To submit this application/request online, visit the [LRIP Website](http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/lrip.aspx) for more information on how to access the Web-based LRIPWeb Application.

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**LOCAL ROAD IMPROVEMENT PROGRAM SUBSTITUTION/CHANGE/TRANSFER FORM**

Wisconsin Department of Transportation

DT2352 9/2019

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **[ ]  Substitution** | **From Project**  | **#** |
| **[ ]  New Project Using Savings** ($5,000 minimum to set up a new project) | **From Project**  | **#** |
| **[ ]  New Project Using Forfeited Funds** | **From Project**  | **#** |
| *(Complete all sections of the application for substitution, new project using savings and new project using forfeited funds.)* |
| **[ ]  Project Change(s)**  | **For Project**  | **#** |
| *(Complete applicable sections – change(s) allowed for improvement type, termini or estimated costs.)* |
| **[ ]  Transfer Savings**  ($3,000 or more minimum to transfer) | **From Project**  | **#** | **To** | **#** |
| **[ ]  Transfer Funds** | **From Project**  | **#** | **To** | **#** |
| *(Complete Funding Section Only.)* |
| [ ]  TRI | **[ ]  MSILT** | **[ ]  MSIGT** | **[ ]  CHI** | **[ ]  CHID** |

 |
| County of      | [ ]  City [ ]  Village [ ]  Town      |
| Head of Government      | Clerk      | Treasurer      |
| **Project Improvement** |
| **CHECK ONE IMPROVEMENT TYPE** | ***in addition, check the corresponding “purchase hot mix asphalt only” box if the lrip reimbursement will only be used for hot mix asphalt materials purchase.*** |
| [ ]  Pavement Replacement | Purchase Hot Mix Asphalt – **ONLY** [ ]  |
| [ ]  Reconditioning | Purchase Hot Mix Asphalt – **ONLY** [ ]  |
| [ ]  Resurfacing | Purchase Hot Mix Asphalt – **ONLY** [ ]  |
| [ ]  Reconstruction | Purchase Hot Mix Asphalt – **ONLY** [ ]  |
|   |  [ ]  Yes [ ]  No Does this improvement include new bicycle and pedestrian facilities? If Yes: [ ]  Yes [ ]  No Has the local municipality involved in the project adopted a resolution for these facilities?If bicycle and pedestrian facilities are included in an LRIP *reconstruction* improvement project, each municipality\* involved in the reconstruction project must adopt an official resolution authorizing the establishment of those facilities as part of the improved project. This requires consensus amongst all the governing bodies in which a portion of the project will occur. A resolution is not required when bicycle and pedestrian facilities already exist and are to be replaced as part of the reconstruction or if bicycle and pedestrian facilities are not part of the improvement project. (pursuant to s.84.01(35), Wis. Stats.)\*According to the State Statute 990.01(22) a municipality is defined as a city, village, or town. A county is not a municipality and county resolutions are not required when bicycle and pedestrian facilities are included in an LRIP project. |
| [ ]  Structure |
|  | **Check Structure Type** [ ]  Replacement [ ]  Rehabilitation |
|  | **Check Structure Size** [ ]  Greater than 20 feet in length [ ]  Less than or equal to 20 feet in length  |
| Surface Type | Thickness       (inches) | Travel Width (Per Lane)      (feet)       (inches) |
| Left Shoulder       (feet)       (inches) | [ ]  Curb and Gutter |
| Right Shoulder       (feet)       (inches) | [ ]  Curb and Gutter |
| [ ]  Yes [ ]  No | Is this project part of the *Improvement Plan* (minimum of 2 years for towns and 5 years for city, village or county)? |
| [ ]  Yes [ ]  No | Does this project meet the appropriate standards? (Trans 204, Trans 205 and FDM *Chapter 11-20-1*)**Note:** If project does not meet road standards, community understands an Exception to Standards will be required prior to any construction on this project. |
| [ ]  Yes [ ]  No | Will the existing pavement be removed/altered?If **Yes**, identify the method:  |
| [ ]  Yes [ ]  No | Will the base, subbase, or substandard soils be removed?If **Yes**, identify which base work will be added following removal:[ ]  Breaker Run  in[ ]  Base Course (gravel)  in[ ]  Granular Subbase*Base work will include grading, shaping and compacting.* |
| If applicable, check all other work that is needed to complete this project. Options marked with an asterisk (\*) are not eligible for reimbursement. For additional eligibility requirements, please refer to the LRIP Program Guidelines. |
|  | [ ]  Add or Lengthen Turn Lanes[ ]  Adjust Manholes[ ]  Binder Mat[ ]  Clearing and Grubbing[ ]  Culverts[ ]  Cut Hills[ ]  Drain Tiles[ ]  Driveway Joints[ ]  Establish Drainage | [ ]  Geotextile Grid Fabric[ ]  Install Guardrail[ ]  Lighting\*[ ]  Patching[ ]  Pavement Marking[ ]  Realign Roadway (vertically and/or horizontally)[ ]  Reconstruct Intersection[ ]  Re-establish Crown[ ]  Re-grade Ditches | [ ]  Right-of-Way[ ]  Sanitary Sewer\*[ ]  Street Signs\*[ ]  Storm Sewer[ ]  Undercutting[ ]  Water Main\*[ ]  Wedge[ ]  Widening Roadway |

**Proposed Improvement Description** – **OPTIONAL**

This is an optional field to list any additional work on the project other than what has already been selected in previous steps.

