classification at project application and at project authorization. If a project is classified as rural minor collector (based on the FHWA approved map) at project authorization, FHWA will deny federal funding for the project.**

## Existing Facility

**Number of Lanes:** The number of traffic lanes the current roadway supports.

**Lane Width:** The width of each travel lane. Give this width to the nearest foot (Example: 12 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 Width:** The pavement width is from edge of travel lane to edge of travel lane. Give this width to the nearest foot (Example: 24 feet).

**Pavement Rating:** Enter the latest pavement rating that was submitted to WisDOT.

**Pavement Condition:** Verbal description of the pavement, including types of deterioration, raveling, rutting, transverse or longitudinal cracking, base failure, etc.

**Year Last Improved:** Last year surface was placed (new or maintenance).

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

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

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

**Existing bicycle accommodations?** Check *Yes* or *No*. If *Yes*, on-street or off-street?

**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*.

**Any federal-aid-eligible 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 existing 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, 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.

**Indicate the 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://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 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 pavement cracking, edge raveling, surface deterioration, substandard geometrics, etc. 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://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](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](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](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](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).

**NOTE:** Refer to the following link for improvement type definitions:

<https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/tools/definitions.pdf>

**Overall Length:** Provide the overall length of the proposed improvement in feet (Example: 1,025 feet).

**Rural Cross Section** and/or **Urban Cross Section:** Check one or both as appropriate. Provide **Length** for each section type as appropriate. Give the length in tenths of a mile (Examples: 0.1 mile or 2.3 miles).

**Will the project add lanes?** Check *Yes* or *No*. If **Yes**, describe which part(s) of the project will receive additional lanes.

**Grading:** Check *Minimal, Moderate, or Extensive*. Consider vertical and horizontal alignment changes if applicable.

**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, indicate one side or both?

**Are bicycle/pedestrian accommodations required?** Check *Yes* or *No*. If **yes**, specify the required accommodations.

**Curb and Gutter:** Check if in the proposed improvement. Provide **Length**. Give the length to the nearest foot.

**Signals:** Check if in the proposed improvement and indicate location.

**Roundabout** Check if in the proposed improvement and indicate location.

**NOTE: Refer to the following links for information on intersection control and modern roundabouts:**

<http://wisconsindot.gov/rdwy/fdm/fd-11-25.pdf#fd11-25>

<http://wisconsindot.gov/rdwy/fdm/fd-11-26.pdf#fd11-26>

**Railroad improvements:** Check if in the proposed improvement. Railroad work may require coordination with the railroad company at an early stage. The WisDOT Region Railroad Coordinator is available to assist with coordination and applicable requirements. Please contact your WisDOT regional contact person for more information. Funding for railroad work should be considered at project application (WisDOT recommends funding with local funds).

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

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

**Beam Guard:** Check if in the proposed improvement.

**Permanent and Temporary Pavement Marking:** Check if in the proposed improvement.

**Permanent and Temporary Signing:** Check if in the proposed improvement.

**Storm Sewer:** Check if in the proposed improvement.

**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*.

**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#fd11-1-2>

## Low-Risk 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.

**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, Project Priority, and Scheduling

**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>

**NOTE:** Requesting design and construction projects 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.** 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, it is required that you have funding approved to complete construction within the 10 year Federal requirement.**

## 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).

**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.

**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:** Coordinate with your WisDOT Regional Local Program representatives to determine the construction engineering contract estimate.

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

**Total Construction Cost with State Review 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% federally funded.

**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 2024-2029 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 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.

**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:** Coordinate with your WisDOT Regional Local Program representatives to determine the State review Cost Estimate Range

**Total Design Cost with State Review Estimate:** 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 utility 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 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.

**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 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.

**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 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://wisconsin.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:

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