

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIMBTLRRH11

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIMBTLRRH11 WI STAT 85.021, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH11>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707-7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.dot.gov to allow for ongoing comment.

AGENCY CONTACT

Kaleb Vander Wiele
DOTDTIMGuidanceDocs@DOT.WI.GOV



WisDOT 2018-2022

Transportation Alternatives Program (TAP) Application

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

Review and utilize TAP guidelines and application instructions when completing this document.

As discussed in the WisDOT TAP Guidelines, this application will go through a two step process. The first step will be an assessment by the region as to eligibility and whether or not the project will be able to meet the rigorous, statutorily mandated commencement deadline. The second step will be an assessment of the relative merits of the application compared to other eligible applications. **Applicants will be notified if their application is found ineligible.**

Application Type

Select one and only one box for the application type. Please note that projects which are within the boundaries of a TMA will need to either compete locally within the MPO or as part of the Statewide solicitation. Refer to this map (<http://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>) for more information about the TMA areas.

- Appleton Area Metropolitan Planning Organization (MPO) –
- Green Bay MPO
- Madison Area MPO
- Southeastern Wisconsin Regional Planning Commission (Milwaukee and Round Lake Beach)

If none of the above, project application is from:

- Area with population between 5,000 and 200,000
- Area with population of 5,000 or less
- Region-wide: % of population within a TMA area
 % of population between 5000 and 200,000, &
 % of population between 5000 and 200,000

Project Applicant

Name, Location of Public Sponsor and Sponsor Type:

Sponsor Name:

Sponsor Type (Check appropriate box):

- Local government (check one): County City Village Town
- Regional transportation authority Transit agency
- State or federal natural resource/public land agency
- School district or school(s) Tribal Nation

Project Title:

Describe location, boundaries and length of the project:

County:

Street Address of Project (if located on a highway or road):

Note: For infrastructure projects, attach a project location map on one sheet of paper, size 8½ by 11.

Project Contact

Primary Public Sponsor Agency Contact Information:				
Name:	Title:	Street Address:	Phone: () -	
Municipality:	State: WI	Zip:		
Secondary E-mail:				
Public Sponsor Agency or Private Organization Contact Information (if applicable):				
Organization / Agency Name:				
Name:	Title:	Street Address:	Phone : () -	
Municipality:	State: WI	Zip:		
E-mail:				
Head of the Local Public Sponsor Agency or Private Organization Contact Information:				
Organization / Agency Name:				
Name:	Title:	Street Address:	Phone : () -	
Municipality:	State: WI	Zip:		
E-mail:				

MPO, if applicable

Select one, if applicable,

- Bay Lake RPC (Sheboygan),
- Brown County Planning Commission (Green Bay)
- Chippewa-Eau Claire MPO (WCWRPC – Eau Claire)
- Dubuque Metropolitan Area Planning Study
- Duluth/Superior Metropolitan Interstate Committee (Superior)
- East Central Wisconsin RPC (Appleton, Oshkosh)
- Fond du Lac MPO (Fond du Lac)
- Janesville MPO (Janesville)
- La Crosse Area Planning Committee (La Crosse)
- Madison Area MPO (Madison)
- Marathon County MPO (Wausau)
- Southeastern Wisconsin RPC (SEWRPC - Waukesha)
- Staline Area Transportation Study (Beloit)

Refer to this map (<http://wisconsin.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>) for more information about the TMA areas.

MPO Project Prioritization

If an MPO is submitting more than one project in an urbanized area within an MPO, the sponsor must rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. Local ranking will be used as a guide in project selection. **Project Priority:**

Please Note: MPO Project Prioritization is due by April 20, 2018.

Project Activity

TAP Eligibility Category:

Indicate which **ONE** of below categories best identifies the proposed project:

- Bicycle-Pedestrian Facilities: construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation (**this category includes on-road bicycle lanes, sidewalks, etc.**)
- Safe routes for non-drivers, including children, older adults, and individuals with disabilities
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Historic preservation and rehabilitation of historic transportation facilities
- Safe Routes to School (SRTS) (this category includes infrastructure and non-infrastructure activities)
NOTE: Applicants proposing a project within the SRTS eligibility category **MUST** complete the 'School Demographics' and 'Safe Routes to School Plan' sections on page A-5 below.

Project Summary (400 words or less). Please copy and paste your response from a Word Document.