Please note: Entries in this field will be included on the State/Municipal Project Agreement (SMA).

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|  **ADT values and pavement ratings should be corrected in WISLR prior to project submittal.** |
| **LOCATION** |
| On Route – Road to be Improved      |
| At Route – Beginning Point      | Toward Route – Ending Point      |
| ***Offset below only required if this project does not begin at the At Route intersection.***To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly. |
| At Offset:      (ft) | Section Length:      | (ft) |  |
| Need for Improvement  |
|  |
| Average Daily Traffic:      | Pavement Condition Rating (number):      |

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| **LOCATION** |
| On Route – Road to be Improved      |
| At Route – Beginning Point      | Toward Route – Ending Point      |
| ***Offset below only required if this project does not begin at the At Route intersection.***To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly. |
| At Offset:      (ft) | Section Length:      | (ft) |  |
| Need for Improvement  |
|  |
| Average Daily Traffic:      | Pavement Condition Rating (number):      |

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| **LOCATION** |
| On Route – Road to be Improved      |
| At Route – Beginning Point      | Toward Route – Ending Point      |
| ***Offset below only required if this project does not begin at the At Route intersection.***To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly. |
| At Offset:      (ft) | Section Length:       |  |  | (ft) |  |
| Need for Improvement  |
|  |
| Average Daily Traffic:      | Pavement Condition Rating (number):      |

[ ]  Yes [ ]  No Have the ADT values and Pavement Ratings shown above been updated in WISLR?

If No, please contact the WISLR Helpline at WISLRinfo@dot.wi.gov or call (608) 266-2865

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| **Other Funding** |
| [ ]  Yes [ ]  No | Has the county/municipality requested or been approved for other federal or state funding from the Wisconsin Department of Transportation (WisDOT) for the improvement?**If Yes, please CHECK ALL THAT APPLY below:** |
|  PROGRAM | **REQUESTED** | **APPROVED** | **PROJECT ID (e.g. 8897-20-00)** |
| [ ]  Congestion Mitigation and Air Quality Program (Eligible areas only) | [ ]  | [ ]  |       |
| [ ]  Highway Safety Improvement Program | [ ]  | [ ]  |       |
| [ ]  Local Bridge Improvement Assistance Program | [ ]  | [ ]  |       |
| [ ]  Scenic Byways Program | [ ]  | [ ]  |       |
| [ ]  Surface Transportation Program—Rural | [ ]  | [ ]  |       |
| [ ]  Surface Transportation Program—Urban | [ ]  | [ ]  |       |
| [ ]  Transportation Alternatives Program | [ ]  | [ ]  |       |
| [ ]  Transportation Economic Assistance Program | [ ]  | [ ]  |       |
| **The LRIP program does not allow other federal or state funding to be used on an LRIP project.****Make certain that the LRIP route termini does not overlap other federal or state project termini.** |
| **Estimated Project Cost:** | Hot Mix Asphalt ONLY: |
| Engineering: | $       | Hot Mix Asphalt Cost: | $       |
| Right-of-Way Acquisition: | $       | Total Eligible Costs: | $       |
| Construction: | $       |
| Total Eligible Costs: | $       | Ineligible Improvement Costs: | $       |
| Ineligible Improvement Costs: | $ | Total Improvement Costs: | $ |
| Total Improvement Costs: | $       |  |  |
| **Attachments** |

Attach the following documents:

 [ ]  Improvement Plan

 [ ]  WISLR Map showing project location

[ ]  Discretionary Supporting Documentation (discretionary projects only)

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| **Terms and Conditions** |
| 1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
 |
| 1. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
 |
| 1. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
 |
| 1. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
 |
| 1. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
 |
| 1. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement – whichever is less.
 |
| 1. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
 |
| 1. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
 |
| 1. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
 |
| 1. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds $65,000.
 |
| 1. Federal Single Audits of Local Government Units:
 |
| * 1. The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
 |
| * 1. This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 |
| * 1. The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
 |
| 1. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
 |
| 1. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
2. In accordance with the State’s sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.
 |
| Submitting this application indicates that the Requestor is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above. |
| [ ]  City [ ]  Village [ ]  Town [ ]  County      | County of      |
| **X**       |  |       |
|  (Head of Government/Designee – Signature) |  | (Date – mm/dd/yyyy) |
|             |
| (Print Name) (Title) |