Applicants must fill out the project summary field below. This summary is also the first question in the narrative section.

Project Benefit

Check all applicable project benefits, then describe in application narrative:

- ENVIRONMENTAL**
 - Increases likelihood of modal shift to biking, walking or transit from utilitarian car travel.
 - Increases access and connection to the natural environment.
- PUBLIC HEALTH** - Project would have a demonstrable impact upon public health of applicant community.
- ECONOMIC JUSTICE** - Project would go beyond community enhancement to address a specific "communities of concern," including elderly, disabled, minority, and low income population? The project within ½ mile of affordable housing complex(s). The project improves low income access to transit, jobs, education, and essential services.
- SAFETY** - Project addresses a specific safety concern. The project contains or addresses:
 - Collision data
 - Lack of adequate safe crossing or access
 - Lack of separated facility
 - High speed/volume
 - Provides sidewalk or pathway, with curb-cuts
 - Provides bike lanes, markings, and signage
 - Implements traffic calming measures
 - Signage and/or markings directed to safety concern
 - Provides crosswalk enhancement (striping, refuge island, signal, etc.)

For SRTS Projects there is:

- Documented bike/pedestrian crash involving school age children or crossing guard at arrival/dismissal times near the school.
- Crossings of state highways, main arterial roads or other high speed or high traffic volume roads.
- Lack of bicycle and pedestrian facilities or lack of connectivity of facilities that do exist.
- High level of parental concern documented in survey data.
- Few or no children who live within 1 mile walk or bike. Busing may be offered to everyone because of documented hazards.
- Children are walking but application shows that unsafe conditions exist.
- HISTORICAL AND/OR PRESERVATION SIGNIFICANCE** – Project would have strong historical or preservation benefit.
- ECONOMIC DEVELOPMENT** – Project facilitates economic development by increasing bicycle/pedestrian traffic in commercial corridors or by creating a destination that will help retail.

Local Resolution of Support

There is or there will be a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor (i.e., County Board, City Council, or Regional Planning Commission Policy Board).

Yes No

Please note that a resolution **will be required** for an application to be eligible, which means a **copy of the resolution** should be submitted to the **Region Local Program Manager** no later than **5:00 PM April 20, 2018**.

WisDOT History of the Project Area

Is the proposed project on a State/ Connecting Highway County Highway Local Road

Name of Roadway:

Does the proposed project intersect a State/ Connecting Highway County Highway Local Road

Name of Roadway:

Has there been or will there be a road improvement project in this project area? Yes No

If yes, year:

Project ID:

If yes, describe project: State Highway Project STP Local Bridge LRIP Other

Pavement Replacement Reconstruction New Construction

Roadway Project Scope:

Existing Facilities & Projects that Impact the Proposed Project

Rail Facilities:

Does a railroad facility exist within 1,000 feet of the project limits? Yes No

If yes, specify: **SELECT**

If yes, does the project physically cross a rail facility? Yes No

Will an easement from OCR be required? Yes No

Is the proposed project location in an area with known safety issues? Yes No

If yes, specify: _____ and (consider applying for Highway Safety Improvement Program (HSIP) funds if applicable)

Is this project on or parallel to a local road or street? Yes No

If Yes, provide the name of the road or street:

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

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

Yes to any of these questions attach an existing typical cross-section of the roadway, showing right of way, travel

lanes, shoulder and sidewalk (if applicable). Examples are available in [FDM15-1-5 attachment 5.3](#) of the WisDOT facilities Development Manual.

Will this project be constructed as part of another planned road project? Yes No
If Yes, specify if this is a state, county, or local project and when the road project is scheduled for construction:
Will any exceptions to standards be requested? Yes No
If Yes, provide a brief description of the exceptions that may be requested:

Real Estate (RE) /Right of Way (ROW)

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

List any other funding (past or present) used within the proposed project limits (i.e. DNR Stewardship)

Is the project on an existing right of way (ROW)? Yes No
(NOTE: It is recommended that local funds be used to acquire right of way)

If Yes, have you obtained a permit from the WisDOT Regional Office Maintenance Section to conduct work on the right of way? Yes No

Check all boxes that apply to ROW acquisition for this project:

None Less than ½ acre More than ½ acre
 Parklands Large parcels Temporary interests

List any other funding (past or present) used within the proposed project limits (i.e. DNR Stewardship)

If right of way was acquired in anticipation of this project, attach a detailed list of available, completed project and parcel acquisition documentation. Refer to Section 11.2, Records Management, found in the *LPA MANUAL for RIGHT OF WAY ACQUISITION*

<http://wisconsin.gov/dtsdManuals/re/lpa-manual/lpa-manual-ch11.pdf>

If right of way was acquired in anticipation of this project, did the acquisition contain any buildings or relocation? Yes No

If yes, Please read Section 6.2, Relocation Assistance, found in the *LPA MANUAL for RIGHT OF WAY ACQUISITION* to determine if relocation assistance was properly offered and documented

<http://wisconsin.gov/dtsdManuals/re/lpa-manual/lpa-manual-ch6.pdf>

If right of way is required, acquisition will occur through a transfer of an adequate interest in real property. Yes No

FHWA has determined that an adequate real property interest excludes licensing agreements (LA), which agreements will not be considered.

For real estate questions, please contact Kerry Paruleski, WisDOT Local Public Agency Real Estate Statewide Facilitator, at (414) 220-5461 or kerry.paruleski@dot.wi.gov.

Environmental/Cultural Issues

Agriculture Yes No Not Investigated
Comments:

Archaeological sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Historical sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Designated Main Street area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Lakes, waterways, floodplains	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Wetland	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Stormwater management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Hazardous materials sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Hazardous materials on existing structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Upland habitat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Endangered/threatened/migratory species	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Section 4(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Section 6(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			
Through/adjacent to tribal land	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Investigated
Comments:			

Miscellaneous Issues

Construction Schedule Restrictions (trout, migratory bird, local events):

Local Force Account (LFA): Will the proposed project utilize municipal employees to complete any portion of the construction activities? Yes No
 If yes, explain the desired LFA portion of the project.

NOTE: LFA work must include labor, equipment and materials. The purchase of materials only is not considered to be a legitimate project.
 NOTE: Please review WisDOT TAP Guidelines for restrictions on certain LFA work as of July 1, 2015.

Maintenance (only complete this section if project application involves a trail project):
 Will the facility be snowplowed in the winter? Yes No
 Comment:
 If no to the above question, will the trail allow snowmobile use in the winter? Yes No
 Comment:
 Anticipated fee for trail use: Yes No
 Comment:
 Anticipated equestrian use on trail: Yes No
 Comment:

Other Funding Sources: Has the municipality anticipated, requested or been approved for other federal or state funding from WisDOT for the improvement? Yes No

If yes, please indicate all of the other funding sources that are anticipated, have been requested or approved with the associated project ID(s):

Highway Safety Improvement Program (HSIP)	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Local Roads Improvement Program (LRIP)	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Railroad Programs	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Surface Transportation Program – Rural	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Surface Transportation Program - Urban	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
CMAQ	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Transportation Enhancements Program			Approved ID:
Bicycle & Pedestrian Facilities Program			Approved ID:
Safe Routes to School			Approved ID:
Transportation Economic Assistance Program	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Flood Damage Aids	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
State Funding (Describe):	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:
Other:	<input type="checkbox"/> Anticipated	<input type="checkbox"/> Requested	Approved ID:

Is project identified in a long-range transportation plan? Yes No If Y, link to plan:
 Is project identified in a bicycle-pedestrian plan? Yes No If Y, link to plan:
 Is project identified in an outdoor recreation plan? Yes No If Y, link to plan:
 Is project identified in a comprehensive plan? Yes No If Y, link to plan:
 Is project identified in any other planning document? Yes No If Y, link to plan:

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

School Demographics (Complete ONLY if submitting a project within the SRTS Programming / Planning eligibility category)

What are the name(s) and demographics for each school affected by the proposed program or project?

Optional: Alternatively, SRTS project applicants may submit a narrative response/attachment 1 detailing school demographics provided that all fields below are answered in such attachment.

School name: School population: Grades of students at school:
 Estimated number of students currently walking to school (if known):
 Estimated number of students currently biking to school (if known):
 Does the school have any policies related to walking or biking?
 Distance eligibility for riding a bus: Number of children not eligible for busing:
 Number of students eligible for busing because of a hazard situation:
 Percentage of students living within one mile of the school:
 Percentage of students living within two miles of the school:
 Percentage of students eligible for free or reduced-cost school meals:
 Community(s) served by school: Community(s) population:

Safe Routes to School Infrastructure (Complete ONLY if submitting a project within the SRTS eligibility category)

Does your school or community have a Safe Routes to School plan? Yes No

If yes, can it be viewed online? Yes, the website address is _____ No, it is attached with the application.

If no, please describe, **in no more than 400 words**, any SRTS-related planning efforts undertaken by the school or community .

CONFIDENTIAL INFORMATION

Project Costs, Priorities, and State Fiscal Years:

NOTE: do not include pages A-7 and A-8 in the Concept Definition Report (CDR) for approved TAP projects.

Complete the table below for the appropriate fiscal years of the application/project cycle (2018-2022). If a sponsor proposes to construct a project in phases throughout multiple years, schedule the project costs as appropriate and provide further details in the project description.

In addition to the table below, **attach a detailed breakdown of project costs in Microsoft Excel**. This detailed breakdown must clarify assumptions made in creating the budget such that a third party reviewer would be able to substantiate the assumptions.

Submit a separate application and budget for each project or stand-alone project segment for which you are willing to accept funding, or for a bike trail section that could function as a separate facility. Project requests are not considered for partial funding.

Applicants may work with the Local Program Manager within their region for assistance to more accurately estimate costs. All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. Also, WisDOT Region staff may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.

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

Project Prioritization
 If a sponsor is submitting more than one project the sponsor must rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. Local ranking will be used as a guide in project selection. **Project Priority:**

Construction:
Basis for Construction Estimate: Itemized Per Square Foot Past Projects
 Other, please specify: _____

Schedule Preference: FY 2021 FY 2022

Construction:

Federal Share of the Participating Construction Cost (80%)	\$
Local Share of the Participating Construction Cost (20%)	\$
Non-Participating Construction Cost (100% Local)	\$
A. Subtotal Construction Costs	\$
B. State Review for Construction (Contact WisDOT Region)	\$
Percentage:	%

How will the project be implemented on time? What obstacles or problems must be overcome to implement this project, and in light of project obstacles, describe how the project sponsor will comply with state law and policy requiring project commencement within four years of the award date, and project completion within approximately six years? Please describe prior experience with other multimodal projects and success in delivering those projects in the year in which they were scheduled. For example, were you able to deliver the project in the year it was programmed? Have you ever had to turn back awarded federal funds? Please explain. If problems were experienced in the past, what will be done on this project to ensure successful completion? Describe the project sponsor's commitment to multimodal programs and facilities generally like a complete streets ordinance, advisory committees, or inclusion of multimodal accommodations in any other local program projects.

4. PROJECT UTILITY & CONNECTIVITY

For Infrastructure Projects

Describe the degree to which this project serves utilitarian rather than recreational purposes and how, if at all, the project adds connectivity to the state's multi-modal transportation network, including bicycle, pedestrian and transit facilities. Describe how, if at all, the proposed project would connect to these existing land uses: park, school, library, public transit, employment and/or retail centers, residential areas, other. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.

For Planning Projects

Implementation of plan would serve a broad geographic area and adds connectivity to the state's multimodal transportation network. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.

For Safe Routes to School Programming Projects

Will the project get a higher percentage of children walking and biking to school - addresses clear safety problems for children already walking/biking. Address the following desired outcomes: reduction in parent concerns that keep them from allowing children to walk/bike; potential for changes in hazard busing; change in policy limiting walking/biking to school; increased school commitment to promoting walking/biking; improved driver behaviors in the school zone; making it more appealing for children to walk/bike; more law enforcement participation in walking/biking issues

5. PROJECT BENEFIT- ENVIRONMENTAL, LIVABILITY, ECONOMIC JUSTICE, PUBLIC HEALTH, HISTORICAL PRESERVATION, & SAFETY

NOTE: A TAP project should contribute to a community benefit. No applicant's project is expected to contribute to all the benefits listed on A-3 of the application, but a project that contributes to more than one benefit or has significant impact on a particular benefit will receive more points.

Describe the benefits likely derived from the proposed project, this description should correspond to the project benefit section on page A-3.

6. PROJECT CAPITALIZES ON, SUPPLEMENTS OR AUGMENTS AN EXISTING ROAD IMPROVEMENT PROJECT

There is a way to tie the multimodal project to an existing road improvement project that allows the project sponsor to take advantage of the resources of a larger project.

- For SRTS projects: The project addresses safety and education issues of walking and biking to school due to a recent or anticipated road improvement project.

Key Program Requirements Confirmation

Please confirm your understanding of the following project condition by **typing your name, title and initials** at the bottom of this section. **A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.**

WisDOT will deem ineligible any application that does not provide confirmation to this section.

- a. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs.
- b. This is a reimbursement program. The project sponsor must finance the project until federal reimbursement funds are available.
- c. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or other costs that ineligible for federal reimbursement. In order to guarantee the project sponsor's foregoing agreements to pay the state, the project sponsor, through its duly executed officers or officials, agrees and authorized the state to set off and withhold the required reimbursement amount as determined by the state from any monies otherwise due and payable by the state to the municipality.
- d. The project sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.
- e. The project sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current *Sponsor's Guide to Non-Traditional Transportation Project Implementation*, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. **Applicants who plan to implement their projects as Local Let Contracts using the Sponsor's Guide must become certified that they are capable of undertaking these projects.**
- f. If applying for a bicycle facility, it is understood that All Terrain Vehicles (ATVs) are not allowed. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year round use by bicyclists and pedestrians is expected.
- g. The project sponsor agrees to maintain the project for its useful life. Failure to maintain the facility, or sale of the assets improved with FHWA funds prior to the end of its useful life, will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project for its useful life.
- h. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.
- i. The project sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

- j. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.
- k. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.
- l. ***For 100% locally-funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.
- m. The project sponsor acknowledges that the requisite project commencement requirement and that failure to comply with the applicable commencement deadline will jeopardize federal funding. Commencement is within four years of the date of the project award. The project must be commenced within four (4) years of the project award date according to Sec. 85.021, Wis. Stats. For construction projects, a project is commenced when construction is begun. For planning projects, a planning project is commenced when the planning study is begun. For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the 'Date Received' field.
- o. The project sponsor acknowledges that the requisite project completion timeline for approved TAP projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline will jeopardize federal funding.
- p. Federally-funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 66.0703. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

Please confirm your understanding of the following project condition by typing your name, title and initials at the bottom of this section. A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.

I confirm that I have read and understand project conditions (a) through (o) above:

Name: _____ Title: _____

Accepted (please initial here): _____

Fiscal Authorization and Signature

Application prepared by a consultant? Yes No

If yes, consultant information and signature required below.

Consultant Company Name: _____ Company Location (City, State): _____

Consultant Signature (electronic only): _____

Date: _____

NOTE: On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project. A municipality could start their consultant selection process early enough and make the application part of the scope of services with the understanding that all costs incurred prior to authorization will be the responsibility of the local municipality. See FDM [8-5](#) for additional information.

Sponsor Agency:	
Contact Person:	(Note: must be Head of Government or Designee)
Title:	
Address:	
Telephone:	
Email:	
<p>Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.</p>	
Head of Government/Designee Signature (electronic only):	Date:

Application and Attachments

Submit applications and attachments utilizing the contact information contained in the corresponding TAP Pre-Scoping Application Instructions. Applicants must **submit eligible applications on or before 5PM on January 26, 2018**, and must include the following documents:

- A completed application **in Microsoft Word format**
- Narrative Response/Attachment 3: maximum of **one double-spaced page, minimum 11-point font size**
- Cost Estimate Detail as required in the **'Project Costs and Dates'** section of this application
- For infrastructure projects, a project map printed in black & white, on one sheet of 8½ by 11 paper
- If available, a **local resolution of support** for the proposed project
- If right of way was acquired in anticipation of this project**, attach a detailed list of available, completed project and parcel acquisition documentation (**see page A-2**)

OPTIONAL Attachment

- If proposed project crosses or runs parallel to a local road, street, or state or federal highway**, attach an existing typical cross-section of the roadway, showing right of way, travel lanes, shoulder and sidewalk (if applicable) (**see page A-2**).
- SRTS School Demographics Information

NOTE: Do not include additional attachments (photos, letters of support, etc.)

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

FOR WISDOT USE ONLY –This information must be entered on the spreadsheet and on the application.
WisDOT Region comments on application, including eligibility concerns:
Region Reviewer's Name:
Reviewer's Title:
Date Received: