

# Guidelines and Requirements

For the  
Local Roads  
Improvement  
Program  
(LRIP)



2022-2023 Program Cycle

**Counties - Towns - Cities & Villages**



LRIP homepage is located at:  
<http://wisconsindot.gov/lrip>

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## PROGRAM OVERVIEW

### PROGRAM OBJECTIVE

The Local Roads Improvement Program (LRIP) was established in 1991 to assist local units of government in improving seriously deteriorating county highways, municipal streets in cities and villages, and town roads. The program is governed by [s. 86.31, Wis. Stats.](#), and [ch. Trans 206](#).

LRIP is a reimbursement program, which may pay up to a maximum of 50% of total eligible project costs, with the balance of the eligible costs funded by the local unit of government. All projects are advertised, awarded, managed and the contractors are paid in full by the project recipient prior to submittal of the reimbursement request to WisDOT.

The program has three entitlement components that provide funding for road improvements. Counties are eligible for funding through the County Highway Improvement (CHI) program, towns through the Town Road Improvement (TRI) program, and cities and villages through the Municipal Street Improvement (MSI) program. MSI consists of two components: cities and villages with populations less than 20,000 (MSILT) and cities and villages with populations equal to or greater than 20,000 (MSIGT).

In addition to entitlements, there are three discretionary and supplemental funding components for counties, cities and villages, and towns to request funding for high-cost projects. Discretionary and supplemental projects have additional eligibility requirements. They are competitively reviewed and prioritized by committee and are approved by the WisDOT Secretary based on defined criteria and with a goal of fair geographic distribution in mind.

### ACRONYMS

The following is an alphabetical list of acronyms commonly used in the LRIP program.

<u>Acronym</u>	<u>Definition</u>
AADT	Average Annual Daily Traffic
BTLRRH	Bureau of Transit, Local Roads, Railroads and Harbors
CEF	Cost Effectiveness Findings
CHC	County Highway Commissioner
CHI	County Highway Improvement
CHID	County Highway Improvement Discretionary
CHIDC	County Highway Improvement District Committee
CHIS	County Highway Improvement Supplemental
CMSIC	County Municipal Street Improvement Committee
CTRIC	County Town Road Improvement Committee
DNR	Department of Natural Resources
FDM	Facilities Development Manual
HMA	Hot Mix Asphalt
LRIP	Local Roads Improvement Program
LRIP-S	Local Roads Improvement Program - Supplemental
LRIPWeb	Local Roads Improvement Program web application
LWM	League of Wisconsin Municipalities
MSI	Municipal Street Improvement
MSID	Municipal Street Improvement Discretionary

MSIGT	Municipal Street Improvement for cities and villages with a population greater than 20,000
MSILT	Municipal Street Improvement for cities and villages with a population less than 20,000
MSIS	Municipal Street Improvement Supplemental
PASER	Pavement Surface Evaluation and Rating
SMA	State Municipal Project Agreement
SMSIDC	Statewide Municipal Improvement Discretionary Committee
STRIDC	Statewide Town Road Improvement Discretionary Committee
TRI	Town Road Improvement
TRID	Town Road Improvement Discretionary
TRIS	Town Road Improvement Supplemental
UW-TIC	University of Wisconsin-Madison Transportation Information Center
WAMS	Web Access Management System
WCHA	Wisconsin County Highway Association
WHS	Wisconsin Historical Society
WisDOT	Wisconsin Department of Transportation
WISLR	Wisconsin Information System for Local Roads
WTA	Wisconsin Towns Association

## GENERAL REQUIREMENTS

The following is a list of general requirements for the LRIP program. A Project Checklist ([Appendix Q](#)) is also provided for assistance in managing the project.

- All proposed improvements must comply with applicable federal, state and local laws, and program policy. The project roadway width must meet the minimum design standards and include both the traveled way and shoulder pursuant to [ch. Trans 204.02\(11\)](#) and [ch. Trans 205.03\(2\)](#).
- LRIP funding is only available for improvements on existing county highways, city streets, and village streets, and town roads under the authority of the local unit of government pursuant to [s.86.31 \(1\)\(f\), Wis. Stats.](#)
- A project is not eligible for LRIP funds if any other federal or state aid funds will be identified as eligible costs for the project. Ineligible costs, such as costs for utilities or landscaping can be funded via other public funding sources (as long as they are not claimed as eligible costs for LRIP). A local match can be provided by a federally recognized American Indian Tribe using tribal funds pursuant to [s.86.31\(4\), Wis. Stats.](#)
- The approved LRIP reimbursement amount cannot exceed 50% of the total eligible project costs, except for the LRIP-S component which provides up to a 90% reimbursement as determined by the appropriate review committee.
- The proposed project must be included as part of the county or municipality road Improvement Plan (minimum of 2 years for towns, minimum 5 years for counties, cities and villages) pursuant to [ch. Trans 206.04 \(1\), Trans 206.05 \(1\), and Trans 206.06 \(4\)](#).
- An engineering certification is required when the total eligible costs are greater than \$65,000 pursuant to [s.86.31\(2\)\(e\), Wis. Stats.](#) Refer to the [Engineer's Certification](#) section in [Appendix S](#).
- All LRIP projects must have a 10-year design life pursuant to [s.86.31\(1\)\(b\), Wis. Stats.](#) As a result, the same project location cannot be submitted more than once within a 10-year period.

- Roads with PASER pavement ratings of 1-5, or gravel roads with ratings 1-3 are considered “seriously deteriorating” and are eligible for LRIP funding. Paved roads with ratings 6-10 or gravel with ratings of 4-5 are considered “good” and are not eligible. Improvements to gravel roads with ratings of 4-5 that will be paved with asphalt or concrete are eligible for LRIP funding. WisDOT will not approve removing an existing asphalt road and replacing it with gravel. Refer to the PASER Rating Table included as [Appendix V](#).
- Improvements must be built to appropriate standards, unless an [Exception to Standards](#) has been requested and approved by WisDOT prior to construction pursuant to [Trans 206.03\(13\)](#).
- If new bicycle and pedestrian facilities are included as part of a highway reconstruction project, the project recipient is required to have a resolution authorizing the construction of these facilities pursuant to [s.84.01\(35\), Wis. Stats](#). A resolution is not required if removing or replacing existing facilities.
- WisDOT signs and emails an executed State Municipal Project Agreement (SMA) for each approved LRIP project to the project recipient, the clerk and the CHC via the LRIPWeb Application. The project recipient must receive an SMA prior to advertising for the project.
- LRIP projects must be advertised for bids for two consecutive weeks in a newspaper pursuant to [s.985.07\(2\), Wis. Stats](#). and [s.985.01\(1m\), Wis. Stats](#). Refer to the [Advertising Requirements](#) section for additional information.
- LRIP projects must be let to contract to the lowest, responsible bidder. Towns, cities and villages may not use their own work forces or equipment on an LRIP project.

## PROGRAM ADMINISTRATION – WISDOT AND COUNTY HIGHWAY COMMISSIONERS (CHCs)

LRIP is managed by the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH), but is administered by local units of government. The role of the County Highway Commissioner (CHC) is to serve as an administrative liaison between WisDOT and local units of government within their county, providing ongoing support throughout the duration of the project pursuant to [Trans 206.03\(7\)](#).

CHC responsibilities include:

- Review all of the individual project applications and their corresponding information:
  - ✓ All application fields are completed correctly. Incomplete or inaccurate project applications should be returned to the project recipient for follow-up.
  - ✓ A 2-year (town) or 5-year (county, city or village) improvement plan has been submitted that includes the project location.
  - ✓ The project location is eligible according to program policy (ie: the 10-year rule, pavement ratings and AADT counts).
  - ✓ The improvement type selected is appropriate, given the proposed scope of work.
  - ✓ A copy of the State Municipal Project Agreements Terms & Conditions signed by the project recipient is included with the application.
- Convene and preside over the County Town Road Improvement Committee (CTRIC).
  - ✓ The CHC cannot be a voting member of the CTRIC but may be included as a non-voting member.
  - ✓ Select a CTRIC membership and committee chair and provide this information to WisDOT.
  - ✓ Assure that the CTRIC chair provides a list of approved projects and approved funding amounts.
  - ✓ Confirm that the CTRIC has not exceeded the entitlement funds, as identified in [Appendix H](#).

- ✓ Verify that the CTRIC has not exceeded the number of project applications allowed per the programming cap. Programming caps are identified in [Appendix I](#).
- ✓ Submit all project applications and CTRIC meeting minutes to WisDOT before midnight on January 15, 2022 pursuant to [ch. Trans 206.03\(3\)](#).
- Convene and preside over the County Municipal Street Improvement Committee (CMSIC).
  - ✓ The CHC cannot be a voting member of the CMSIC but may be included as a non-voting member.
  - ✓ Select a CMSIC membership and committee chair and provide this information to WisDOT.
  - ✓ Assure that the CMSIC chair provides a list of approved projects and approved funding amounts.
  - ✓ Confirm that the CMSIC has not exceeded the entitlement funds, as identified in [Appendix K](#).
  - ✓ Verify that the CMSIC has not exceeded the number of project applications allowed per the programming cap. Programming caps are identified in [Appendix L](#).
  - ✓ Submit all project applications and CMSIC meeting minutes to WisDOT by January 15, 2022.
- Ensure that all of the applications submitted for first year funding do not exceed one-half of the county's funding allocation.
- Submit all project applications to WisDOT via LRIPWeb by January 15<sup>th</sup> of the even numbered year of the biennium.
- Provide assistance to assure compliance with advertising requirements, if requested by the recipient.
- Conducting contract lettings and awards, if requested by the project recipient pursuant to [Trans 206.04\(8\)\(b\)](#).
- Review the reimbursement request submitted via LRIPWeb after the project recipient completes the project and the contractor(s) have been paid in full. Refer to the [Reimbursement Request Process](#) section for more detailed information regarding the required documentation.
  - ✓ Based on the documentation provided and knowledge of the project, confirm project compliance with all applicable laws, administrative policy, program rules, and contract bidding requirements. When everything is in order, sign and submit the reimbursement request to WisDOT via LRIPWeb.

## PROJECT REVIEW

[Chapter Trans 206.03\(15\)\(d\)](#) requires WisDOT to review LRIP projects to ensure compliance with statutory requirements and program policy. A review may be conducted at any time with a sampling of projects to ensure compliance with the LRIP guidelines and requirements.

## NONCOMPLIANCE AND APPEALS

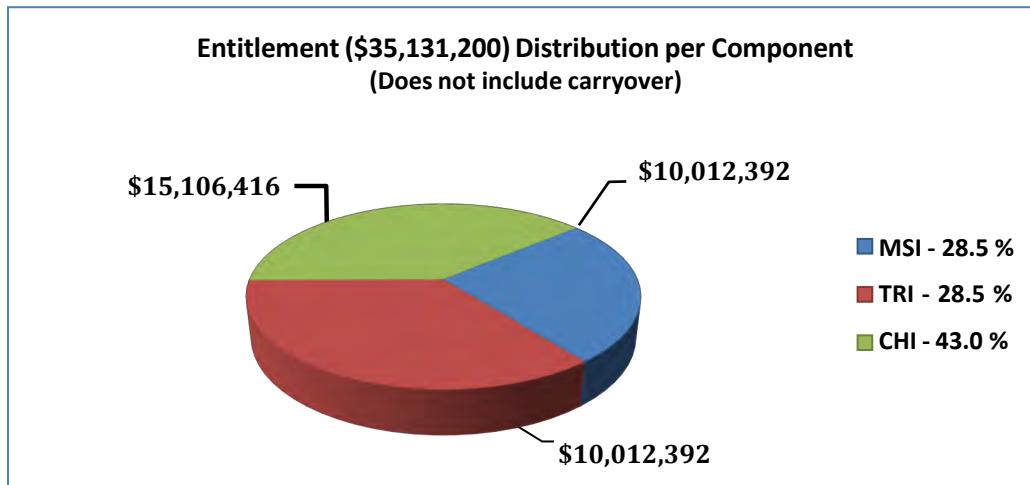
The LRIP program noncompliance and appeals process is identified in [Appendix U](#).

## FUNDING DISTRIBUTION

LRIP is a biennial program that provides funding based on annual State budget appropriations. Approved project funds are available to local communities for three biennia (six years), with a combined 2021-23 State Biennial Budget allocation of \$66,066,000 for this program cycle. This program cycle will also add an additional \$25 million dollars of state funding to the LRIP program; this additional funding was approved by the State Legislature as part of WisDOT's 2021 Federal Expenditure Plan, which used federal COVID-relief funding in a manner that enabled an additional \$25 million dollars of state funding to be placed in the LRIP program for use by local governments. Additionally, the 2021-23 State Biennial Budget provided a one-time \$100 million allocation for the LRIP-Supplemental component. Aside from the LRIP-S component, any unused funds within a biennium are carried over and added to the new statewide funding level for the following biennium. Refer to Appendices F through L for a breakdown of funding allocations.

## ENTITLEMENT DISTRIBUTION

Pursuant to [s. 86.31\(3\), Wis. Stats.](#), the statewide biennial entitlement level is \$35,731,200 and is distributed as follows: \$600,000 is allocated for Department of Natural Resources (DNR) environmental liaison positions, and the remaining \$35,131,200 is calculated and distributed to each component, with 43.0% of entitlement funds going to CHI, 28.5% to TRI, and 28.5% to MSI.



Pursuant to [ch. Trans 206](#), funding levels for each component are determined by the following:

County Highway Improvement (CHI) program funding levels are based 60% on population and 40% on county mileage. Each county is guaranteed a minimum of 0.5% of the total statewide CHI funding.

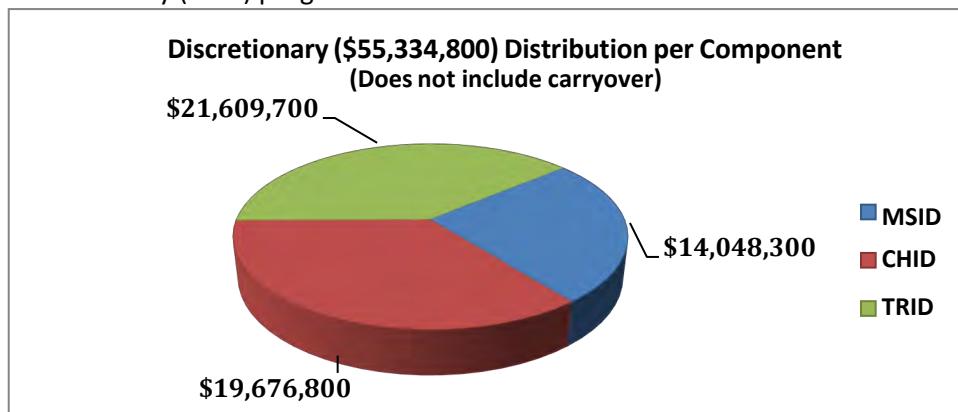
Town Road Improvement (TRI) program funding levels are based 100% on town mileage.

Municipal Street Improvement (MSI) program funding levels (consisting of MSILT and MSIGT) are based 50% on population and 50% on municipal mileage.

**Note:** For a community located in multiple counties, each county's portion of the community's population and mileage is applied to the primary county designation to determine the distribution of MSI funding.

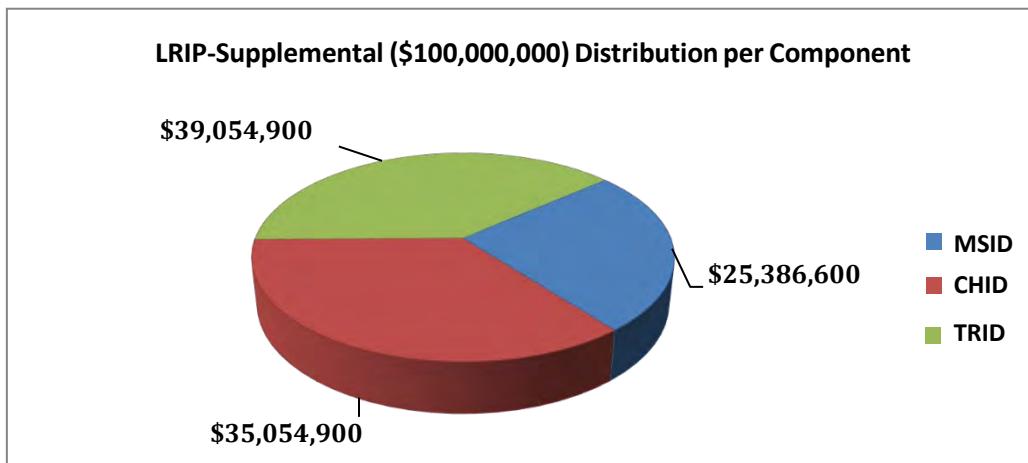
## DISCRETIONARY DISTRIBUTION

Pursuant to [s. 86.31\(3\), Wis. Stats.](#), and WisDOT's 2021 Federal Expenditure Plan, the statewide biennial discretionary level is \$55,334,800 and is distributed to the County Highway Improvement Discretionary (CHID) program, Municipal Street Improvement Discretionary (MSID) program, and the Town Road Improvement Discretionary (TRID) program.



## LRIP-SUPPLEMENTAL (LRIP-S)

The Local Roads Improvement Program-Supplement (LRIP-S) was approved as part of the 2021-2023 State Budget to enhance the amount of assistance available to local governments for improvements within LRIP. \$100 million was included in the LRIP-S allocation and will be a part of the 2022-23 Program Cycle.



The process to allocate LRIP-S funding for the 2022-23 Program Cycle will mimic the process of the LRIP-Discretionary (TRID, MSID and CHID) program component. All projects funded through LRIP-S (TRIS, MSIS, and CHIS) are expected to comply with applicable federal, state and local laws and LRIP program policy.

LRIP-S projects will involve competitive scoring and funding recommendation by the appropriate statewide review committees: the County Highway Improvement Discretionary Committee (CHIDC) for county trunk highway projects, the Statewide Municipal Street Improvement Discretionary Committee (SMSIDC) for municipal street projects, and the Statewide Town Road Improvement Discretionary Committee (STRIDC) for town road projects. LRIP-S projects provide up to a 90% state match for approved projects, whereas LRIP-Discretionary projects maintain a maximum 50% state match.

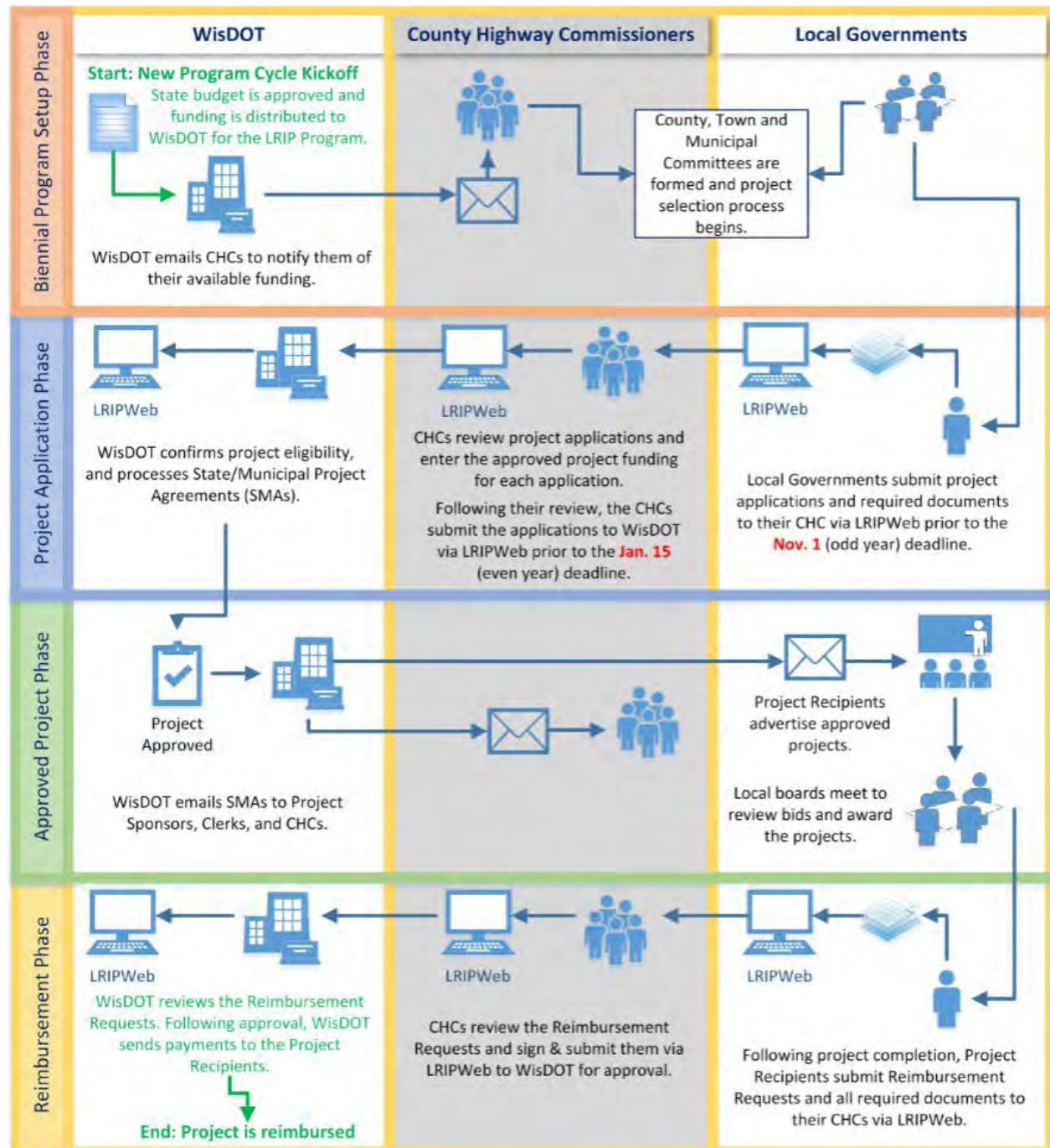
### Eligibility

- County Highway Improvement Supplemental (CHIS) project applications will require the same documentation as required for CHID projects. Municipal Street Improvement Supplemental (MSIS) will require the same documentation required for MSID projects. Town Road Improvement Supplemental (TRIS) will require the same documentation required for TRID projects.

### LRIP-S Application Process

LRIP-S applications submitted by municipalities (regardless of MSILT or MSIGT) and towns are submitted to their respective CMSIC or CTRIC for review, then forwarded to the CHC. Applications can be submitted once to the CHC and will be automatically considered for either a LRIP discretionary or supplemental award, unless the applicant specifically specifies they would accept discretionary or supplemental funding only. Individual projects cannot be awarded multiple types of LRIP grants. LRIP-S applications for county projects are submitted to their WCHA District for CHIDC review and funding allocation.

## PROGRAM FLOWCHART



## PROGRAM TIMELINE, ROLES & RESPONSIBILITIES

Schedule	Program Activity
July 2021	State of Wisconsin 2021-2023 biennial budget is approved. WisDOT receives the first biennial years' funds.
September 2021	WisDOT holds LRIP informational program webinar for County, Municipal and Town representatives.
October 1, 2021	<b>Deadline</b> date for all committees (CHIDC, CTRIC, and CMSIC) to select members and chair.
November 1, 2021	County selects and prepares CHI and CHID project applications.
	<b>Deadline</b> date for CTRIC, CMSIC, and CHIDC committees to notify WisDOT of the name of the chair.
	<b>Deadline</b> date for CTRIC and CMSIC committees to meet, make project selections and forward entitlement and discretionary project applications to the CHC and MSIGT communities to submit project applications to the CHC pursuant to <a href="#">ch. Trans 206.03(3)</a> .
November - December, 2021	Counties submit CHID & CHIS project applications to CHIDC.
December 1, 2021	WTA and LWM nominate discretionary committee members for the STRIDC and SMSIDC committees, that are then appointed by the WisDOT Secretary. <b>Deadline</b> to select the chairperson pursuant to <a href="#">ch. Trans 206.08(2)(c)</a> .
January 15, 2022	<b>Deadline</b> date for CHC to submit all entitlement, discretionary and supplemental applications to WisDOT pursuant to <a href="#">ch. Trans 206.03(3)(b)</a> . <b>Note: January 15, 2022 is a Saturday. WisDOT will accept applications on Saturday but NOT the following Monday.</b>
February 2022	WisDOT reviews all discretionary & supplemental project applications, then submits them to the STRIDC and SMSIDC for evaluation.
March 1, 2022	<b>Deadline</b> for STRIDC to meet, establish a project selection process, and recommend projects to WisDOT Secretary for approval pursuant to <a href="#">ch. Trans 206.03(2)(b)</a> . SMSIDC generally completes this process in April.
March 2022	WisDOT Secretary approves CHID, CHIS, TRID, TRIS, MSID and MSIS projects. Governor's office announces approved projects.
April 1, 2022	Target date that WisDOT emails SMAs to counties, towns, cities, and villages with approved projects using State FY 2020 funding.
July 1, 2022	WisDOT receives the second biennial years' funds.
July 15, 2022	Target date that WisDOT emails SMAs to counties, towns, cities, and villages with approved projects using State FY 2021 funding.

## LRIPWEB

The Local Roads Improvement Program (LRIP) Web application, known as LRIPWeb, is an online application and program management tool used by LRIP program staff, County Highway Commissioners, and local government officials. All program documents, including LRIP Project Applications, State Municipal Project Agreements, and Project Reimbursement Requests (including all requests for 2022-23 LRIP-S projects) are processed in LRIPWeb. Project recipients are able to view project information from current and past LRIP program cycles. The [LRIP webpage](#) is the mechanism to register and access the LRIPWeb application and it is a resource for reference tutorials and instructional videos on use of the LRIPWeb application. The address to the LRIP webpage is: <http://wisconsindot.gov/lrip>.

Once approved, LRIPWeb users can access project information 24 hours a day, 7 days per week.

## RECORDS RETENTION

All project records must be kept for 12 years from project closing. WisDOT will maintain all project documentation uploaded to LRIPWeb during the project application and reimbursement processes. The project recipient and CHC are responsible for maintaining all other records.

## NEW BIENNIAL PROJECT APPLICATIONS

### APPLICATION SUBMITTAL DEADLINE

All LRIP project applications must be entered into the LRIPWeb application and be submitted to the CHC for review by **November 1, 2021**.

### ENTERING AN APPLICATION

All LRIP project applications must be entered in LRIPWeb. Refer to the [LRIPWeb](#) section of this manual regarding access and the link to LRIPWeb.

The following sections are provided for assistance when entering your project application.

## FUNDING COMPONENT SELECTION

### ENTITLEMENT COMPONENTS

There are three entitlement components that provide funding for local road improvements:

- **Counties** are eligible for funding through the County Highway Improvement or **CHI** program.
- **Towns** are eligible for funding through the Town Road Improvement or **TRI** program.
- **Cities and Villages** are eligible for funding through the Municipal Street Improvement or **MSI** program, which is comprised of two components:
  - ✓ Cities and villages with populations less than 20,000 are eligible for **MSILT** funding.
  - ✓ Cities and villages with populations equal to or greater than 20,000 are eligible for **MSIGT** funding.

### DISCRETIONARY AND SUPPLEMENTAL COMPONENTS

There are three discretionary components that provide funding for high-cost projects. Discretionary projects have additional eligibility requirements, are competitively reviewed, prioritized and approved by

committee, and forwarded to the WisDOT Secretary for approval based on defined criteria and with a goal of fair geographic distribution in mind.

- **Counties** are eligible for funding through the **CHID & CHIS** program.
- **Towns** are eligible for funding through the **TRID & TRIS** program.
- **Cities and Villages** are eligible for funding through the **MSID & MSIS** program. Refer to the [CHID/CHIS, TRID/TRIS](#) and [MSID/MSIS](#) overview sections for additional information.

## **CHID & CHIS OVERVIEW**

The County Highway Discretionary Improvement Program (CHID) and the County Highway Improvement Supplemental (CHIS) targets high cost county highway improvement projects that have a total project cost of \$250,000 or more pursuant to [s.86.31\(3g\), Wis. Stats.](#) This statewide program provides an opportunity for significant, high-priority county trunk highway improvements at the WCHA district level.

Biennial funding available for CHID & CHIS is allocated to each of the eight Wisconsin County Highway Association (WCHA) districts based on the existing County Highway Improvement Program (CHI) formula. CHID projects may receive a maximum state reimbursement of 50% of total eligible project costs. For CHIS, the maximum award is 90% state/10% local match.

### Eligibility

Program eligibility criteria include:

- County road improvement projects must meet the general program requirements and address the selection criteria described under the CHID Selection Criteria section to be eligible for consideration under this program.
- Discretionary projects must be included in the county's Improvement Plan (minimum of five years) pursuant to [ch. Trans 206.04 \(1\)](#), and [ch. Trans 206.05 \(1\)](#).
- An Engineer's Certification is required at reimbursement for all discretionary projects pursuant to [s.86.31\(2\)\(e\), Wis. Stats.](#)
- A project is not eligible if LRIP funds are to be used as the local match for federal aid projects or if federal aid funds are to be used as the local match for an LRIP project. However, local match can be provided by a federally recognized American Indian tribe or band using tribal funds pursuant to [s.86.31\(4\), Wis. Stats.](#)

### Application Process

Applications must be submitted to the WCHA district CHIDC for screening. Each district committee has a goal of fair distribution, allowing no more than one approved project per county. Once a county receives a CHID project, it is not eligible to receive another until every other county within the WCHA district has either received a project or has opted out of that project cycle.

### CHID Selection Criteria

The CHID & CHIS committees in each of the WCHA districts prioritize and select projects within their district for recommendation to the WisDOT Secretary. The eight district committees are made up of all county highway commissioners within the district (see [Appendix M](#)).

The four major criteria include, but are not limited to:

Safety - Priority is given to projects that improve safety or correct an existing traffic hazard. Project applicants should submit information detailing the hazard, accident history or risk factors. Other relevant information, such as the volume and type of traffic that supports the need for the safety

improvement should also be submitted. The county should, prior to application, examinee alternatives to reduce the safety hazard, other than reconstruction, including reducing speed limits or installing traffic signs/signals. Any other information concerning safety issues on public facilities in the area such as schools, parks, etc., may be included in the application.

- Reconstruction- Reconstruction projects have a higher priority than resurfacing projects. Supplemental information should provide an explanation of type of reconstruction, main components and any information that distinguishes the project from a routine surface improvement project.
- High Traffic Volume - Priority is given to proposed improvements on routes with high traffic volume or heavy vehicle/truck travel. Relevant information on traffic volumes and type, proximity to public facilities, the reason why the county highway carries heavy volume or impacted population centers should be included with the application. A traffic study may be useful, but is not required.
- Multi-County Projects - Priority is also given to cooperative projects between two or more counties. These projects may include border roads between counties or multiple intersections with county roads.

Other factors that merit consideration include:

- Economic or job development in the area.
- A possible jurisdictional transfer between the town and county.
- Distinct characteristics of the road, such as tourist sites, historic sites or any other factors that makes the project unique.

Other criteria or factors may be selected and applied at the discretion of each district committee.

## TRID & TRIS OVERVIEW

The Town Road Improvement Discretionary Program (TRID) and the Town Road Improvement Supplemental (TRIS) targets high cost town road improvement projects with a total project cost of \$100,000 or more pursuant to [ch. Trans 206.035\(1\)](#). This program provides a statewide opportunity for significant, high-priority town road improvements.

### Eligibility

Program eligibility criteria include:

- TRID & TRIS project applications must include documentation used for component selection criteria.
- Town road improvement projects must meet the general program requirements and address the selection criteria described under the TRID & TRIS Selection Criteria section to be eligible for consideration under this program.
- Discretionary projects must be included in the town's Improvement Plan (minimum of 2 years) pursuant to [ch. Trans 206.06 \(4\)](#).
- It is important to correctly identify the improvement at application. Because project applicants compete for discretionary funds on a statewide basis and projects are selected for recommendation by STRIDC based upon information provided in the application, substitutions and changes are not permitted. If the project applicant is unable to complete the discretionary project as approved by the committee, the funds will be returned to the TRID component and used for statewide competition in the next biennium. Funds not utilized due to incomplete TRIS projects will be considered for reallocation to other previously unfunded TRIS projects based on scoring criteria.
- An Engineer's Certification is required at reimbursement for all discretionary projects pursuant to [s.86.31\(2\)\(e\), Wis. Stats.](#)

- Applications for resurfacing or purchase of hot mix or warm mix asphalt only projects are discouraged. Resurfacing projects have never been recommended by the discretionary committee, because they do not fit the selection criteria required of the discretionary program.
- A project is not eligible if LRIP funds are to be used as the local match for federal aid projects or if federal aid funds are to be used as the local match for an LRIP project. However, local match can be provided by a federally recognized American Indian tribe or band using tribal funds pursuant to [s.86.31\(4\), Wis. Stats.](#)

**Note:** If the cost of the project is significant enough that it may use most or all of the statewide funding for the biennium, the project is unlikely to be funded.

#### Application Process

Applications submitted by towns are forwarded to the CTRIC for review, and then forwarded to the CHC. Additional documentation emphasizing the four criteria of safety, reconstruction with heavy vehicle or high-traffic volume, reconstruction with typical traffic and/or joint projects with other jurisdictions must be included. Applications that do not include additional information will be returned. By policy, this information is limited to no more than five single-sided additional 8.5 x 11 pages, including pictures must be included with the application.

Multiple applications may be submitted from a single county. The CTRIC must assign the ranking (first choice, second choice, etc.). While the STRIDC takes this ranking into consideration, their final decision is based on their independent evaluation of the applications.

Notification of projects selected by the STRIDC committee will not be announced until the WisDOT Secretary approves the recommendations. Until the announcement has been made, program staff is unable to provide information regarding selections or ranking of projects.

#### TRID & TRIS Selection Criteria

The STRIDC consists of six Wisconsin Towns Association (WTA) district directors and six members at large nominated by WTA and appointed by the WisDOT Secretary, along with representatives from the Wisconsin Farm Bureau, the Great Lakes Timber Professionals Association, and the Wisconsin Dairy Business Association. This group convenes to make TRID project recommendations. Nominees to the committee receive a letter from WisDOT confirming their selection. Policy prohibits STRIDC members from submitting projects during the term of their assignment on the committee. The committee has a goal of fair geographic distribution, but may, at their discretion, approve more than one project per county. The committee also has a goal to maintain as close to a 50% state/50% local match as possible for TRID. For TRIS, the maximum committee award is a 90% state/10% local match.

The criteria for TRID selection pursuant to [ch. Trans 206.08\(2\)\(a\)](#), (which also is the basis for TRIS selection), in order of priority, are:

- Safety - The highest priority is given to projects that improve safety, or correct an existing traffic safety hazard. Project applicants should submit information detailing the hazard, accident history or risk factors. Other relevant information such as the volume and type of traffic which supports the need for the safety improvement should be submitted. Towns should have already examined any alternatives to reduce the safety hazard, other than reconstruction such as reducing speed limits or installing traffic signs/signals. Any other information concerning safety issues on public facilities in the area such as schools, parks, etc., may be included in the application.
- Reconstruction with heavy vehicle or high-volume traffic - High-priority improvements on roads damaged by or inadequate for high-volume and/or heavy traffic. Projects must be designed and completed to the appropriate improvement standard, and must include an adequate base, after accounting for current and anticipated traffic weight and volume. Relevant documentation included

with the application should include traffic volumes and types, including the roadway's service to any new and expanding livestock or other agricultural facilities, forestry and existing or anticipated freight routes. The application should identify proximity to public facilities and/or population or economic centers. A traffic study may be useful, but is not required.

- Reconstruction with typical traffic - Supplemental information should provide an explanation of the reconstruction. Any information that distinguishes the project from a routine surface improvement project is appropriate. For example, what type of reconstruction will be done? If drainage is included, how will it be improved as part of the project?
- Multi-jurisdictional Projects - Joint projects between jurisdictions (towns working in cooperation with other towns, villages, cities, or the county). These projects may include town line roads, multiple intersections with county roads, or joint line roads between cities and villages with towns. However, TRID & TRIS funds are available only to towns. It is necessary to select and identify on the application which town will be the project recipient for the project.

Other factors that merit consideration include:

- Economic or job development in the area.
- A possible jurisdictional transfer between the town and county.
- Distinct characteristics of the road, such as tourist sites, historic sites or any other factors that will make the project unique.

#### Changes and Substitutions to TRID & TRIS projects

Changes and substitutions are not allowed for TRID projects. Project applicants compete for discretionary funds on a statewide basis, and projects are selected for recommendation by the STRIDC and approved by the WisDOT Secretary based on information provided in the applications. If the project applicant is unable to complete the project as it was approved by the STRIDC, the funds will be returned to the appropriation for statewide competition in the next biennium. Changes to TRIS projects are subject to review by WisDOT with ultimate approval by the STRIDC.

## **MSID & MSIS OVERVIEW**

The Municipal Street Discretionary Improvement Program (MSID) and the Municipal Street Improvement Supplemental program (MSIS) targets high cost municipal street improvement projects that have a total project cost of \$250,000 or more pursuant to [s.86.31\(3r\), Wis. Stats.](#) The discretionary program continues to provide a statewide opportunity for significant, high-priority municipal street improvements.

#### Eligibility

Program eligibility criteria include:

- City and village street improvement projects must meet the general program requirements and address the selection criteria described below under MSID & MSIS Selection Criteria section to be eligible for consideration under this program.
- Discretionary & Supplemental projects must be included in the city or village Improvement Plan (minimum of five years) pursuant to [ch. Trans 206.04 \(1\)](#).
- It is important to correctly identify the improvement at application. Because project applicants compete for discretionary funds on a statewide basis and projects are selected for recommendation by SMSIDC based upon information provided in the application, substitutions and changes are not permitted. If the project applicant is unable to complete the discretionary project as approved by the committee, the funds will be returned to the MSID component and used for statewide competition in the next biennium. Changes to MSIS projects are subject to review by WisDOT and the direction of the SMSIDC.

- An Engineer's Certification is required at reimbursement for all discretionary & supplemental projects.
- Applications for resurfacing or purchase of hot mix or warm mix asphalt only projects are discouraged. Resurfacing projects have never been recommended by the discretionary committee, because they do not fit the selection criteria required of the discretionary program.
- A project is not eligible if LRIP funds are to be used as the local match for federal aid projects or if federal aid funds are to be used as the local match for an LRIP project. However, local match can be provided by a federally recognized American Indian tribe or band using tribal funds pursuant to [s.86.31\(4\), Wis. Stats.](#)

**Note:** If the cost of the project is significant enough that it may use most or all of the statewide funding for the biennium, the project is unlikely to be funded.

### Application Process

Applications submitted by MSILT communities are forwarded to the CMSIC for review, and then forwarded to the CHC. The MSIGT communities forward applications to the CHC. Additional documentation emphasizing the four criteria of safety, reconstruction with heavy vehicle or high-traffic volume, reconstruction with typical traffic and/or joint projects with other jurisdictions must be included.

Applications that do not include additional information will be returned. This information is limited to no more than five single-sided additional 8.5 x 11 pages, including pictures and is included with the application.

Multiple applications may be submitted from a single county. The CMSIC must assign the ranking (1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc.). While the SMSIDC takes this ranking into consideration, their final decision is based on their independent evaluation of the applications.

Notification of projects selected by the SMSIDC committee will not be announced until the WisDOT Secretary approves the recommendations. Until the announcement has been made, program staff is unable to provide information regarding selections or ranking of projects.

### MSID & MSIS Selection Criteria

The SMSIDC, consists of six League of Wisconsin Municipalities (LWM) members at large nominated by the LWM and appointed by the WisDOT Secretary. This group convenes to make MSID & MSIS project recommendations. Nominees to the committee receive a letter from WisDOT confirming their selection. Policy prohibits SMSIDC members from submitting projects during the term of their assignment on the committee. The committee has a goal of fair geographic distribution but may approve more than one project per county. The committee has a goal to maintain as close to a 50% state/50% local match as possible. For MSIS, the maximum committee award is a 90% state/10% local match.

The four criteria established by the committee for MSID & MSIS selection are listed in order of priority:

- Safety - The highest priority is given to projects that improve safety or correct an existing traffic safety hazard. Applicants should submit information detailing the hazard, accident history or risk factors. Other relevant information, such as the volume and type of traffic that supports the need for the safety improvement should also be submitted. The municipality should have already examined any alternatives to reduce the safety hazard, other than reconstruction, such as reducing speed limits, installing traffic signs/signals. Any other information concerning safety issues on public facilities in the area such as schools, parks, etc., may be included in the application.
- Reconstruction - Supplemental information should provide an explanation of the reconstruction. Any information that distinguishes the project from a routine surface improvement project is appropriate.

For example, what type of reconstruction will be done? If drainage is included, how will it be improved as part of the project?

- High Traffic Volume - High-priority improvements on roads damaged by or inadequate for high-volume and/or heavy traffic. Relevant information on traffic volumes and type, proximity to public facilities, the reason the municipal street carries heavy volume, and what population centers the municipal street serves should be included with the application. A traffic study may be useful but is not required.
- Comprehensive Planning - Considering impacts, projects must, to the extent possible, take into account the type of traffic appropriate to the project design. They should also consider other forms of transportation (i.e., bike, pedestrian, mass transit, airport, and rail). Project applicants should explain how this project contributes to an orderly movement of people “from here to there” and show how this project makes sense, given the traffic movement of the municipality and the available ways for that traffic to move. Why is this project the best solution to the movement of traffic?

Other factors that merit consideration include:

- Economic or job development in the area.
- Possible jurisdictional transfers between the municipality and the county.
- Distinct characteristics of the road, such as tourist sites, historic sites or any other factors that will make the project unique.

#### Changes and Substitutions to MSID & MSIS projects

Changes and substitutions are not allowed for MSID projects. Project applicants compete for discretionary funds on a statewide basis, and projects are selected for recommendation by the SMSIDC and approved by the WisDOT Secretary based on information provided in the applications. If the project applicant is unable to complete the project as it was approved by the SMSIDC, the funds will be returned to the appropriation for statewide competition in the next biennium. For MSIS, changes and substitutions are subject to review by WisDOT and the SMSIDC Committee.

### **PROJECT IMPROVEMENT TYPES**

#### **PAVEMENT REPLACEMENT**

Structural improvement to the pavement structure or removal of the total thickness of all existing asphalt and concrete paving layers from an existing roadway and providing a new paved surface without changing the subgrade. It may include restoration of the base aggregate by adding more material before repaving or adding base aggregate open-graded with a drainage system. It generally involves no improvement in capacity or geometrics. Pavement replacement may include some elimination or shielding of roadside obstacles, culvert replacement, signals, pavement marking, signing and intersection improvements.

Pavement replacement projects may require additional right-of-way.

#### **RECONDITIONING**

Work in addition to resurfacing. Minor reconditioning includes pavement widening and shoulder paving. Major reconditioning includes improvement of an isolated grade, curve, intersection or sight distance problem to improve safety. Major recondition projects may require additional right-of-way.

#### **RESURFACING**

Placing a new surface on an existing roadway to provide a better all-weather surface, a better riding surface and to extend or renew the pavement life. It includes pavement widening and shoulder paving (without changing the subgrade shoulder points). Generally, it involves no improvement in capacity or geometrics.

Resurfacing may include some elimination or shielding of roadside obstacles, culvert replacements, signals, marking, signing and intersection improvements. Usually, no additional right-of-way is required; except possible minor acquisition for drainage and intersection improvements.

## RECONSTRUCTION

Total rebuilding of an existing highway to improve maintainability, safety, geometrics and traffic service. It is accomplished basically on existing alignment and major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed and elimination or shielding of roadside obstacles. Normally, reconstruction will require additional right-of-way. It includes rebuilding both the pavement structure and subgrade. It also includes widening of urban streets to widen lanes or to add parking, bicycle accommodations or auxiliary lanes or adding sidewalks. Removing parking together with pavement replacement is in this category, because this increases the traffic carrying capacity of the roadway without actually constructing new through travel lanes.

## STRUCTURE

Rehabilitation (repair, restoration or replacement of the components of the existing structure including asphaltic surfacing or concrete overlays, as well as measures taken to correct safety defects) or replacement of an existing structure.

## PURCHASE HOT MIX ASPHALT ONLY (OPTION)

This means the project recipient will be using their LRIP funds to purchase only the finished asphalt material from the awarded contractor. Paving and other operations will be done outside of the scope of the LRIP project. HMA Only projects must include estimated ineligible costs for material application.

## PROJECT COSTS

### ELIGIBLE LRIP PROJECT COSTS

- Items that are an integral part of the street and road construction, which may include feasibility studies, design, engineering, grading, base, paving, right-of-way acquisition or other related engineering costs pursuant to [ch. Trans 206.03\(9\)](#).
- The purchase of finished hot mix asphalt including the use of warm mix asphalt under the standard specifications for HMA.
- Cold mix asphalt or the engineered “cold, in-place recycling”, if the engineered process and specifications meet the 10-year design life requirement.
- Hot mix asphalt or the engineered “hot, in place recycling”, if the engineered process and specifications meet the 10-year design life requirement.

### INELIGIBLE LRIP PROJECT COSTS

- New roads or improvements to alleys or parking lots, pursuant to [s.86.31 \(1\)\(f\), Wis. Stats.](#)
- Maintenance costs including patching, single sealcoats, and grading to maintain gravel roads.
- Repairs made to a road considered in good condition due to installation of new or upgraded utilities.
- Utility costs including new installation or alterations of sanitary sewers and connections, storm sewer laterals, water, gas electric, telephone, police, fire alarm facilities, parking meters, street signs, street lights and similar utilities pursuant to [ch.Trans 206.03\(9\)](#).

- The cost to develop improvement plans (2-year plan for towns, 5-year plan for counties, cities, and villages) pursuant to [ch.Trans 206.03\(9\)](#).
- The cost to advertise the project.
- The cost of the title or other associated fees to purchase real estate.
- The cost of gravel and hauling unless it includes the grading and shaping.
- The use of the local gravel stockpile.
- The cost to purchase cold mix asphalt only.
- The cost of parking lanes and driveway culverts.
- The cost of in-house engineering services.

**Note:** There may be exceptions to the list of eligible and ineligible improvements. To confirm eligibility, contact your CHC or the LRIP Program Manager.

## PROJECT SELECTION COMMITTEES

Once project applications have been submitted to the CHC, the selection process commences as follows:

**CHI** projects are selected by the **CHC**.

**TRI** projects are selected by the County Town Road Improvement Committee (**CTRIC**).

**MSILT** projects are selected by the County Municipal Street Improvement Committee (**CMSIC**).

**MSIGT** projects are selected by the city or village.

**CHID & CHIS** projects are selected by the County Highway Improvement District Committee (**CHIDC**).

**TRID & TRIS** projects are reviewed and prioritized by the **CTRIC** and selected by the Statewide Town Road Improvement Discretionary Committee (**STRIDC**).

**MSID & MSIS** projects are reviewed and prioritized by the **CMSIC** and selected by the Statewide Municipal Street Improvement Discretionary Committee (**SMSIDC**).

The following sections and [Appendix W](#) contain additional information about each of these committees.

### (CTRIC) COUNTY TOWN ROAD IMPROVEMENT COMMITTEE

Each CTRIC will determine project recommendations for their county. The committee consists of no more than five town chairs or designees selected by all town chairs or designees in the county. The CHC may be included on the committee as a non-voting member.

The committee is required to:

- Select a committee chair by October 1, 2021 who will serve for the next 2-year term, pursuant to [ch. Trans 206.06\(1\)\(b\)](#).
- Establish the criteria to be used during the TRI project selection process.
- Recommend TRI projects for funding.
- Ensure TRID & TRIS applications are reviewed for eligibility, using the criteria for a discretionary/supplemental project. Prioritize projects if multiple applications have been submitted.

- Submit all selected applications to the CHC via [LRIPWeb](#).

The CTRIC Chair is required to comply with the following requirements by November 1, 2021, pursuant to [ch. Trans 206.06\(2\)](#):

- Inform WisDOT in writing of the name of the committee chair.
- Convene, preside over meetings, and perform administrative functions of the committee.
- Forward the minutes from the committee meeting(s), which identify the chair, members and actions taken by the committee, to the CHC.
- Provide a list of approved applications along with the funding amounts approved by the committee, to the CHC. The total funding amount must be within the county entitlement allocation identified in [Appendix H](#). (The minimum LRIP funding allocation for a new project must be at least \$5,000 and minimum estimated project costs of \$10,000.)
- Ensure the number of applications for submission to WisDOT is within the identified county programming caps (see [Appendix I](#)). The caps represent the number of towns in a county divided by two (plus one if the county has an uneven number of towns).
- Ensure the applications submitted for FY 2022 funding do not exceed more than one-half of the biennial entitlement. The remaining applications must be submitted for FY 2023 funding (will receive State Municipal Project Agreement after July 1, 2022).
- Review TRID & TRIS applications for eligibility using the criteria for a discretionary/supplemental project. If the committee forwards multiple applications, the committee must rank them in priority order. Applications without supporting documentation should not be forwarded to WisDOT.
- Forward the TRI, TRID & TRIS project applications to the CHC.

### **(CMSIC) COUNTY MUNICIPAL STREET IMPROVEMENT COMMITTEE**

Each CMSIC will determine project recommendations for their county. The committee consists of no more than five chief executives or designees of villages and cities in the county. The CHC may be included on the committee as a non-voting member.

The committee is required to:

- Select a committee chair by October 1, 2021 who will serve for the next 2-year term, pursuant to [ch. Trans 206.06\(1\)\(b\)](#).
- Establish the criteria to be used during the MSI project selection process.
- Recommend MSI projects for funding.
- Ensures MSID & MSIS applications are reviewed for eligibility, using the criteria for a discretionary/supplemental project. Prioritize projects if multiple applications have been submitted.

The CMSIC Chair is required to fulfill the following requirements by November 1, 2021, pursuant to [ch. Trans 206.06\(2\)](#):

- Inform WisDOT in writing of the name of the committee chair.
- Convene, preside over meetings, and perform administrative functions of the committee.
- Forward the minutes from the committee meeting(s), which identify the chair, members and actions taken by the committee, to the CHC.

- Provide a list of approved applications along with the funding amounts approved by the committee, to the CHC. The total funding amount must be within the county entitlement allocation identified in [Appendix K](#). (The minimum funding allocation for a new project must be at least \$5,000 and minimum estimated project costs of \$10,000.)
- Ensure the number of applications for submission to WisDOT is within the identified county programming caps (see [Appendix L](#)). The caps represent the number of cities and villages in a county divided by two (plus one if the county has an uneven number of cities and villages).
- Ensure the applications submitted for FY 2022 funding do not exceed more than one-half of the biennial entitlement. The remaining applications must be submitted for FY 2023 funding (will receive State Municipal Project Agreement after July 1, 2022).
- Ensure review of MSID & MSIS applications for eligibility, using the criteria for a discretionary project. If the committee forwards multiple applications, the committee must rank in priority order. Applications without supporting documentation should not be forwarded to WisDOT and will be returned.
- Forward the MSILT, MSID & MSIS project applications to the CHC.
- Forward minutes from the committee meeting(s) that identify the chair, members and actions taken by the committee to the CHC.

### **(CHIDC) COUNTY HIGHWAY IMPROVEMENT DISTRICT COMMITTEE**

In each Wisconsin County Highway Association (WCHA) district, there must be a County Highway Improvement District Committee (CHIDC). The committee consists of all county highway commissioners within the WCHA district boundaries (see map [Appendix T](#)).

The committee is required to:

- Select a committee chair by October 1, 2021 who will serve for the next two-year term, pursuant to [ch. Trans 206.06\(1\)\(b\)](#).
- Establish criteria to be used during the CHID & CHIS project selection process.
- Recommend CHID & CHIS projects for funding.
- Ensure CHID & CHIS applications are reviewed for eligibility, using the criteria for a discretionary/ supplemental project.
- Review and approve any Cost Effectiveness Findings (CEF) for CHI, CHID & CHIS projects prior to any work being performed and in the same construction year pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](#), (See <http://www.legis.state.wi.us/statutes/Stat0086.pdf>)
- Review and approve requests for substitutions or savings transfers from previous biennium.

The CHIDC Chair is required to comply with the following requirements by November 1, 2021, pursuant to [ch. Trans 206.06\(2\)](#):

- Inform WisDOT in writing of the name of the committee chair.
- Convene, preside over meetings, and perform administrative functions of the committee.
- Forward the minutes from the committee meeting(s), which identify the chair, members and actions taken by the committee, to WisDOT.
- Provide a list of approved applications along with the funding amounts approved by the committee, to WisDOT. The total funding amount must be within the county entitlement allocation identified in [Appendix G](#). (The minimum funding allocation for a new project must be at least \$5,000 and minimum estimated project costs of \$10,000.)

- Ensure the applications submitted for FY 2022 funding do not exceed more than one-half of the biennial entitlement. The remaining applications must be submitted for FY 2023 funding (will receive State Municipal Project Agreement after July 1, 2022.)

### **(STRIDC) STATEWIDE TOWN ROAD IMPROVEMENT DISCRETIONARY COMMITTEE**

The STRIDC consists of six Wisconsin Towns Association district directors and six members at large, appointed by the WisDOT Secretary.

- Prior to the committee meeting, members will review each application. The meeting will be scheduled no later than February 2022.
- A STRIDC member may not serve on the committee if a TRID or TRIS project has been submitted by their town.
- The committee meets, selects a chair, and sets up criteria to evaluate submitted projects. These criteria shall include, safety, reconstruction, traffic volume/type and multi-jurisdictional projects.
- The committee accomplishes a goal of fair geographic distribution by approving no more than one project per county.
- No later than March 1 of each even-numbered year, the committee recommends TRID and TRIS projects for WisDOT Secretary's approval within the specified funding level.

### **(SMSIDC) STATEWIDE MUNICIPAL STREET DISCRETIONARY IMPROVEMENT COMMITTEE**

The SMSIDC consists of six members of the League of Wisconsin Municipalities appointed by the WisDOT Secretary.

- Prior to the committee meeting, members receive a copy of each application to review from WisDOT. The meeting will be scheduled no later than February 2022.
- A SMSIDC member may not serve on the committee if an MSID or MSIS project has been submitted by their community.
- The committee meets, selects a chair, and sets up criteria to evaluate submitted projects. These criteria shall include safety, reconstruction, traffic volume/type and multi-jurisdictional projects.
- The committee accomplishes a goal of fair geographic distribution by approving no more than one project per county.
- No later than March 1 of each even-numbered year, the committee recommends MSID and MSIS projects for the WisDOT Secretary's approval within the specified funding level.

### **STATE MUNICIPAL PROJECT AGREEMENT (SMA)**

Following project approval, the CHC applies the appropriate funding amount and submits the application to WisDOT where it is reviewed for eligibility and an executed State Municipal Project Agreement (SMA) is emailed to the project recipient, the clerk and the CHC. WisDOT's target date to process all approved FY 2022 funded projects is April 1, 2022, and FY 2023 funded projects by July 15, 2022.

Contracts awarded prior to WisDOT approval jeopardize LRIP reimbursement. All modifications to an approved project require WisDOT approval prior to awarding the contract.

### **EXCEPTION TO STANDARDS**

The project recipient must confirm the project is built to appropriate standards or submit a written request for an Exception to Standards ([Appendix N](#)).

The request stating the reason(s) for the exception must be submitted to the WisDOT Local Program Project Engineer located in each regional office for review (refer to [Appendix O](#) for a contact list). Requests are approved at the discretion of the Chief of the Project Services Section in the statewide Bureau of Project Development and this process must be successfully completed prior to any construction. If an Exception to Standards is approved, WisDOT will provide a written notice within 30 days of receipt.

Without a written notice of the approved Exception to Standards from WisDOT, LRIP funds will be withdrawn from the project.

## SUNSET POLICY

A funding sunset policy was implemented to ensure the timely use of program funds. All LRIP funds must be used within three biennia. All projects must be completed, contractor(s) paid in full and a Reimbursement Request submitted via the [LRIPWeb application](#) before the June 30<sup>th</sup> program cycle sunset date.

Projects with funding from multiple program cycles will remain approved but the funding will be reduced as the funding associated with older program cycle(s) sunsets.

Following is a current list of program cycles with the corresponding sunset date:

Program Cycle	Sunset Date
2018-2019	June 30, 2023
2020-2021	June 30, 2025
2022-2023	June 30, 2027

All funds not used by the sunset deadline are returned to the appropriation for redistribution in the next program cycle.

## APPROVED PROJECT OPTIONS

The following options for project changes are available during the lifespan of an approved project.

### PROJECT CHANGES

Project recipients are only allowed to modify an approved project's proposed improvement, improvement type, termini and LRIP funding amount. The On Route cannot be changed. No changes are allowed to TRID, TRIS, MSID and MSIS projects.

### PROJECT SUBSTITUTIONS

Project recipients are allowed to substitute the existing On Route to a different On Route. If the substituted project is not built, funds will be returned to the appropriation for redistribution in the next biennium. No substitutions are allowed for TRID, TRIS, MSID and MSIS projects. When performing this action, be aware that the original [sunset date](#) remains with the funds through the lifespan of the project.

### TRANSFER OF FUNDS

A project recipient can transfer funds from an existing project to another existing project. Transfer of funds is not allowed for TRID, TRIS, MSID and MSIS projects. When performing this action, be aware that the original [sunset date](#) remains with the funds through the lifespan of the project. -

## FORFEIT OF FUNDS

If project recipients are unable to use the approved funds, forfeited funds can be used by another recipient within the same county to create a new project. Available forfeited funding will be applied by the CHC during the review and approval process. When performing this action, be aware that the original sunset date remains with the funds through the lifespan of the project.

## PROJECT SAVINGS

If a reimbursement request results in project savings of \$3,000 or more, the funds can be reallocated to another project. Project savings less than \$3,000 are automatically used as carryover for the next biennium. A minimum of \$5,000 in LRIP project savings is required to create a new project.

Project savings for TRID, TRIS, MSID or MSIS projects may not be transferred to another project.

Unused TRID and MSID funds will be carried over to the next biennium.

## ADVERTISING AND AWARD

### ADVERTISING REQUIREMENTS

- The project recipient must receive a signed copy of the SMA from WisDOT prior to advertising.
- The advertised project must either be built to appropriate standards or have an approved Exception to Standards. Refer to the [Exception to Standards](#) section for more information.
- For help developing bid packages, specifications or advertisements, contact either the CHC, an engineering consultant, or the University of Wisconsin-Madison Transportation Information Center (UW-TIC). The UW-TIC has sample bid documents that can be adapted for individual use. Call Ben Jordan at the UW-TIC at 1-800-442-4615 for more information or sample documents.
- The project must be advertised in a newspaper.
- The program requires a Class 2 notice:
  - ✓ Pursuant to [s. 985.07\(2\), Wis. Stats](#), "All notices designated as class 2 notices require 2 insertions."
  - ✓ Pursuant to [s. 985.01\(1m\), Wis. Stats](#), "'Insertion' when used to indicate the publication of a legal notice more than one time, means once each week for consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law."
- Advertisement done via the internet, telephone, public posting or other means non-compliant with the statutory requirement.
- Pursuant to [ch.Trans 206.02\(17\)](#), an advertisement may pertain either to:
  - 1) An entire specific improvement project.
  - 2) One or more logical phases of a specific improvement including, but not limited to, a feasibility study, design engineering, grading, base, paving, and road finish materials such as hot mix asphalt.

**Note:** Once an advertisement has been published for either (1) a complete improvement project, or (2) one or more clearly defined, logical phases of a complete improvement project, it is not legally permissible for the project recipient to subsequently further split the advertised phase(s) of work between multiple contractors, due to the inherent violation of the LRIP competitive bid requirement pursuant to [s. 86.31\(2\)\(b\), Wis. Stats](#). Award to the lowest bid shall align with the advertised phase(s).

- The advertisement should state that it is an LRIP project.

- The advertisement should identify the location(s) of the project.
- If the county includes local communities in their hot mix or warm mix asphalt paving bid, the bidding documents should specifically identify which project recipient(s) and locations are included in the county contract.

## PURCHASE OF HOT MIX ASPHALT (HMA) ONLY

The purchase of Hot Mix Asphalt Only (this may include the purchase of finished warm mix asphalt under the HMA specifications) means the project recipient will be using LRIP funds to purchase ONLY the finished asphalt material from the contractor. All other project costs are ineligible.

- The county may advertise and award a contract for the county and/or the project recipient(s) located within the county for the purchase of hot mix asphalt, provided all of the following requirements are met:
  - ✓ Competitively bid and awarded to the lowest responsible bidder pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](#) and [s. 86.31\(2\)\(d\)\(4\), Wis. Stats.](#)
  - ✓ The project recipient pays the private contractor directly.
  - ✓ The county bidding documents specifically identify which project recipient(s) and locations are included in the county contract.
  - ✓ The county provides a copy of the affidavit of publication to the project recipient(s) that includes the dates of publication for reimbursement submittal to WisDOT.
  - ✓ The county provides a copy of the board meeting minutes to the project recipient(s) indicating the award of the contract to the lowest responsible bidder for reimbursement submittal to WisDOT.
- The 10% rule pursuant to [s. 86.31 \(6\)\(h\)\(3\), Wis. Stats.](#), which allows the home county to provide HMA, is not an eligible option for HMA Only projects.
- A county, town, city or village may purchase county manufactured asphalt from another county provided they participate through a competitive bidding process and provide a [CEF](#) approved by the local County Highway Improvement District Committee (CHIDC) pursuant to [s.86.31\(2\)\(d\), Wis. Stats.](#)

## AWARD REQUIREMENTS

- The contract must be awarded to the lowest “responsible” bidder pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](#) Responsible bidder means a person who is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.
 

**Note:** Negotiated contracts for preliminary engineering (design), feasibility studies and real estate purchases are exempt from this requirement.
- Project recipients should establish guidelines and criteria for selecting bids prior to bid opening. Once established, bids may be deemed not “responsible” based on this criteria. Acceptable reasons for rejection may include bidder qualifications, excessive cost, timing, financial responsibility of the bidder, prior work done by the bidder, or other considerations that may affect the potential project. The reason(s) for rejection should be documented in the meeting minutes.
- The project recipient may readvertise the project if all of the submitted bids are considered not “responsible” or if no bids are received.
- A bid can be deemed as not “responsible” if the contractor modifies the bid from the original specifications. For example, if the specifications are for hot mix asphalt and the bid received is for cold mix asphalt, the project recipient would deem the bid as not “responsible”.

- If the project recipient decides to change the specifications for the project on or after the bid due date and prior to award, the project must be readvertised to allow all bidders an opportunity to provide revised pricing.
- If the county chooses to use their forces and equipment on an LRIP project, refer to the [Cost Effectiveness Finding \(CEF\)](#) section.
- Towns, cities or villages may not use their own work force or equipment on LRIP projects pursuant to [s.86.31\(2\)\(b\), Wis. Stats.](#)
- The project recipient is responsible to ensure that the improvement has been built to the specifications identified in the SMA. County road standards are found in [ch. Trans 205](#), "County Trunk Highway Standards" ([Appendix D](#)). Town road standards are found in [ch. Trans 204](#), "Existing Town Road Improvement Standards", ([Appendix E](#)). Municipal street standards are found in the WisDOT Facilities Development Manual (FDM), [Chapter 11-20-1 \(Appendix F\)](#).
- Counties, towns, cities and villages must abide by all environmental requirements pursuant to [ch. Trans 206](#). Contact information for the Environmental Liaisons at the Wisconsin Department of Natural Resources is included in [Appendix P](#). The liaisons will help scope the project, review the project design and explain pertinent environmental regulations.

## CONTRACTING WITH A COUNTY

- A town, city or village that does not receive a responsible bid for an improvement may contract with their county for the improvement. In order for the county to do the work, all bids must have been rejected and considered not "responsible" or not "responsive," pursuant to [s.86.31\(2\)\(b\), Wis. Stats.](#):
  - ✓ Except as provided in par. (d), improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder.
- A town may award a contract to the county using the 10% rule pursuant to [s. 86.31\(6\)\(h\) Wis. Stats.](#) Subject to [s.59.52\(30\)](#), criteria and procedures for contracting with a county for a town road improvement that includes all of the following:
  - ✓ A requirement that a written and sealed estimate of the cost of the improvement that includes the source of the estimate be prepared prior to the time set for the opening of bids for the improvement and not be opened until after the opening of all bids.
  - ✓ A requirement that all bids may be rejected and the contract awarded to a county for the improvement if the lowest bid exceeds the cost estimate under [s.86.31\(6\)\(h\)\(1\) Wis. Stats.](#) by at least 10% and the town board notifies the two lowest bidders or, if only one bid was received.
  - ✓ A requirement that the amount of the contract with a county for the improvement be at least 10% below the lowest bid received for the improvement.
  - ✓ A provision that permits rebidding if the amount of the proposed contract with a county for the improvement is less than 10% below the lowest bid received for the improvement.
- A county may not perform work in another county unless one of the following applies:
  - ✓ A part of the project location is in the county doing the work and no part of the project goes beyond the adjacent county.
  - ✓ The project location is, wholly or in part, in a municipality that lies partially within the county doing the work.

## REIMBURSEMENT REQUEST PROCESS

Once the project is complete and the contractor(s) have been paid in full, the project recipient should submit a reimbursement request via [LRIPWeb](#). Withstanding any issues, and following WisDOT approval and payment authorization, a project recipient should expect a reimbursement within 30 business days.

The following documentation is required to be submitted with your reimbursement request:

- A signed Affidavit of Publication that identifies the dates of publication, includes a copy of the actual advertisement and is compliant with the [Advertising Requirements](#). Refer to [Appendix R](#).
- A copy of the board meeting minutes that indicate a list of contractors that provided bids, the bid amounts and the awarded contractor, even if only one bid is received. If the low bidder wasn't awarded the contract, the document should state the reasoning behind the award, based on pre-established guidelines and criteria for selecting bids.
- Contractor payment documentation should include the final invoice and any of the following; a check stub, payment voucher, or board meeting minutes indicating the approved final payment amount. **Note:** If the LRIP project is part of a larger project, the documentation provided should indicate the award amount, invoiced amount and payment amount for the LRIP portion of the larger project.
- A stamped [Engineer's Certification](#), if required ([Appendix S](#)).
- An [Exception to Standards](#), if required ([Appendix N](#)).
- A Bicycle and Pedestrian Resolution, if required.
- Department of Natural Resources (DNR) and Wisconsin Historical Society (WHS) permits, if required. Refer to [Appendix P](#) for a listing of the DNR transportation liaison staff.
- If the CHC is submitting a reimbursement request on behalf of a project recipient, complete and upload form [DT2353](#) located on the LRIP webpage, to capture the project recipient's signature.

## ENGINEER'S CERTIFICATION

An Engineer's Certification is required if the total eligible costs are greater than \$65,000 pursuant to [s.86.31\(2\)\(e\), Wis. Stats.](#) As an example, a project with \$5,000 in engineering costs and \$62,000 in construction costs has a total eligible cost of \$67,000, and would require an engineering certification. All discretionary projects require an Engineer's Certification upon reimbursement.

The certification must include the signature and stamp of a registered professional engineer, stating that the design, plans, and specifications were assembled with a 10-year design life criteria for the improvement, and that the design and construction were accomplished using current WisDOT specifications pursuant to [ch. Trans 206.03\(10\)\(b\)](#). Refer to [Appendix R](#) for a sample of an Engineer's Certification.

A certification is not a warranty of the performance of the improvement.

## COST EFFECTIVENESS FINDING (CEF)

A CEF is required for CHI/CHID/CHIS projects when the county will be completing a portion of the work with their own forces excluding projects that are Hot Mix Only. The county must demonstrate it is cost-effective for them to do the work and that competitive bidding is used for improvements.

- If the county chooses to use their forces and equipment on the project and complete a Cost Effectiveness Finding (CEF), the county must receive approval from the County Highway Improvement

District Committee (CHIDC) prior to bidding. The county should provide a memo to the CHIDC that includes detailed documentation demonstrating that the work will be cost effective.

- The county must receive approval from the CHIDC on proposed work on the project PRIOR to its being performed.
- In order for the county to receive all of their LRIP funding, they must let to competitive bid an amount at least equal to the CHI, CHID or CHIS funds allocated and award to the lowest “responsible” bidder. The remaining costs for the county must be at least 50% of the improvement costs.
  - ✓ For example, if the total improvement estimated eligible costs (including work described in the CEF) are \$380,000 and the county LRIP allocation is \$180,000, the county must let a minimum of \$180,000 to contract and the county share is \$200,000.

Right-of-way acquisition, design contracts and in-house engineering may count as part of the costs detailed in the CEF value. The total CEF value plus the contracted amount must be at least twice the LRIP funding amount.

Ineligible costs:

Right-of-way acquisition and design contracts may not be counted toward the **contracted** amount if they are not competitively bid.

Pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](http://www.legis.state.wi.us/statutes/Stat0086.pdf), (See <http://www.legis.state.wi.us/statutes/Stat0086.pdf>)

"Except as provided in par. (d), improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder..."

Long-term contracts for asphalt purchases are ineligible. Contracts must be project specific. If an asphalt contract was negotiated three years ago, it is not project specific, and the county will be required to follow the letting process for their current CHI, CHID or CHIS project.

A CEF is not required if a county is going to perform the work on a HMA Only project and is requesting up to 50% reimbursement of the cost of the HMA Only purchase.

## CONTACT INFORMATION

### COUNTY HIGHWAY COMMISSIONER

The CHC is an administrative liaison between WisDOT and project recipients within the county and provides ongoing support throughout the duration of the project. Refer to the [Program Administration](#) section for more information.

### LRIP PROGRAM MANAGER

The WisDOT Program Manager is responsible for all program related questions and requests for project changes.

**Patrick Vander Sanden**, [patrick.vandersanden@dot.wi.gov](mailto:patrick.vandersanden@dot.wi.gov) or (608) 266-0775

### LRIP CONTRACT SPECIALIST

The Contract Specialist is responsible for all disbursements, including all reimbursement requests.

**Benjamin Radue**, [benjamin.radue@dot.wi.gov](mailto:benjamin.radue@dot.wi.gov) or (608) 261-0128

**Mailing Address:** Bureau of Transit, Local Roads, Railroads and Harbors  
DTIM Local Roads Improvement Program  
P.O. Box 7913  
Madison, WI 53707-7913

## APPENDIX A: WISCONSIN STATUTE 86.31 LOCAL ROADS IMPROVEMENT PROGRAM

Updated 2017-18 Wis. Stats. Published and certified under s. 35.18. July 25, 2019.

15 Updated 17-18 Wis. Stats.

MISCELLANEOUS HIGHWAY PROVISIONS

86.31

any municipality having a population over 2,500 which has submitted its financial report form may amend it prior to May 1 or prior to May 15 if a written request for extension has been received by the department of revenue. Any amendments shall be submitted to the department of revenue. Any county or municipality which desires to amend its financial report form after May 15 shall submit an independent, certified audit to the department of revenue no later than August 15.

(d) Any county or municipality that desires to amend past-year cost reports shall submit an independent, certified audit to the department. Any county or municipality that desires to amend past-year financial report forms shall submit amendments to the department of revenue.

History: 1977 c. 29; 1979 c. 34, 221; 1981 c. 20; 1983 a. 27, 192, 405; 1985 a. 29, 332; 1987 a. 27; 1989 a. 167; 1991 a. 39; 1995 a. 216; 1997 a. 106; 1999 a. 9.

**86.305 Eligibility for transportation aids.** The restriction of access to a street under s. **66.0429 (3)** may not affect the eligibility of a city to receive any state transportation aids.

History: 1993 a. 113; 1999 a. 150 s. 672.

**86.31 Local roads improvement program. (1) DEFINITIONS.** In this section:

(a) "County highway improvement program district" means a group of counties established by the department by rule under sub. **(6) (f)**.

(am) "County highway improvement program district committee" means a committee established by the department by rule under sub. **(6) (f)** consisting of all of the county highway commissioners from counties within a county highway improvement program district.

(ar) "Entitlement" means the amount of aid made available under sub. **(3)** for reimbursement within a county for the components specified in sub. **(3) (a) 1. to 3.**

(b) "Improvement" means a highway construction project with a projected design life of at least 10 years or a feasibility study of a highway construction project with a projected design life of at least 10 years.

(c) "Local roads" means county trunk highways, town roads, or streets under the authority of cities or villages.

(d) "Political subdivision" means a county, city, village or town.

(e) "Program" means the local roads improvement program.

(f) "Street!" has the meaning given in s. **340.01 (64)**.

(2) **ADMINISTRATION.** (a) The department shall administer a local roads improvement program to accelerate the improvement of seriously deteriorating local roads by reimbursing political subdivisions for improvements. The selection of improvements that may be funded under the program shall be performed by officials of each political subdivision, consistent with par. **(h)** and the requirements of subs. **(3), (3g), (3m), and (3r)**. The department shall notify each county highway commissioner of any deadline that affects eligibility for reimbursement under the program no later than 15 days before such deadline.

(b) Except as provided in par. **(d)**, improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder. If a city or village does not receive a responsible bid for an improvement, the city or village may contract with a county for the improvement. Subject to s. **59.52 (30)**, a town may contract with a county for the improvement subject to the criteria and procedures promulgated as rules under sub. **(6) (h)**.

(c) Improvements consisting of feasibility studies funded under the program may be performed by political subdivisions or the department of transportation, including the making and execution of all contracts.

(d) County trunk highway improvements funded under the program, including the hauling and laying of asphaltic hot mix,

may be performed by county highway departments, subject to the following restrictions:

1m. The county highway department demonstrates that it is cost-effective for it to perform the work and that competitive bidding is to be used for improvements with an estimated total cost at least equal to the total funds allocated for its county trunk highway improvements under the program during the current biennium.

4. Contracts for the purchase of asphaltic hot mix shall be awarded on the basis of competitive sealed bidding.

5. Each county highway improvement program district committee shall do all of the following with respect to any work to be performed by any county highway department within the county highway improvement program district:

a. Review the proposed work and determine that it is cost-effective for the county highway department to perform the work.

b. Approve the proposed work prior to its being performed by the county highway department.

(e) The department of transportation may not require as a condition of reimbursement that the design and construction of any improvement with eligible costs totaling \$65,000 or less be certified by a registered professional engineer.

(h) A double seal coat project on a town road may be funded under the program if it has a projected life of at least 10 years, similar projects in the same geographic area have performed satisfactorily, and the county highway commissioner of the county in which the project is located approves the project's eligibility for funding.

**(3) ENTITLEMENT COMPONENT.** (a) Funds provided under s. **20.395 (2) (fr)** shall be distributed under this subsection. For purposes of entitlement, the program shall consist of the following components:

1. County trunk highway improvements.

2. Town road improvements.

3. City and village street improvements.

(b) From the appropriation under s. **20.395 (2) (fr)**, the department shall allocate funds for entitlement as follows:

1. For county trunk highway improvements, 43 percent.

2. For town road improvements, 28.5 percent.

3. For city and village street improvements, 28.5 percent.

(c) Entitlements for each component under this subsection will be determined by a formula and calculated for each county, except that cities and villages with a population of 20,000 or more shall receive a proportionate share of the entitlement for city and village street improvements for the applicable county. No county may receive less than 0.5 percent of the total funds allocated to counties for county trunk highway improvements under par. **(b) 1.**

**(3g) COUNTY TRUNK HIGHWAY IMPROVEMENTS — DISCRETIONARY GRANTS.** From the appropriation under s. **20.395 (2) (ft)**, the department shall allocate \$5,127,000 in fiscal years 2014–15 to 2016–17 and \$5,393,400 in fiscal year 2017–18 and each fiscal year thereafter, to fund county trunk highway improvements with eligible costs totaling more than \$250,000. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. **(3)**.

**(3m) TOWN ROAD IMPROVEMENTS — DISCRETIONARY GRANTS.** From the appropriation under s. **20.395 (2) (ft)**, the department shall allocate \$5,732,500 in fiscal years 2011–12 to 2016–17 and \$5,923,600 in fiscal year 2017–18 and each fiscal year thereafter, to fund town road improvements with eligible costs totaling \$100,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. **(3)**.

**(3r) MUNICIPAL STREET IMPROVEMENTS — DISCRETIONARY GRANTS.** From the appropriation under s. **20.395 (2) (ft)**, the department shall allocate \$976,500 in fiscal years 2009–10 to 2016–17 and \$3,850,400 in fiscal year 2017–18 and each fiscal year thereafter, to fund municipal street improvement projects

having total estimated costs of \$250,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

**(3t) PAYMENTS RELATED TO ENVIRONMENTAL REVIEW OF LOCAL PROJECTS.** Notwithstanding limitations on the amount and use of aids provided under this section, or on eligibility requirements for receiving aids under this section, and subject to any applicable interagency agreement between the department of transportation and the department of natural resources, the department of transportation may make a payment in each fiscal year to the department of natural resources to support 3.0 full-time equivalent positions in the department of natural resources related to the environmental review of local transportation projects. Notwithstanding sub. (3), any payment under this subsection shall be made from the appropriation under s. 20.395 (2) (fr) before making any other allocation of funds under sub. (3). After the department of transportation makes the payment under this subsection, the allocation of funds under sub. (3) shall be reduced proportionately to reflect the amount of the payment.

**(4) REIMBURSEMENT FOR IMPROVEMENTS.** All costs of an improvement funded under this section shall be the responsibility of the political subdivision. At the completion of an improvement, the political subdivision may apply to the department for reimbursement of not more than 50 percent of eligible costs in the manner and form prescribed by the department. Eligible costs for which no reimbursement is made by the department may be paid by the political subdivision from contributions of tribal funds received from federally recognized American Indian tribes or bands in this state.

**(5) EXCEPTIONS.** Nothing in this section prevents improvements under other highway aid programs if applicable.

**(6) RULES.** The department shall promulgate rules to implement and administer the program. The rules shall include all of the following:

- (a) Criteria for county administrative responsibilities.
- (b) Reallocation of any uncommitted funds, including a procedure to reallocate uncommitted funds between counties.
- (c) Formulas and procedures for entitlements and reimbursements for each program component under sub. (3) (a) 1. to 3.
- (d) Procedures for reimbursements for county trunk highway improvements under sub. (3g), for town road improvements under sub. (3m) and for municipal street improvements under sub. (3r).
- (e) Procedures for the selection and administration of improvements.
- (f) Procedures for the establishment, administration and operation of county highway improvement program districts and county highway improvement program district committees.

(g) Specific criteria for making determinations of cost-effectiveness under sub. (2) (d) 5. a. and procedures for review by the department of disputes relating to whether proposed work to be performed by a county highway department is cost-effective for purposes of sub. (2) (d) 5. a.

(h) Subject to s. 59.52 (30), criteria and procedures for contracting with a county for a town road improvement that includes at least all of the following:

1. A requirement that a written and sealed estimate of the cost of the improvement that includes the source of the estimate be prepared prior to the time set for the opening of bids for the improvement and not be opened until after the opening of all bids.

2. A requirement that all bids may be rejected and the contract awarded to a county for the improvement if the lowest bid exceeds the cost estimate under subd. 1. by at least 10 percent and the town board notifies the 2 lowest bidders or, if only one bid was received, the bidder to provide information on the accuracy of the cost estimate under subd. 1.

3. A requirement that the amount of the contract with a county for the improvement be at least 10 percent below the lowest bid received for the improvement.

4. A provision that permits rebidding if the amount of the proposed contract with a county for the improvement is less than 10 percent below the lowest bid received for the improvement.

(i) Authorization for a political subdivision to apply towards its eligible expenses for which reimbursement is not sought under sub. (4) contributions of tribal funds deriving from any source to the extent allowed under federal law.

**History:** 1991 a. 39, 269; 1993 a. 16, 437; 1997 a. 27; 1999 a. 9; 2001 a. 16; 2003 a. 33; 2005 a. 25; 2007 a. 20; 2009 a. 28; 2011 a. 32, 257; 2013 a. 49; 2015 a. 55; 2017 a. 59.

**Cross-reference:** See also ch. Trans 206, Wis. adm. code.

### 86.312 Local roads for job preservation program.

**(1) In this section:**

(a) "Job" means an employment position providing full-time equivalent employment. "Job" does not include initial training before an employment position begins.

(b) "Local roads" means streets under the authority of cities or villages, county trunk highways or town roads.

(c) "Political subdivision" means any city, village, town or county.

(d) "Population" means the number of inhabitants in the previous year determined by the department of administration under s. 16.96 (2) for purposes of revenue sharing distribution.

(e) "Project" means the development, construction, repair or improvement of a local road.

**(2) (a)** The department shall administer a local roads for job preservation program to award grants to political subdivisions for any project that the department determines is necessary to support business and retain jobs in the vicinity of the local road. The department may award grants under this section for any costs related to a project, including costs of acquiring rights-of-way, planning, designing, engineering, and constructing a local road. The department may specify the pavement to be used in any project funded under this section for the purpose of enhancing the pavement life and cost-effectiveness of the project.

**(b)** The department may, upon application, award a grant to any political subdivision under this section for a project if the secretary determines all of the following:

1. That if the project is not completed, the political subdivision could lose a number of jobs equal to or greater than 5 percent of the population of the political subdivision, or that the project is necessary to retain jobs of one or more employer who employs at least 5 percent of the work force residing in the political subdivision.

2. That the political subdivision will provide the local share required under sub. (3).

**(3)** Each political subdivision that receives a grant under this section shall provide a local contribution toward the costs of the project in an amount equal to at least 20 percent of the cost of the project.

**(4) (a)** Except as provided in this subsection, grants under this section may be paid from the appropriations under ss. 20.395 (2) (fb) and (fz) and 20.866 (2) (uwz). Notwithstanding par. (b), the department may pay from the appropriation under s. 20.866 (2) (uwz) that portion of a grant that is intended to be used to acquire rights-of-way or to plan, design or engineer a project.

**(b) (1)** Except as provided in subd. 2. and 3., the portion of any grant awarded under this section for local road construction shall be paid from the appropriation under s. 20.395 (2) (fz).

**2.** Except as provided in subd. 3., if the portion of any grant awarded under this section for local road construction exceeds the amount of unencumbered funds under s. 20.395 (2) (fz), the department shall pay from the appropriation under s. 20.395 (2) (fb) the amount by which that portion exceeds the unencumbered funds available in the appropriations under s. 20.395 (2) (fz).

**3.** If the portion of any grant awarded under this section for local road construction exceeds the amount of unencumbered funds under s. 20.395 (2) (fb) and (fz), the department shall pay

## APPENDIX B: WI CHAPTER TRANS 206 LOCAL ROADS IMPROVEMENT PLAN

Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.

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DEPARTMENT OF TRANSPORTATION

**Trans 206.02**

### Chapter Trans 206 LOCAL ROADS IMPROVEMENT PROGRAM

Trans 206.01	Purpose and scope.	Trans 206.05	County highway improvement.
Trans 206.02	Definitions.	Trans 206.06	Town road improvement.
Trans 206.03	Uniform provisions.	Trans 206.07	County highway improvement program districts and committees.
Trans 206.05	Town road improvement discretionary provisions.	Trans 206.08	Statewide town road improvement discretionary committee.
Trans 206.04	Municipal street improvement.		

**Trans 206.01 Purpose and scope.** The purpose of this chapter is to interpret and administer procedures for assisting in the improvement of deteriorating local highways, streets and roads under s. 86.31 (6), Stats.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.02 Definitions.** The words and phrases defined in s. 86.31 (1), Stats., have the same meaning in this chapter unless a different definition is specifically provided. In this chapter:

(1) "Administrative cost" means the county highway commissioner's staff and material costs to perform the county highway commissioner's duties to the county MSI program for cities and villages with a population of 20,000 or less, and the county TRI program, including the cost of conducting bid lettings for MSI projects in cities and villages with a population of 20,000 or less and for TRI projects.

(1m) "Annual allocation" means the annual amount of state funds available under the TRID component of the local roads improvement program to a town to make improvements with total project costs of \$100,000 or more to local town roads.

(2) "Annual entitlement" means the annual amount of state funds available under the local roads improvement program to a county, county town road improvement committee, county municipal street improvement committee, or city or village with a population of 20,000 or more to make improvements to the local roads.

(2m) "Biennial allocation" means the sum of the 2 annual allocations in a state biennium.

(3) "Biennial entitlement" means the sum of the 2 annual entitlements in a state biennium.

(4) "Chief executive" means the town board chairperson, village president, elected mayor or city manager.

(5) "Contract administration" means the preparing of or having plans prepared for the project, acquiring right of way, letting of bids and construction supervision of a local roads improvement program project.

(6) "Cost ceiling" means the maximum amount the state of Wisconsin will pay as its share of the local road improvement project under this chapter.

(7) "County board chairperson" has the meaning specified in s. 59.12, Stats.

(8) "County executive" has the meaning specified in s. 59.17, Stats.

(9) "County highway commissioner" has the meaning specified in s. 83.01, Stats.

(10) "County highway improvement" or "CHI" means the improvement projects on the county trunk system funded by the county highway improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(11) "County highway improvement plan" means a county's 5-year plan of improvements to the county trunk system which is

eligible to be funded from the county highway improvement component of the local roads improvement program.

(12) "County highway improvement program district" means a group of counties designated by the secretary of transportation under s. 86.31, Stats., to be a county highway improvement program district.

(13) "County highway improvement program district committee" means a committee consisting of not more than 5 county executives or designees or when there is no office of county executive, county board chairpersons or the chairperson's designee from counties within a county highway improvement district.

(14) "County municipal street improvement committee" or "CMSIC" means a committee of not more than 5 chief executives or designees of cities and villages with a population of less than 20,000 within the county responsible to select MSI projects within the county.

(15) "County town road improvement committee" or "CTRIC" means a committee of not more than 5 town chairpersons or designees from within the county responsible to select TRI projects within the county.

(16) "Department" means the department of transportation.

(17) "Eligible project" means one or more logical phases of a specific improvement including, but not limited to, a feasibility study, design engineering, grading, base, paving, and road finish materials such as hot mix asphalt.

(18) "Feasibility study" means the engineering and environmental studies for a specific section of a local road that will lead to a LRIP improvement project.

(19) "Local roads improvement program" or "LRIP" means the state entitlement program with county trunk highway, town road and municipal street entitlement components as established in s. 86.31, Stats., or the state allocation component separate from the entitlement program as established in s. 86.31 (3m), Stats.

(20) "LRIP project application" means a department of transportation form which describes the projects that may be funded with LRIP entitlements, or LRIP allocations under TRID, in the current state biennium.

(21) "Miles" means the number of miles of roads and streets as determined by the department of transportation under s. 86.302, Stats.

(22) "Municipal street improvement" or "MSI" means the improvement projects on the city and village street system funded by the municipal street improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(23) "Municipal street improvement plan" means a city or village's 5-year plan of improvements to the municipal street system eligible to be funded from the municipal street improvement component of the local roads improvement program.

(24) "PASER" means the pavement surface evaluation and rating process developed and taught by the transportation information center at the university of Wisconsin extension, Madison, WI 53706.

(25) "Population" means the population of a political subdivision as determined in s. 86.33, Stats.

(26) "Project agreement" means a formal agreement between the state and a political subdivision which states the responsibilities of each of the parties to the agreement.

(27) "Recipient" means a county, county town road improvement committee, county municipal street improvement committee, or a city or village with a population of 20,000 or more, or a town under the TRID.

(28) "Secretary" means the secretary of the department of transportation.

(29) "State biennium" means a period from July 1 of every odd-numbered year through June 30 of the next odd-numbered year.

(30) "State fiscal year" means a period from July 1 through June 30.

(31) "Statewide town road improvement discretionary committee" or "STRIDC" means the committee appointed by the secretary responsible to recommend TRID projects for approval by the secretary.

(32) "Town road improvement" or "TRI" means the improvement projects on the town road system funded by the town road improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(33) "Town road improvement discretionary" or "TRID" means the improvement projects on the statewide town road system funded by the town road improvement discretionary allocation component of the local roads improvement program as authorized under s. 86.31 (3m), Stats.

(34) "Town road improvement plan" means a town board's 2 or more year plan for improvements to the town road system eligible to be funded from the town road improvement component of the local roads improvement program.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (1), (19), (20) and (27), renum. (31) and (32) to be (32) and (34), cr. (1m), (2m), (31) and (33), Register, December, 1994, No. 468, eff. 1-1-95; am. (1), Register, October, 1997, No. 502, eff. 11-1-97; corrections in (7), (8) made under s. 13.92 (4) (b) 7., Stats., Register March 2012 No. 675.

**Trans 206.03 Uniform provisions.** (1) ENTITLEMENT. The local roads improvement program is an annual entitlement program for improvements to local roads. Biennially, an entitlement shall be made to each county, each CMSIC and CTRIC and to each city or village whose population is 20,000 or more. Entitlements to the recipient shall be determined as follows:

(a) Municipal street improvement for each CMSIC and for each city or village with a population of 20,000 or more; 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of total miles of all city or village streets in the state and 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of the total population of all cities and villages in the state.

(b) County highway improvement shall be 60% of each county's proportionate share of the state population and 40% of each county's proportionate share of total county trunk miles of all county trunk miles in the state; except no county's entitlement shall be less than one half of one percent (0.5%) of the total funds allocated to the counties under this chapter.

(c) Town road improvement shall be on each county's proportionate share of town road miles to all town road miles in the state.

(2) OPTION TO ACCUMULATE ENTITLEMENT UNTIL THE SECOND YEAR OF THE BIENNIAL. To permit maximum flexibility in the use of entitlements and use all entitlements in the biennium appropriated, a recipient may:

(a) Use the entitlement in the state fiscal year it is available.

(b) Accrue the annual entitlement until the second year of the state biennium rather than using it in the year it is available.

(c) Request approval, on the LRIP project application form, from the department to use the entire biennial entitlement in the first year of the biennium.

(3) COMMITMENT OF ENTITLEMENT. (a) No later than November 1 of each odd-numbered year, each recipient shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each recipient in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be considered committed, and entitlement funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) UNCOMMITTED LRIP ENTITLEMENTS. (a) Any entitlements not committed by the recipient by November 1 of each odd-numbered year shall be available for use by other recipients.

(b) The first priority for uncommitted entitlements shall be for use by other recipients within the same county. The county highway commissioner of that county is responsible for determining if the uncommitted entitlement can be used within the county and which recipient will receive it.

(c) The second priority for any uncommitted entitlement that cannot be used within the county shall be for use within the county highway improvement program district. The county highway improvement district committee shall be responsible for determining if uncommitted entitlement can be used within the district and which recipient will receive it.

(d) On July 1 of each odd-numbered year, all uncommitted entitlements from the previous biennium shall be added to the LRIP appropriation for the current biennium and redistributed according to the distribution formula in s. Trans 206.03 (1).

(5) PAYMENT OF PROJECT COSTS. (a) The local roads improvement program is a reimbursement program. The political subdivision where the work is performed shall be responsible for payment of project costs. At the completion of the project, the political subdivision may apply to the department of transportation for reimbursement of eligible costs in accordance with the project agreement. Application for reimbursement shall be on forms prescribed by the department.

(b) If a project is the result of an agreement among more than one recipient, the project agreement shall identify one political subdivision as responsible for initial funding of the project and to whom the state shall reimburse eligible costs.

(6) ELIGIBLE PROJECTS. (a) Any improvement to the county trunk, town road or city or village street system shall be eligible for funding under this chapter provided the political subdivision has complied with the provisions of this chapter.

(b) The county, CTRIC or CMSIC, cities or villages with populations of 20,000 or more, or towns under the TRID, may enter into agreements with counties, other county MSI or TRI committees, other cities or villages with populations of 20,000 or more or towns under the TRID to participate in projects that meet the standards of the local roads improvement program.

(7) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER. The county highway commissioner shall perform the following:

(a) Serve as the administrative contact between the department and all recipients in the county.

(b) No later than January 15 of each even-numbered year, report to the secretary or the secretary's designee, on the form in the manner prescribed by the department, the list of projects to be

developed or constructed under the CHI, TRI, TRID and MSI components of the LRIP in the current state biennium.

(c) Determine if uncommitted entitlements of a recipient in the county can be used by another recipient within the county.

**(8) REIMBURSEMENT OF COUNTIES FOR ADMINISTRATIVE COSTS RELATED TO THE CMSIC AND THE CTRIC.** (a) Counties shall be reimbursed for the costs of the administrative services provided by the county highway department to that CTRIC and CMSIC.

(b) For the years 1992 through 1995 of the local roads improvement program, 5% of each county's MSI entitlement for cities and villages with a population of less than 20,000 and 5% of each county's TRI entitlement shall be distributed to the county treasurer as reimbursement for the administrative costs of the MSI and TRI.

(c) Beginning with 1996, the percentage of each county's MSI entitlement for cities and villages with a population of less than 20,000 and county's TRI entitlement to be distributed to the county for administrative costs related to the MSI and TRI shall be reviewed with the county highway commissioner and the chairpersons of the county TRI and the MSI committees to determine an appropriate level of reimbursement. The county highway commissioner shall notify the department what percent level of reimbursement was selected as a result of the review. Until such notification is received, the level of reimbursement shall continue at 5%.

**(9) ELIGIBLE LRIP PROJECT COSTS.** Feasibility studies, design, right-of-way acquisition, any item which is an integral part of street and road construction, and related engineering costs are eligible costs. New installations or alterations of sanitary sewers and connections, water, gas, electric, telephone, police or fire alarm facilities, parking meters, street signs and similar utilities are not eligible costs. The cost to develop each county, municipality or town's improvement plan is not an eligible cost.

**(10) CONTRACT ADMINISTRATION.** (a) The political subdivision with the eligible project shall be responsible for contract administration of the project. If an eligible project is located in more than one political subdivision, the project agreement shall specify the political subdivision responsible for contract administration.

(b) The design and construction of all eligible projects with eligible costs totaling more than \$50,000 under this chapter shall be certified by a registered professional engineer.

**(11) FINANCIAL PARTICIPATION.** (a) The state shall provide a maximum of 50% of the total eligible project cost up to the cost ceiling specified in the project agreement. The remainder of the cost shall be provided by the political subdivision where the work is performed.

(b) The political subdivision's share may be in the form of cash, engineering or right of way.

(c) No entitlement shall be used as the local match for federal aid projects.

(d) No federal aid funds shall be used as the local match for an eligible project.

**(12) PROJECT AGREEMENT.** (a) Each eligible project which is funded under this chapter shall be the subject of a formal agreement between the political subdivision and the department. The secretary or the secretary's designee shall sign the project agreement for the department. The secretary or the secretary designee's signature on the project agreement shall be the official acceptance of the terms of the agreement. When the project agreement is between the state and a county, the county executive or designee, or when there is no office of county executive, the county board chairperson or designee shall sign the project agreement for the county. When the project agreement is between the state and a town, village or city, the chief executive or designee of the political subdivision shall sign the project agreement for the political subdivision.

(b) Each project agreement must be signed by the department no later than April 1 of each odd-numbered year.

(c) The project agreement shall include, but is not limited to, the following items of information:

1. Name of the signatory political subdivision or, in the case of a joint project, the project agreement shall include the names of all the political subdivisions and county MSI or TRI committees participating in the project.

2. Statement of need for the project.

3. Description of the proposed work as approved by the CTRIC, STRIDC or CMSIC where appropriate and the intended construction year.

4. Cost estimate of the work.

5. Description of the cost participation of each party to the agreement, including the amount of the cost ceiling for preliminary engineering, real estate acquisition and construction.

6. Description of all special provisions and considerations that apply to the proposed project.

7. Signed statement by the county executive or designee, or when there is no office of county executive, the county board chairperson or designee, town, city or village's chief executive or designee certifying that the work will be done in accordance with all federal, state and local laws, rules, ordinances and standards.

8. A statement that the department will only participate in eligible construction projects which are actually constructed to the appropriate standards described in this chapter. The entire cost of construction projects not constructed, or not constructed to standards, is the responsibility of the political subdivision.

9. A statement that the political subdivision with the eligible project assumes all responsibility for complying with all germane environmental requirements for the improvement, and certifies that an environmental analysis was completed and that all applicable environmental laws were followed.

**(13) EXCEPTION TO STANDARDS.** (a) The secretary or the secretary's designee may authorize deviation from the standards in special cases in which strict application of the standards is impractical and deviation is not contrary to the public interest and safety, and in the case of eligible county projects is not contrary to the intent of s. 84.01 (9) (b), Stats.

(b) Any deviation in the standards shall be approved in writing by the secretary or the secretary's designee before any reimbursement payments are made.

**(14) PROJECT SUBSTITUTION.** When a recipient informs the department that an eligible project for which a CHI, TRI or MSI project agreement has been executed cannot be built, that recipient shall have the option of substituting another eligible project that can be constructed in the same time period. The parties shall then void the original project agreement and execute a new project agreement for the substitute project. This subsection does not apply to recipients of TRID allocations.

**(15) DUTIES OF DOT.** The department shall perform the following:

- (a) Compute the annual and biennial entitlement for each county, each CMSIC and CTRIC and for each city or village with a population of 20,000 or more.

- (b) Inform, by September 1 of each odd-numbered year, each county, each CTRIC and CMSIC, and the chief executive of each city or village with a population of 20,000 or more of their biennial entitlement by state fiscal year for the current state biennium.

- (c) Maintain a financial record of each project agreement and any other information the department deems necessary.

- (d) Review a sufficient number of projects to ensure that the program is functioning according to applicable state laws and rules.

- (e) Encumber state funds for all approved project agreements.

(f) Prepare, by June 30 of each odd-numbered year, a report listing all completed projects under the local roads improvement program.

(g) Determine if proposed projects meet the criteria of this chapter.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (6) (b), (7) (b) and (14), Register, December, 1994, No. 468, eff. 1-1-95; the correction in (12) (c) 8, made under s. 13.93 (2m) (b) 12, Stats., Register, August, 1996, No. 488; am. (12) (c) 3., Register, October, 1997, No. 502, eff. 11-1-97.

**Trans 206.035 Town road improvement discretionary provisions.** (1) **ALLOCATION.** The TRID is an annual allocation for improvements to town roads in excess of \$100,000 total project cost. Biennially, selected allocations shall be made to towns. Allocations to the recipient shall be recommended by the STRIDC and approved by the secretary.

(2) Option to accumulate allocation until the second year of the biennium. To permit maximum flexibility in the use of allocations and use all allocations in the biennium appropriated, a recipient may:

(a) Use the allocation in the state fiscal year it is available.

(b) Accrue the annual allocation until the second year of the state biennium rather than using it in the year it is available.

(c) Request approval, on the LRIP project application form, from the department to use the entire biennial allocation in the first year of the biennium.

(3) **COMMITMENT OF ALLOCATION.** (a) No later than November 1 of each odd-numbered year, each applicant shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each applicant in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be committed, and allocated funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) **UNCOMMITTED TRID ALLOCATIONS.** On July 1 of each odd-numbered year, all uncommitted allocations from the previous biennium shall be added to the TRID appropriation for the current biennium.

**History:** Cr. Register, December, 1994, No. 468, eff. 1-1-95.

**Trans 206.04 Municipal street improvement.** (1) **DUTIES OF ALL CITIES AND VILLAGES.** Each city and village shall establish and maintain a 5-year municipal street improvement plan which identifies projects eligible to be funded under the MSI entitlement. The plan shall be based on sound traffic and pavement management principles. It shall include a priority list of needs and a 5-year schedule of improvements.

(2) **COUNTY MUNICIPAL STREET IMPROVEMENT COMMITTEES (CITIES AND VILLAGES WITH POPULATIONS OF LESS THAN 20,000).** (a) In each county there shall be a county municipal street improvement committee to select city and village street improvement projects for the municipal street improvement component of the local roads improvement program. The CMSIC shall consist of not more than 5 chief executives or designees of villages and cities in the county with populations of less than 20,000. The committee shall be selected by all the chief executives or designees of all the villages and cities in the county with a population of less than 20,000. The committee shall select a chairperson from its members.

(b) The selection of the CMSIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each county municipal street improvement committee member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the village or city chief executive committee members, each CMSIC may include as a non-voting member the county highway commissioner.

(3) **DUTIES OF THE CMSIC.** Each CMSIC committee shall perform the following:

(a) Send, no later than November 1 of each odd-numbered year, each LRIP project application form listing of all MSI projects planned for the current state biennium to the county highway commissioner.

(b) Determine, in a case where a proposed project under agreement cannot be built within the specified time frame, whether a substitute project should be put under agreement.

(c) Determine whether to enter into joint agreements with other recipients.

(4) **SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CMSIC.** The chairperson of the CMSIC shall be selected by the members of the CMSIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Inform, by November 1 of each odd-numbered year, the secretary, in writing, of the name of the chairperson of the CMSIC.

(b) Convene the CMSIC when necessary.

(c) Preside over meetings of the CMSIC and perform all administrative duties required of the chairperson.

(5) **DUTIES OF A CITY OR VILLAGE WITH A POPULATION OF LESS THAN 20,000 WITH A MSI PROJECT.** Each city or village with a population of less than 20,000 with a MSI project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project awarded to the city or village.

(b) Prepare all documents necessary to letting the LRIP project to competitive bid.

(c) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(6) **DUTIES OF CITIES OR VILLAGES WITH A POPULATION OF 20,000 OR MORE.** Each city or village with a population of 20,000 or more shall perform the following:

(a) Administer the LRIP entitlement in accordance with this chapter.

(b) Send, no later than November 1 of each odd-numbered year, the LRIP project application form, listing all MSI projects planned for the current state biennium to the county highway commissioner.

(c) Prepare all documents necessary to letting the LRIP project to competitive bid.

(d) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project.

(e) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(7) **CITIES OR VILLAGES IN MORE THAN ONE COUNTY.** (a) 1. Each city or village with a population of less than 20,000 and whose corporate limits extend into more than one county, shall select by September 1, 1992, which CMSIC it wishes to join. By

September 1, 1992, the city or village shall notify, in writing, the secretary and all the affected CMSICs and county highway commissioners, which CMSIC it will join.

2. Any city or village with a population less than 20,000 not selecting a CMSIC by September 15, 1992, shall be assigned to a CMSIC by the secretary.

(b) 1. Each city and village with a population of 20,000 or more and whose corporate limits extend into more than one county shall select by September 1, 1992, which county it wishes any of its uncommitted entitlement to be assigned. By September 1, 1992, the city or village shall notify, in writing, the secretary and all the affected county highway commissioners, which county it wishes to assign its uncommitted entitlement.

2. Any city or village with a population of 20,000 or more not selecting a county by September 15, 1992, shall be assigned to a county by the secretary.

(8) **DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** Each county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all the chief executives of villages and cities with populations of less than 20,000, to select the membership and chairperson of the CMSIC.

(b) Conduct contract lettings for the city or village with municipal street improvement projects upon the request of the city or village.

(9) **STANDARDS.** All municipal street improvement projects funded under this chapter shall be designed and constructed using the state standards as described in the department's facility development manual procedure 11-20-1 except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

#### **Trans 206.05 County highway improvement.**

(1) **DUTIES OF THE COUNTY EXECUTIVE.** Each county executive or designee, or where there is no office of county executive, the county board chairperson or the chairperson's designee shall perform the following:

(a) Establish and maintain a 5-year program of county trunk improvement projects eligible to be funded from the county highway improvement entitlement of the local roads improvement program. It shall include a priority list of needs and a 5-year schedule of improvements.

(b) Send, no later than January 15 of each even-numbered year, to the department the LRIP project application form listing the CHI projects planned in the current state biennium.

(c) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each project that will be constructed in the current state biennium as a county highway improvement project.

(d) Certify that the county trunk improvement projects selected meet the eligibility requirements of this chapter.

(e) Determine in a case where a proposed project under agreement cannot be built in the specified time frame, whether a substitute project should be put under agreement.

(f) Determine whether to enter into agreements with other recipients of the local roads improvements to jointly fund eligible local road improvement projects.

(2) **STANDARDS.** All county trunk improvement projects funded under this chapter shall be designed and constructed according to standards in ch. [Trans 205](#) except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

#### **Trans 206.06 Town road improvement.** (1) **COUNTY TOWN ROAD IMPROVEMENT COMMITTEES.** (a) In each county, there shall be a town road improvement committee that shall select improvement projects for the town road improvement component of local roads improvement program in the county.

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(b) The CTRIC shall consist of no more than 5 town chairpersons or designees selected by all the town chairpersons or designees in the county, one of whom shall be designated as chairperson by the committee. The selection of each CTRIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each CTRIC member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the town chairperson members, each CTRIC may include as a non-voting member the county highway commissioner.

(2) **DUTIES OF THE COUNTY TRI COMMITTEE.** Each CTRIC shall perform the following:

(a) Submit, no later than November 1 of each odd-numbered year, to the county highway commissioner the LRIP project application form listing of TRI projects planned, and TRID project applications prioritized for the current state biennium.

(b) Determine in the case where a proposed TRI project under agreement cannot be built within the specified time frame whether a substitute TRI project should be put under agreement.

(c) Determine whether to enter into agreements with other recipients of the local roads improvement for the joint funding of eligible local roads improvement projects.

(3) **SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CTRIC.** The chairperson of the CTRIC shall be selected by the members of the CTRIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Notify, no later than November 1 of each odd-numbered year, the secretary of the name of the chairperson of the CTRIC.

(b) Convene the CTRIC when necessary.

(c) Preside over the CTRIC and perform all administrative duties required of the chairperson.

(4) **DUTIES OF THE TOWNS.** Each town participating in TRI and TRID shall establish and maintain as a minimum, a 2-year plan of improvements to the town roads eligible to be funded under the TRI and TRID components. The plan shall be based on sound engineering and management principles and life cycle cost criteria such as, but not limited to, the PASER program model. It shall include a priority list of needs and a 2-year schedule of improvements.

(5) **DUTIES OF TOWNS WITH A TRI OR TRID PROJECT.** Towns with a TRI or TRID project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each TRI project awarded to the town by the CTRIC or TRID project awarded to the town by the department.

(b) Prepare all necessary documents to let the LRIP project to competitive bid.

(c) Certify, by the town chairperson, at the time reimbursement is requested that the work was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(6) **DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** The county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all town chairpersons to select the membership and chairperson of the town road improvement program committee.

(b) Conduct contract lettings for a town with a TRI or TRID project upon the request of the town.

(7) **STANDARDS.** All town road improvement projects funded under this chapter shall be designed and constructed using the state town road standards as described in ch. [Trans 204](#), except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (2) (a) and (b), (4), (5) (intro.), (a), (6) (b), Register, December, 1994, No. 468, eff. 1-1-95.

**Trans 206.07 County highway improvement program districts and committees.** (1) **COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT COMMITTEES.** In each county highway improvement program district, there shall be a county highway improvement program district committee. The committee shall consist of no more than 5 county executives or the county executive's designee or when there is no office of county executive, county board chairpersons or the chairperson's designee from counties in the district. The committee shall be chosen by all the county executives or the executive's designee or when there is no office of county executive, the county board chairperson or the chairperson's designee in the district. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each county highway improvement program district committee.

(2) **DUTIES OF THE COUNTY HIGHWAY IMPROVEMENT DISTRICT COMMITTEE.** The county highway improvement district committee shall perform the following:

- (a) Establish criteria for the selection of CHI projects to be funded from uncommitted entitlements of member counties.
- (b) Select, no later than January 15 of each even-numbered year, CHI projects to be funded from uncommitted entitlements from within the district from the member counties CHI project lists.
- (c) Select, no later than October 1 of the odd-numbered years, the committee chairperson for the next 2 years.

(3) **SELECTION AND DUTIES OF THE CHAIRPERSON OF THE COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT.** (a) The chairperson of the county highway improvement program district committee shall be selected from the district committee members.

(b) Selection shall occur by October 1 of each odd-numbered year.

- (c) The chairperson shall perform the following:
  - 1. Preside over the meetings of the committee.
  - 2. Convene a meeting of the committee as needed.
  - 3. Convene and preside over a meeting of all county executives or county executives' designees or when there is no office of county executive, county board chairpersons or the chairpersons' designees in the district, no later than October 1 of each odd-numbered year, for the purpose of selecting committee members and a chairperson for the next 2-year period.
- (d) Inform in writing, no later than November 1 of each odd-numbered year, the secretary and all county executives or the county executives' designees or when there is no office of county

executive, county board chairpersons or the chairpersons' designees in the district of the committee membership.

(e) Inform the secretary and all county executives or county executives' designees or when there is no office of county executive, county board chairpersons or the chairpersons' designees in the district, no later than January 15 of each even-numbered year, of the committee's selection of projects in the district to be funded with the uncommitted entitlements of counties CMSIC, CTRIC, and municipalities with a population of less than 20,000 in the district.

(4) **ELIGIBLE PROJECTS.** Any improvement to the county trunk system in any of the counties within the county highway improvement program district is an eligible project, provided the county has complied with the provisions of the chapter pertaining to the county highway improvement component.

(5) **SELECTED PROJECTS.** A county trunk improvement project selected for funding under this chapter shall be constructed under the provisions of s. [Trans 206.05](#). The county executive or county executive's designee or when there is no office of county executive the county board chairperson or county board chairperson's designee from the county of the selected project shall be responsible for the development and construction of the project and the certification that the project constructed complies with the provisions of the county highway improvement component.

**Note:** Forms can be obtained from the Wisconsin Department of Transportation, Division of Highways, P.O. Box 7916, Madison, WI 53707-7916.

**History:** Cr. [Register](#), June, 1992, No. 438, eff. 7-1-92.

**Trans 206.08 Statewide town road improvement discretionary committee.** (1) There shall be one STRIDC. The committee shall consist of members appointed by the secretary and have geographically balanced representation. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each statewide town road improvement discretionary committee.

(2) The statewide town road improvement discretionary committee shall perform the following duties:

- (a) Establish criteria for the selection of TRID projects. These criteria shall include, but are not limited to, safety, reconstruction, traffic volume and type, and multi-jurisdictional projects.
- (b) Select, no later than March 1 of each even-numbered year, TRID projects to be funded statewide.
- (c) Select, no later than December 1 of the odd-numbered years, the committee chairperson for the next 2 years.

**History:** Cr. [Register](#), December, 1994, No. 468, eff. 1-1-95.

**(3s) DISCRETIONARY SUPPLEMENTAL GRANTS.** (a) Funds provided under s. [20.395 \(2\) \(fq\)](#) shall be distributed under this subsection as discretionary grants to reimburse political subdivisions for improvements. The department shall solicit and provide discretionary grants under this subsection until all funds appropriated under s. [20.395 \(2\) \(fq\)](#) have been expended.

(b) 1. From the appropriation under s. 20.395 (2) (fc) [s. [20.395 \(2\) \(fc\)](#), 2019 stats.], the department shall allocate \$32,003,200 in fiscal year 2019–20, to fund county trunk highway improvements.

**NOTE: The correct cross-reference is shown in brackets. Corrective legislation is pending.**

2. From the appropriation under s. 20.395 (2) (fc) [s. [20.395 \(2\) \(fc\)](#), 2019 stats.], the department shall allocate \$35,149,400 in fiscal year 2019–20, to fund town road improvements.

3. From the appropriation under s. 20.395 (2) (fc) [s. [20.395 \(2\) \(fc\)](#), 2019 stats.], the department shall allocate \$22,847,400 in fiscal year 2019–20, to fund municipal street improvement projects.

**NOTE: The correct cross-reference is shown in brackets. Corrective legislation is pending.**

(bm) From the appropriation under s. [20.395 \(2\) \(fq\)](#), the department shall allocate in 2021–22 amounts for county trunk highway improvements, town road improvements, and municipal street improvements so that the total funding under s. [20.395 \(2\) \(fq\)](#) in 2021–22 is distributed among these groups at the same percentage that each group is allocated from the total funding allocated under par. (b).

## APPENDIX D: WI CHAPTER TRANS 205 COUNTY TRUNK HIGHWAY STANDARDS

Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.

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DEPARTMENT OF TRANSPORTATION

Trans 205.03

### Chapter Trans 205 COUNTY TRUNK HIGHWAY STANDARDS

Trans 205.01 Purpose.  
Trans 205.02 Definitions.  
Trans 205.03 County trunk highway standards.

Trans 205.035 Use of alternative "3R" standards.  
Trans 205.04 Exceptions to design standards.  
Trans 205.05 Project review.

Note: Chapter Hy 34 as it existed on December 31, 1986 was repealed and a new chapter Trans 205 was created effective January 1, 1987.

**Trans 205.01 Purpose.** (1) Pursuant to s. 84.01 (9) (b), Stats., the department of transportation adopts these rules relating to projects for constructing or reconstructing and relating to processes incidental to building, fabricating or bettering a county trunk highway, but not relating to maintenance of a county trunk highway. Maintenance includes all those measures and activities necessary to preserve a highway, as nearly as possible, in the condition of its construction. Maintenance generally involves no change in horizontal alignment, roadway widths or grade.

(2) Any county trunk highway improvement project, on which construction is started after January 1, 1987, shall follow this chapter.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.

**Trans 205.02 Definitions.** As used in this chapter:

(1) "Average daily traffic" or "ADT" means the average 24-hour traffic volume during a stated period divided by the number of days in that stated period; unless otherwise specified, the stated period is one year.

(2) "Bridge design load" means the maximum vehicle loading that a bridge is designed to accommodate without exceeding the allowable working capacity of any structural member or group or system of structural members.

(3) "Design speed" means the maximum safe speed that can be maintained over a specified section of highway when conditions are so favorable that the design features of the highway govern.

(5) "Functional classification" has the meaning set forth in ch. Trans 76.

Note: Chapter Trans 76 was repealed.

(6) "HS20" has the meaning set forth in the American association of state highway and transportation officials (AASHTO) standard specifications for highway bridges, 13th edition 1983, as amended by interim specifications—bridges 1984 and 1985, published by AASHTO.

Note: The AASHTO standard specifications for highway bridges are available from AASHTO, 444 North Capitol Street, N.W., Washington, D.C. 20001. Copies of the relevant portion of the AASHTO standard are on file at the offices of the department of transportation, secretary of state, and legislative reference bureau.

(6m) "Region director" means a Wisconsin department of transportation, division of transportation system development, region office director.

Note: The department of transportation region offices and addresses are as follows:

Northwest Region	Superior	1701 N. Fourth Street	Superior
	Eau Claire	718 W. Clairemont Avenue	Eau Claire
North Central Region	Rhineland	510 N. Marion Lake Road	Rhineland

	Wisconsin Rapids	1681 Second Avenue S.	Wisconsin Rapids 54495
Northeast Region	Green Bay	944 Vanderperre Way	Green Bay 54304
Southwest Region	Madison	2101 Wright Street	Madison 53704
	LaCrosse	3550 Mormon Coulee Road	LaCrosse 54601
Southeast Region	Waukesha	141 NW Barstow Street	Waukesha 53188

(7) "Regional engineer" means a Wisconsin department of transportation division of highways central office design chief road design engineer.

(8) "Rehabilitation" means replacing a major structural element of an existing highway to extend its service life for a substantial period of years and to enhance safety.

(9) "Restoration" means returning an existing highway to an acceptable condition to extend its service life for a substantial period of years and to enhance safety.

(10) "Resurfacing" means installing new or additional layers of surfacing on existing highway pavement to extend its service life for a substantial period of years and to enhance safety.

(11) "Roadway" means the portion of a highway, including shoulders, for vehicular use.

Note: Under this definition, a divided highway has 2 or more roadways.

(12) "Shoulder" means that portion of a roadway that is contiguous to the traveled way and is used primarily for vehicle stopping in an emergency.

(13) "Traveled way" means the portion of the roadway designed for movement of vehicles, exclusive of the shoulders.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87; renum. (7) to (9) to be (11) to (13), cr. (7) to (10). Register, February, 1992, No. 434, eff. 3-1-92; correction in (4) made under s. 13.92 (4) (b) 6, Stats., and renum. (4) to (6m) under s. 13.92 (4) (b) 1, Stats., Register February 2013 No. 686.

#### Trans 205.03 County trunk highway standards.

(1) The design standards for urban county trunk highway improvement projects shall conform with the applicable department of transportation criteria, and, if applicable, with the federal criteria for the class of highway involved. The minimum design standards for rural county trunk highway improvement projects shall be as set forth below for each of the rural county trunk highway functional classifications. The functional classification for a particular rural county trunk highway segment shall be that shown for the segment on the most current department of transportation rural functional system map prepared under ch. Trans 76 for local transportation aids purposes or, if applicable, on the most current federal aid system map.

Note: Chapter Trans 76 was repealed.

(2) The rural county trunk highway minimum design standards for each of the rural county trunk highway functional classifications are as shown in the following tables:

TABLE (a) - ARTERIALS\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET				BRIDGES***	
Design Class	Design ADT	Design Speed MPH	Travelled Way	Shoulder	Roadway	Design Load	Clear Roadway Width in Feet
A1	Under 3500	60**	24	6	36	HS20	36
A2	3500-7000	60	24	10	44	HS20	44
A3	Over 7000	65	24(2)	6 Left / 10 Right	40(2)	HS20	40

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\* For design class A1 the desirable design speed is 60 mph, but a minimum design speed of 55 mph is acceptable.

\*\*\* The full width of bridge approach roadways shall continue across all new bridges, except when a bridge is a major structure on which design dimensions are subject to individual economic studies because of high unit cost.

TABLE (b) - COLLECTOR\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET**				BRIDGES		
Design Class	Current ADT	Design ADT	Design Speed MPH	Travelled Way	Shoulder	Roadway	Design Load	Clear Roadway Width in Feet
C1	0-400		40	22-24	2-4	26-32	HS20	26-30
C2	400-750	Under 1500	50	22-24	6	34-36	HS20	28-30
C3		1500-3500	55	24	6	36	HS20	32-34***
C4		Over 3500	60	24	8	40	HS20	40***

\*Minimum design standards for sight distance, horizontal alignment, and vertical alignment shall conform to the applicable department of transportation criteria.

\*\*Where a range of widths is shown, the smaller number is the minimum width and the larger number is the maximum width eligible for federal or state project participation.

\*\*\* Bridges in design classes C3 or C4 having a total length over 100 feet may be designed with a clear roadway width of 30 feet.

TABLE (c) - LOCAL\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET**				BRIDGES		
Design Class	Current ADT	Design ADT	Design Speed MPH	Travelled Way	Shoulder	Roadway	Design Load	Clear Roadway Width in Feet
L1	0-250		40	20-22	2-4	24-30	HS20	24-28
L2	250-400		40	22	2-4	26-30	HS20	26-30
L3	400-750	Under 1500	50	22-24	6	34-36	HS20	28-30
L4		1500-3500	55	24	6	36	HS20	30-34***
L5		Over 3500	60	24	8	40	HS20	40***

\*\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*Where a range of widths is shown, the smaller number is the minimum width and the larger number is the maximum width eligible for federal or state project participation.

\*\*\* Bridges in design class L4 or L5 having a total length over 100 feet may be designed with a clear width of 30 feet.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.

#### Trans 205.035 Use of alternative "3R" standards.

(1) The standards in s. Trans 205.03 shall be used for all county trunk highway improvement projects, unless a region director expressly authorizes, in writing, the use of the department's "Design Criteria for Resurfacing, Restoration, and Rehabilitation Projects," also known as "3R" standards, for a resurfacing, restoration, or rehabilitation project on an existing highway located in his or her region.

Note: Examples of improvement projects which may be appropriate for "3R" standards include resurfacing highway pavement; grinding and repairing pavement joints; replacing or recycling pavement; widening lanes and shoulders; replacing bridge elements to correct structural deficiencies; bridge deck overlays; and other related improvements such as minor incidental subgrade work and correction of minor drainage problems.

(2) A region director may not authorize or approve the use of the department's "3R" standards for the construction of a new highway or for the complete reconstruction of an existing highway.

(3) A request to use the department's "3R" standards in lieu of the standards in s. Trans 205.03 may be submitted to a region di-

rector only by a county highway commissioner, or by a county highway commissioner's designee.

(4) A region director shall grant or deny a request to use the department's "3R" standards within 90 days after receiving a request.

(5) In determining whether to grant or deny a request to use the department's "3R" standards in lieu of the standards in s. Trans 205.03, a region director shall consider all of the following:

(a) Adequacy of design.

(b) Cost effectiveness.

(c) Safety improvement.

(d) Environmental impact.

(e) Social and economic impact, including dislocation or relocation of property owners.

(6) The rural county trunk highway minimum "3R" standards for roadway dimensions, by functional classification, and usable bridge widths are as shown in the following tables:

TABLE (A) – ARTERIALS\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET			
Design Class	Design ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway
3RA1	Under 750	55	22**	3	28
3RA2	750–2000	55	24	4	32
3RA3	Over 2000	55	24	6	36

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*A traveled way width of 24 feet is required on federally designated long truck routes and is desirable on state designated truck routes and non-designated routes where the current heavy vehicle (six or more tires) traffic volume is more than 10 percent of design ADT.

TABLE (B) – COLLECTORS AND LOCALS\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET			
Design Class	Design ADT	Design Speed MPH	Traveled Way**	Shoulder	Roadway
3RC1	Under 750	55	20	3	26
3RC2	750–2000	55	22	4	30
3RC3	Over 2000	55	22	6	34

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*A traveled way width of 24 feet is required on federally designated long truck routes and is desirable on state designated truck routes and non-designated routes where the current heavy vehicle (six or more tires) traffic volume is more than 10 percent of design ADT.

TABLE (C) – BRIDGE WIDTH\*

DESIGN ADT	USABLE BRIDGE WIDTH IN FEET**
0–750	Traveled way
751–2000	Traveled way plus 2 feet
2001 – 4000	Traveled way plus 4 feet

Over 4000	Traveled way plus 6 feet
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\*Bridge replacement or widening should be evaluated if the bridge is less than 100 feet long and the usable width is less than the values in the table.

\*\*If lane widening is planned as part of the “3R” project, the usable bridge width should be compared with the planned width of the approaches after they are widened.

History: Cr. Register, February 1992, No. 434, eff. 3-1-92; corrections in (1) to (5) made under s. 13.92 (4) (b) 6., Stats., Register February 2013 No. 686.

#### Trans 205.04 Exceptions to design standards.

(1) After a region director has decided whether to use either the design standards in s. Trans 205.03 or the alternative “3R” standards in s. Trans 205.035, he or she may expressly authorize, in writing, exceptions to either of these standards, if federal or state funds are not used for the improvement project.

(2) Exceptions to either the design standards in ss. Trans 205.03 or 205.035 for improvement projects using federal or state funds must be approved in writing by a regional engineer and, when federal funds are used, by the division administrator of the federal highway administration.

(3) In determining whether to authorize exceptions to the construction standards in s. Trans 205.03 or the alternative “3R” standards in s. Trans 205.035, a region director shall consider all of the following:

- (a) Adequacy of design.
- (b) Cost effectiveness.
- (c) Safety improvement.
- (d) Environmental impact.

(e) Social and economic impact, including dislocation or relocation of property owners.

Note: “Exceptions to Standards” is located at the department’s offices, in the Facilities Development Manual, procedure number 11-1-2.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87; r. and recr. Register, February, 1992, No. 434, eff. 3-1-92; correction in (1), (3) (intro.) made under s. 13.92 (4) (b) 6., Stats., Register February 2013 No. 686.

Trans 205.05 Project review. (1) On or before December 1 of each year, each county highway commissioner shall file with the appropriate region director a report for the county certifying that any and all county trunk highway improvement projects for which funds were expended or obligated during that year conformed to the minimum standards established under s. 84.01 (9) (b), Stats. The certification shall be on forms prescribed by the department of transportation. All county trunk highway improvement projects shall be reviewed by the region director for compliance with the standards stated in s. Trans 205.03.

(2) If any county has not complied with the standards, the region director shall notify the county in writing stating the items which are noncomplying. When the noncomplying projects have subsequently been made to comply with the standards, the region director shall certify compliance on forms designated for this purpose by the department of transportation. If on July 1 of any year there are in a county any remaining non-complying projects that have not been made to comply as certified by the region director, those projects shall be reported by the department of transportation to the appropriate legislative committees.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87; corrections in (1), (2) made under s. 13.92 (4) (b) 6., Stats., Register February 2013 No. 686.

## APPENDIX E: WI CHAPTER TRANS 204 EXISTING TOWN ROAD IMPROVEMENT STANDARDS

Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.

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DEPARTMENT OF TRANSPORTATION

**Trans 204.03**

### Chapter Trans 204 EXISTING TOWN ROAD IMPROVEMENT STANDARDS

Trans 204.01 Purpose.  
Trans 204.02 Definitions.

Trans 204.03 Town road standards.  
Trans 204.04 Exceptions to standards.

**Trans 204.01 Purpose.** The purpose of this chapter is to establish uniform minimum design standards for the improvement of existing town roads, as required by s. 82.52, Stats.

History: Cr. Register, September, 1992, No. 441, eff. 10-1-92; correction made under s. 13.92 (4) (b) 7., Stats., Register March 2012 No. 675.

**Trans 204.02 Definitions.** In this chapter:

(1) "Average daily traffic" or "ADT" means the total traffic volume during a stated period divided by the number of days in that stated period; unless otherwise specified, the stated period is one year.

(2) "Bridge rehabilitation" means the preservation or restoration of the structural integrity of an existing bridge as well as work to correct safety defects.

(3) "Bridge replacement" means building a new bridge to replace an existing bridge.

(4) "Design speed" means the maximum safe speed that can be maintained over a specified section of a highway when conditions are so favorable that the design features of the highway govern.

(5) "Improvement" means a town road construction project with a projected design life of at least 10 years.

(6) "Improvement level" means the type of construction improvement. It can range from resurfacing to complete reconstruction of a town road.

(7) "Load posted" means the placement of regulatory signs at a bridge indicating the safe load carrying capacity of the bridge.

(8) "Recondition" means work in addition to resurfacing, and includes pavement widening, shoulder paving, and improvement of an isolated grade, curve, intersection or correction of a sight distance problem to improve safety.

(9) "Reconstruction" means total rebuilding of an existing town road to improve maintainability, safety, geometrics and traffic service.

(10) "Resurfacing" means placing a new surface, exclusive of seal coating, on an existing roadway to provide a better all weather surface, a better riding surface, and to extend or renew the pavement life.

(11) "Roadway" means the portion of a highway, including shoulders, for vehicular use.

(12) "Shoulder" means the portion of a roadway that is contiguous to the traveled way and is used primarily for vehicular stopping in an emergency.

(13) "Traveled way" means the portion of the roadway designed for movement of vehicles exclusive of the shoulders.

(14) "Usable bridge width" means the clear width between curbs or rails, whichever is less.

History: Cr. Register, September, 1992, No. 441, eff. 10-1-92.

**Trans 204.03 Town road standards.** (1) The minimum design standards for each of the town road improvement levels are as shown in the following tables:

TABLE A—RECONSTRUCTION

TRAFFIC VOLUME			ROADWAY WIDTH DIMENSIONS IN FEET		
Design Class	Current ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway
T1	Under 250	40	20	3	26
T2	250—750	50	22	4	30
T3	Over 750	55	24	6	36

TABLE B—RESURFACING AND RECONDITIONING

TRAFFIC VOLUME			ROADWAY WIDTH DIMENSIONS IN FEET		
Design Class	Current ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway
TR1	Under 250	—	18	2	22
TR2	250—400	40	20	2	24
TR3	401—750	50	22	2	26
TR4	Over 750	55	22	4	30

Note: Examples of resurfacing and reconditioning improvements which may be appropriate for existing town roads include, but are not limited to, pavement rehabilitation, widening lanes and shoulders; replacing bridge elements to correct structural deficiencies; bridge deck overlays; bridge and culvert replacement; and other related improvements such as minor grading, subgrade work and correction of drainage problems.

(2) The geometry of the town road shall be designed to safely accommodate vehicles traveling at the design speed selected for the road improvement.

(3) The minimum design standards for existing town bridges are as shown in the following table:

TABLE C—EXISTING BRIDGES

CURRENT TRAFFIC VOLUME ADT	USABLE BRIDGE WIDTH
Under 400	Traveled way
400—750	Traveled way plus 1 foot each side
Over 750	Traveled way plus 2 feet each side

(4) Bridge replacement, rehabilitation or widening is required where a bridge is either load posted or has a usable width that is less than the traveled way width. Bridge replacement or widening should be evaluated if the usable bridge width is less than the values shown in Table C. If widening of the traveled way is planned as part of the town road improvement, the usable bridge width should be compared to the approaches after they are widened to determine whether or not bridge replacement or widening should be evaluated.

(5) The minimum design standards for new bridges on town roads are as shown in ch. Trans 214.

History: Cr. Register, September, 1992, No. 441, eff. 10-1-92.

**Trans 204.04 Exceptions to standards.** The secretary or the secretary's designee may authorize deviation from the standards in this chapter in special cases in which strict application of the standards is impractical and in which deviation is not contrary to the public interest and safety.

History: Cr. Register, September, 1992, No. 441, eff. 10-1-92.

APPENDIX F: WISDOT FACILITIES DEVELOPMENT MANUAL FDM 11-20-1

FDM 11-20 Attachment 1.1 Urban Streets Modernization Roadway Design Criteria for Posted Speed Limits of 40 mph or less

**Urban Streets Modernization Roadway Design Criteria for Posted Speed Limits of 40 mph or Less**

Functional Class	Scenarios	Design Year ADT Thresholds at Levels of Service C, D & E <sup>1</sup>			Design Basis	Roadway Criteria <sup>2</sup>			
		C <sup>2</sup> LOS 4.0 ADTs (DHVs)	D <sup>3</sup> LOS 5.0 ADTs (DHVs)	Middle E LOS 5.5 ADTs (DHVs)		Urban Design Class [Design Speed (mph) <sup>4</sup> ]	Lane Widths (feet) <sup>5</sup>	Median Widths (feet)	Range of Normal Widths <sup>6</sup>
Low Volume Residential (0-250 ADT)									
Locals	N/A				1a [20-25]	1	12	No	N/A
					1b [25-30(20)]	2	10-12 (9)	No	24-28 (22)
Arterials and Collectors	N/A	≤ 4,500 ADT (660 DHV)			2a [30-45]	2	11-12 (10)	No	32-36 (24)
	Worst Best	6,500 (1086) 20,000 (2260)	7,500 (1170) 22,500 (2475)	8,000 (1216) 25,000 (2700)	2b [30-45]	2	11-12 (10)	No	36-40 (30)
Arterials	Worst Best	16,000-19,888) 41,000 (4100)	17,500 (2048) 47,000 (4610)	18,000 (2088) 50,500 (4900)	3 [30-45]	4	11-12 (10)	No	36-40 (32)
	Worst Best	22,000 (2440) 41,500 (4110)	22,750 (2500) 47,000 (4610)	23,000 (2530) 51,000 (4950)	4 [30-45]	4	11-12 (10)	14-30 (6)	46-48 (32)
Arterials	Worst Best	35,500 (3660) 68,000 (6390)	37,500 (3790) 76,000 (7070)	38,500 (3850) 81,500 (7580)	5 [30-45]	6	11-12 (10)	14-30 (6)	46-48 (34)

Upper values are shown in **bold** and Lower values are shown in parentheses. Use of values below existing roadway dimensions are to be justified by completing environmental process, predictive safety and benefit/cost analyses.

## APPENDIX G: CHI ENTITLEMENT ALLOCATIONS

### 2022-2023 Local Roads Improvement Program Entitlement County Highway Improvement Program (CHI)

County	Allocation	County	Allocation
Adams County	\$102,101.90	Marathon County	\$403,594.86
Ashland County	\$77,487.37	Marinette County	\$167,385.08
Barron County	\$162,263.79	Marquette County	\$97,074.37
Bayfield County	\$77,487.37	Menominee County	\$77,487.37
Brown County	\$525,672.79	Milwaukee County	\$1,518,814.18
Buffalo County	\$119,228.13	Monroe County	\$179,172.38
Burnett County	\$91,943.63	Oconto County	\$158,788.47
Calumet County	\$123,695.00	Oneida County	\$109,382.77
Chippewa County	\$252,709.29	Outagamie County	\$399,054.26
Clark County	\$146,927.66	Ozaukee County	\$189,528.53
Columbia County	\$199,269.20	Pepin County	\$77,487.37
Crawford County	\$77,487.37	Pierce County	\$142,844.61
Dane County	\$1,007,598.71	Polk County	\$171,761.39
Dodge County	\$306,466.86	Portage County	\$245,575.54
Door County	\$135,948.28	Price County	\$89,886.68
Douglas County	\$172,811.21	Racine County	\$355,167.65
Dunn County	\$200,870.77	Richland County	\$119,456.94
Eau Claire County	\$291,956.24	Rock County	\$315,231.34
Florence County	\$77,487.37	Rusk County	\$101,790.55
Fond Du Lac County	\$281,375.07	Saint Croix County	\$245,119.91
Forest County	\$77,487.37	Sauk County	\$194,155.01
Grant County	\$177,710.55	Sawyer County	\$96,895.07
Green County	\$143,314.89	Shawano County	\$155,612.80
Green Lake County	\$100,244.72	Sheboygan County	\$321,012.63
Iowa County	\$150,314.38	Taylor County	\$108,956.45
Iron County	\$77,487.37	Trempealeau County	\$136,706.79
Jackson County	\$103,697.97	Vernon County	\$135,466.16
Jefferson County	\$211,273.68	Vilas County	\$96,900.40
Juneau County	\$114,677.72	Walworth County	\$222,172.11
Kenosha County	\$343,264.39	Washburn County	\$86,148.47
Kewaunee County	\$99,854.26	Washington County	\$270,483.47
La Crosse County	\$274,769.48	Waukesha County	\$760,443.56
Lafayette County	\$110,383.69	Waupaca County	\$184,169.69
Langlade County	\$114,794.00	Waushara County	\$140,844.03
Lincoln County	\$128,357.85	Winnebago County	\$332,402.32
Manitowoc County	\$214,452.30	Wood County	\$217,628.28
<b>Total</b>		<b>\$15,497,474.12</b>	

**Note:** Funding for 3.0 FTE DNR single point of contact positions for FY 2022 and FY 2023 in the amount of \$300,000 for each fiscal year has already been set aside. See page 5 of this guidelines document for additional details.

## APPENDIX H: TRI ENTITLEMENT ALLOCATIONS

### 2022-2023 Local Roads Improvement Program Entitlement County Highway Improvement Program (TRI)

County	Allocation	County	Allocation
Adams County	\$178,508.67	Marathon County	\$286,328.72
Ashland County	\$128,541.97	Marinette County	\$240,794.23
Barron County	\$224,609.73	Marquette County	\$80,090.45
Bayfield County	\$280,805.47	Menominee County	\$13,220.52
Brown County	\$108,501.55	Milwaukee County	\$0.00
Buffalo County	\$82,290.37	Monroe County	\$148,855.97
Burnett County	\$189,207.14	Oconto County	\$235,801.93
Calumet County	\$62,926.59	Oneida County	\$209,610.17
Chippewa County	\$183,954.22	Outagamie County	\$157,173.23
Clark County	\$253,443.33	Ozaukee County	\$43,998.27
Columbia County	\$147,488.10	Pepin County	\$37,754.66
Crawford County	\$105,715.64	Pierce County	\$125,207.30
Dane County	\$245,488.68	Polk County	\$216,164.59
Dodge County	\$159,004.06	Portage County	\$165,726.83
Door County	\$121,187.88	Price County	\$161,325.38
Douglas County	\$198,906.84	Racine County	\$36,098.65
Dunn County	\$160,728.06	Richland County	\$102,499.14
Eau Claire County	\$100,511.29	Rock County	\$164,065.97
Florence County	\$61,392.00	Rusk County	\$127,520.53
Fond Du Lac County	\$148,310.44	Saint Croix County	\$182,963.53
Forest County	\$122,324.26	Sauk County	\$169,791.57
Grant County	\$217,457.99	Sawyer County	\$170,400.23
Green County	\$116,843.09	Shawano County	\$182,230.23
Green Lake County	\$53,100.64	Sheboygan County	\$95,790.94
Iowa County	\$108,805.88	Taylor County	\$165,611.90
Iron County	\$85,516.58	Trempealeau County	\$126,125.14
Jackson County	\$159,186.98	Vernon County	\$170,329.00
Jefferson County	\$117,171.71	Vilas County	\$179,151.32
Juneau County	\$162,304.74	Walworth County	\$129,068.08
Kenosha County	\$13,707.77	Washburn County	\$146,984.66
Kewaunee County	\$78,201.34	Washington County	\$99,661.43
La Crosse County	\$64,440.15	Waukesha County	\$98,079.89
Lafayette County	\$112,809.11	Waupaca County	\$155,972.10
Langlade County	\$108,823.69	Waushara County	\$128,015.87
Lincoln County	\$123,701.84	Winnebago County	\$100,726.58
Manitowoc County	\$150,947.42	Wood County	\$146,724.04
		<b>Total</b>	<b>\$9,936,728.27</b>

**Note:** Funding for 3.0 FTE DNR single point of contact positions for FY 2022 and FY 2023 in the amount of \$300,000 for each fiscal year has already been set aside. See page 5 of this guidelines document for additional details.

## APPENDIX I: TRI PROGRAMMING CAPS BY COUNTY

### 2022-23 Local Roads Improvement Program Programming Caps by County (TRI)\*

County	Number of Towns	Programming Cap
Adams County	17	9
Ashland County	13	7
Barron County	25	13
Bayfield County	25	13
Brown County	13	7
Buffalo County	17	9
Burnett County	21	11
Calumet County	9	5
Chippewa County	23	12
Clark County	33	17
Columbia County	21	11
Crawford County	11	6
Dane County	33	17
Dodge County	23	12
Door County	14	7
Douglas County	16	8
Dunn County	22	11
Eau Claire County	13	7
Florence County	8	4
Fond Du Lac County	21	11
Forest County	14	7
Grant County	33	17
Green County	16	8
Green Lake County	10	5
Iowa County	14	7
Iron County	10	5
Jackson County	21	11
Jefferson County	16	8
Juneau County	19	10
Kenosha County	5	3
Kewaunee County	10	5
La Crosse County	12	6
Lafayette County	18	9
Langlade County	17	9
Lincoln County	16	8
Manitowoc County	18	9

County	Number of Towns	Programming Cap
Marathon County	40	20
Marinette County	18	9
Marquette County	14	7
Menominee County	1	1
Milwaukee County	0	0
Monroe County	24	12
Oconto County	23	12
Oneida County	20	10
Outagamie County	20	10
Ozaukee County	6	3
Pepin County	8	4
Pierce County	17	9
Polk County	24	12
Portage County	17	9
Price County	17	9
Racine County	4	2
Richland County	16	8
Rock County	20	10
Rusk County	24	12
Saint Croix County	21	11
Sauk County	22	11
Sawyer County	16	8
Shawano County	25	13
Sheboygan County	15	8
Taylor County	22	11
Trempealeau County	15	8
Vernon County	21	11
Vilas County	14	7
Walworth County	16	8
Washburn County	21	11
Washington County	12	6
Waukesha County	9	5
Waupaca County	22	11
Waushara County	18	9
Winnebago County	15	8
Wood County	22	11

\*The caps represent the number of towns in a county divided by two (plus one if a county has an uneven number of towns).

## APPENDIX J: MSIGT ENTITLEMENT ALLOCATIONS

### 2022-23 Local Roads Improvement Program - Entitlements

#### Municipal Street Improvement Program (MSIGT)

County	City/Village	Allocation
Brown	City of De Pere	\$60,829.61
Brown	City of Green Bay	\$246,644.45
Brown	Village of Howard	\$56,745.81
Dane	City of Fitchburg	\$75,294.29
Dane	City of Madison	\$532,113.75
Dane	City of Middleton	\$46,652.08
Dane	City of Sun Prairie	\$84,032.07
Douglas	City of Superior	\$88,285.46
Eau Claire	City of Eau Claire	\$183,841.16
Fond du Lac	City of Fond Du Lac	\$103,724.80
Jefferson	City of Watertown	\$63,495.58
Kenosha	City of Kenosha	\$210,842.55
Kenosha	Village of Pleasant Prairie	\$65,400.54
La Crosse	City of La Crosse	\$118,335.87
Manitowoc	City of Manitowoc	\$87,506.35
Marathon	City of Wausau	\$109,147.75
Milwaukee	City of Franklin	\$94,501.65
Milwaukee	City of Greenfield	\$76,311.53
Milwaukee	City of Milwaukee	\$1,078,533.06
Milwaukee	City of Oak Creek	\$85,429.64
Milwaukee	City of South Milwaukee	\$43,149.48
Milwaukee	City of Wauwatosa	\$103,497.33
Milwaukee	City of West Allis	\$120,996.31
Outagamie	City of Appleton	\$181,953.74
Ozaukee	City of Mequon	\$92,661.84
Portage	City of Stevens Point	\$73,175.68
Racine	City of Racine	\$159,776.55
Racine	Village of Caledonia	\$75,747.26
Racine	Village of Mount Pleasant	\$71,425.69
Rock	City of Beloit	\$92,010.94
Rock	City of Janesville	\$173,821.89
Sheboygan	City of Sheboygan	\$112,763.14
Washington	City of West Bend	\$77,211.58
Washington	Village of Germantown	\$63,874.49
Waukesha	City of Brookfield	\$123,035.38
Waukesha	City of Muskego	\$74,356.01
Waukesha	City of New Berlin	\$115,869.07
Waukesha	City of Waukesha	\$158,000.53
Waukesha	Village of Menomonee Falls	\$111,269.62
Winnebago	City of Neenah	\$68,259.99
Winnebago	City of Oshkosh	\$151,557.97
<b>Total</b>		<b>\$5,712,082.49</b>

## APPENDIX K: MSILT ENTITLEMENT ALLOCATIONS

### 2022-2023 Local Roads Improvement Program - Entitlements Municipal Street Improvement Program (MSILT)

County	Allocation
Adams County	\$9,468.27
Ashland County	\$30,615.28
Barron County	\$67,784.63
Bayfield County	\$12,865.07
Brown County	\$215,763.25
Buffalo County	\$21,986.81
Burnett County	\$11,728.41
Calumet County	\$82,687.10
Chippewa County	\$103,686.60
Clark County	\$45,943.28
Columbia County	\$86,172.52
Crawford County	\$36,275.71
Dane County	\$312,778.58
Dodge County	\$132,095.44
Door County	\$42,016.48
Douglas County	\$22,237.29
Dunn County	\$58,084.65
Eau Claire County	\$30,233.77
Fond du Lac County	\$49,411.44
Forest County	\$7,913.36
Grant County	\$92,620.90
Green County	\$58,255.30
Green Lake County	\$30,386.54
Iowa County	\$40,906.03
Iron County	\$9,432.38
Jackson County	\$19,563.76
Jefferson County	\$91,082.55
Juneau County	\$35,167.77
Kenosha County	\$95,867.16
Kewaunee County	\$26,462.18
La Crosse County	\$91,085.58
Lafayette County	\$24,125.89
Langlade County	\$25,704.87
Lincoln County	\$40,069.06
Manitowoc County	\$60,213.03

County	Allocation
Marathon County	\$169,273.67
Marinette County	\$57,776.28
Marquette County	\$14,473.49
Milwaukee County	\$261,015.94
Monroe County	\$62,623.72
Oconto County	\$31,548.19
Oneida County	\$22,804.48
Outagamie County	\$117,448.86
Ozaukee County	\$115,493.48
Pepin County	\$9,206.61
Pierce County	\$69,822.34
Polk County	\$53,314.28
Portage County	\$57,309.66
Price County	\$18,977.43
Racine County	\$114,189.37
Richland County	\$21,511.14
Rock County	\$53,629.59
Rusk County	\$22,579.32
Sauk County	\$105,560.04
Sawyer County	\$13,277.52
Shawano County	\$47,876.25
Sheboygan County	\$81,250.15
St. Croix County	\$113,036.24
Taylor County	\$21,107.43
Trempealeau County	\$45,575.53
Vernon County	\$38,320.29
Vilas County	\$7,343.96
Walworth County	\$160,061.02
Washburn County	\$22,640.62
Washington County	\$129,573.23
Waukesha County	\$338,801.92
Waupaca County	\$74,186.56
Waushara County	\$25,052.51
Winnebago County	\$104,372.71
Wood County	\$146,139.52
<b>Total</b>	<b>\$4,867,864.29</b>

**Note:** Allocations are adjusted to include carryover funding, Administrative Fees and funding for 3.0 FTE DNR single point of contract positions for FY 2022 and FY 2023 in the amount of \$300,000 for each fiscal year. See page 5 of this guidelines document for additional funding details regarding these DNR FTE positions.

## APPENDIX L: MSILT PROGRAMMING CAPS BY COUNTY

### 2022-2023 Local Roads Improvement Program

#### Programming Caps by County (MSILT)\*

Number of Cities		
County	& Villages	Programming Cap
Adams County	2	1
Ashland County	3	2
Barron County	10	5
Bayfield County	3	2
Brown County	8	4
Buffalo County	6	3
Burnett County	3	2
Calumet County	8	4
Chippewa County	8	4
Clark County	11	6
Columbia County	13	7
Crawford County	10	5
Dane County	22	11
Dodge County	17	9
Door County	5	3
Douglas County	5	3
Dunn County	8	4
Eau Claire County	4	2
Fond Du Lac County	10	5
Forest County	1	1
Grant County	19	10
Green County	7	4
Green Lake County	6	3
Iowa County	11	6
Iron County	2	1
Jackson County	6	3
Jefferson County	7	4
Juneau County	9	5
Kenosha County	5	3
Kewaunee County	4	2
La Crosse County	5	3
Lafayette County	8	4
Langlade County	2	1
Lincoln County	2	1
Manitowoc County	11	6
Marathon County	15	8
Marinette County	7	4
Marquette County	5	3
Milwaukee County	12	6
Monroe County	10	5
Oconto County	5	3
Oneida County	1	1
Outagamie County	10	5
Ozaukee County	7	4
Pepin County	3	2
Pierce County	8	4
Polk County	11	6
Portage County	9	5
Price County	5	3
Racine County	10	5
Richland County	6	3
Rock County	6	3
Rusk County	9	5
Saint Croix County	12	6
Sauk County	15	8
Sawyer County	5	3
Shawano County	11	6
Sheboygan County	12	6
Taylor County	5	3
Trempealeau County	11	6
Vernon County	11	6
Vilas County	1	1
Walworth County	12	6
Washburn County	4	2
Washington County	6	3
Waukesha County	23	12
Waupaca County	12	6
Waushara County	7	4
Winnebago County	4	2
Wood County	12	6

\*The caps represent the number of cities and villages in a county divided by two (plus one if a county has an uneven number of cities and villages).

**APPENDIX M: DISCRETIONARY & SUPPLEMENTAL ALLOCATIONS**
**2022-23 Local Roads Improvement Program  
Discretionary Funds Allocations**

<b>County Highway District</b>	<b>CHID</b>	<b>CHIS Allocation</b>
WCHA District 1 - South Central	\$3,375,014.75	\$6,053,086.70
WCHA District 2 - Southeast	\$4,682,369.95	\$8,397,827.60
WCHA District 3 - Northeast	\$3,530,629.26	\$6,332,181.20
WCHA District 4 - Central	\$2,106,942.38	\$3,778,799.70
WCHA District 5 - Southwest	\$1,380,119.32	\$2,475,243.09
WCHA District 6 - West Central	\$2,336,794.47	\$4,191,039.31
WCHA District 7 - North Central	\$1,086,540.67	\$1,948,710.01
WCHA District 8 - Northwest	\$1,328,749.97	\$2,383,112.20
<b>Total</b>	<b>\$19,827,160.77</b>	<b>\$35,559,100.00</b>

<b>Town Road Discretionary &amp; Supplemental Improvement Program (TRID)</b>	<b>TRID</b>	<b>TRIS Allocation</b>
Statewide Total	\$25,422,025.74	\$39,054,900.00

<b>Municipal Street Discretionary &amp; Supplemental Improvement Program (MSID)</b>	<b>MSID</b>	<b>MSIS Allocation</b>
Statewide Total	\$14,340,962.89	\$25,386,000.00

<b>Total Discretionary &amp; Supplemental Program Allocations</b>	<b>\$59,590,149.43</b>	<b>\$100,000,000.00</b>
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**Note:** Carryover has already been added to each discretionary component, as well as the addition of the \$25,000,000 in state funding approved by the Legislature as part of WisDOT's 2021 Federal Expenditure Plan.

## APPENDIX N EXAMPLE OF AN EXCEPTION TO STANDARDS

### EXAMPLE LETTER REQUESTING AN EXCEPTION TO STANDARDS

Address to WisDOT contact (see Appendix F)

Our department, on behalf of two towns in our county, is requesting exception to design standards on projects slated for construction this summer. An early response would be appreciated so that these projects can proceed as scheduled. These projects are presently being bid for construction.

A description of each project is as follows:

Bouska Road
USH 18 – Town Line Road
Town of Bridgeport
Project ID 6245

Bouska Road is a town road classified as a major collector and has an ADT of 340. The existing traveled way ranges from 19 to 22 feet with no shoulders. The length of the LRIP Project is 1580 feet. The posted speed limit is 45 miles per hour.

The Town is planning to reconstruct 1580 feet to improve vertical and horizontal alignment. But because of the hilly terrain, environmental impact, project costs, and lack of funding; alignment will be improved but may not totally meet the T2 standards. This section will be built with a 22 foot traveling surface and four-foot shoulders wherever possible. A short distance on each end of this project will be forced to have narrower shoulders because of the terrain and right-of-way width. Local Road Improvement fund dollars have been appropriated for the project with the length of 1580 feet and the remainder will be funded with local dollars.

Rush Creek Road  
STH 35 – Mule Hollow Road  
Town of Clayton  
TRIP – Project ID: 7141

Rush Creek Road is a town road classified as a local road and has an estimated ADT of 64. The existing traveled way ranges from 19 to 20 feet with no shoulders. The length of the LRIP project is 3000' more or less. There is no posted speed limit.

The town is proposing to raise the first 1000 feet starting at the intersection of STH 35 to help provide access to the residents and emergency services during flood events of the Mississippi River. It is uncertain if the Q100 flood elevations can be accomplished. The remaining 2000 feet will be resurfaced with gravel to upgrade the surface. The town is requesting a design exception for the project. The traveled way is proposed to stay on the present alignment at 20 foot with no shoulders.

The Wisconsin Department of Natural Resources has been involved with this project because of Rush Creek Road's location through the Rush Creek Natural Area. If the road were to be widened it would impact the local wetlands that are along the roadway and one of the last major breeding grounds of the Timber Rattle Snake, among other concerns for the wildlife in the area. Impact on this sensitive area must be kept to a minimal disturbance.

If you have any questions related to our requests, please contact me at our office. Again, I ask for your immediate response to the above.

Sincerely,

See [Appendix O](#) for a list of WisDOT submittal contacts.

## APPENDIX O: WISDOT CONTACTS FOR REQUESTING AN EXCEPTION TO STANDARDS

### WISDOT CONTACTS FOR REQUESTING AN EXCEPTION TO ROADWAY STANDARDS

Written requests for an Exception to Standards must be sent to the following WisDOT address for consideration based upon where your county is located within the five regions:

County or Community	Contact(s)
Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Jefferson, La Crosse, Lafayette, Monroe, Richland, Rock, Sauk Vernon	John Stolzman (608) 266-2760 <a href="mailto:John.Stolzman@dot.wi.gov">John.Stolzman@dot.wi.gov</a>
Ozaukee, Milwaukee City of Milwaukee	Greg Hafeman (262) 548-8677 <a href="mailto:Greg.Hafeman@dot.wi.gov">Greg.Hafeman@dot.wi.gov</a>
Kenosha, Racine, Walworth, Washington, Waukesha, and all communities in Milwaukee County except the City of Milwaukee	Kathy Kramer (262) 548-8772 <a href="mailto:Kathleen.Kramer@dot.wi.gov">Kathleen.Kramer@dot.wi.gov</a>
Brown, Calumet, Fond du Lac, Oconto, Outagamie, Winnebago, Door, Kewaunee, Manitowoc, Marinette, Sheboygan	Jodi Jarosinski (920) 360-2351 <a href="mailto:Jodi.Jarosinski@dot.wi.gov">Jodi.Jarosinski@dot.wi.gov</a>  Doug Kirst (920) 362-0389 <a href="mailto:Douglas.Kirst@dot.wi.gov">Douglas.Kirst@dot.wi.gov</a>
Adams, Florence, Forest, Iron, Green Lake, Lincoln, Langlade, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, Wood	Mike Grage (715) 365-5705 <a href="mailto:Michael.Grage@dot.wi.gov">Michael.Grage@dot.wi.gov</a>  Jason Schaeffer (715) 421-7309 <a href="mailto:Jason.Schaeffer@dot.wi.gov">Jason.Schaeffer@dot.wi.gov</a>
Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, Sawyer, St. Croix, Taylor, Trempealeau, Washburn	Matthew Thomsen 715-836-2069 <a href="mailto:Matthew.Thornsen@dot.wi.gov">Matthew.Thornsen@dot.wi.gov</a>  Tyler Rongstad 715-461-0372 <a href="mailto:Tyler.Rongstad@dot.wi.gov">Tyler.Rongstad@dot.wi.gov</a>

## APPENDIX P: WDNR TRANSPORTATION LIAISON STAFF

DNR's TRANSPORTATION LIAISON STAFF (revised 05/25/2020)

Statewide Director	Ben Callan	<a href="mailto:benjamin.callan@wisconsin.gov">benjamin.callan@wisconsin.gov</a>	(608) 266-3524	
<b>Central Office Coordinators</b>				
Statewide Transportation Policy Coordinator	Cami Peterson	<a href="mailto:cami.peterson@wisconsin.gov">cami.peterson@wisconsin.gov</a>	(608) 381-2054	
Endangered Resources	Stacy Rowe	<a href="mailto:Stacy.Rowe@wisconsin.gov">Stacy.Rowe@wisconsin.gov</a>	(608) 266-7012	
Local Roads Policy Coordinator	Maureen Millmann	<a href="mailto:maureen.millmann@wisconsin.gov">maureen.millmann@wisconsin.gov</a>	(414) 897-5713	
<b>Field Supervisors</b>				
Southern Wisconsin	Matt Matrise	<a href="mailto:Matthew.Matrise@wisconsin.gov">Matthew.Matrise@wisconsin.gov</a>	(262) 574-2143 (262) 933-5233	
Northern Wisconsin	Bill Clark	<a href="mailto:williamh.clark@wisconsin.gov">williamh.clark@wisconsin.gov</a>	(715) 635-4226	
Central Wisconsin	Bobbi Jo Fischer	<a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>	(715) 421-7845 (920) 420-2680	
<b>Transportation Liaisons by County</b>				
COUNTY	WisDOT REGION	LIAISON	E-MAIL	PHONE #
Adams	North Central	Brad Betthauser	<a href="mailto:Bradley.Betthauser@Wisconsin.gov">Bradley.Betthauser@Wisconsin.gov</a>	(715) 421-7851 (715) 213-9064
Ashland	Northwest	Shawn Haseleu	<a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>	(715) 635-4228 (715) 416-0478
Barron	Northwest	Amy Cronk	<a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>	(715) 635-4229 (715) 520-3976
Bayfield	Northwest	Shawn Haseleu	<a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>	(715) 635-4228 (715) 416-0478
Brown	Northeast	Jim Doperalski Jr.	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Buffalo	Northwest	Amy Lesik	<a href="mailto:Amyle.Lesik@Wisconsin.gov">Amyle.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Burnett	Northwest	Amy Cronk	<a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>	(715) 635-4229 (715) 520-3976
Calumet	Northeast	Matt Schaeve	<a href="mailto:mattew.schaeve@wisconsin.gov">mattew.schaeve@wisconsin.gov</a>	(920) 366-1544
Chippewa	Northwest	Leah Nicol	<a href="mailto:Leah.Nicol@Wisconsin.gov">Leah.Nicol@Wisconsin.gov</a>	(715) 934-9014
Clark	Northwest	Brad Betthauser	<a href="mailto:Bradley.Betthauser@Wisconsin.gov">Bradley.Betthauser@Wisconsin.gov</a>	(715) 421-7851 (715) 213-9064
Columbia	Southwest	Eric Heggelund	<a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>	(608) 228-7927
Crawford	Southwest	Karen Kalvelage	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880
Dane	Southwest	Eric Heggelund	<a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>	(608) 228-7927
Dodge	Southwest	Eric Heggelund	<a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>	(608) 228-7927
Door	Northeast	Matt Schaeve	<a href="mailto:mattew.schaeve@wisconsin.gov">mattew.schaeve@wisconsin.gov</a>	(920) 366-1544
Douglas	Northwest	Amy Cronk	<a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>	(715) 635-4229 (715) 520-3976
Dunn	Northwest	Leah Nicol	<a href="mailto:Leah.Nicol@Wisconsin.gov">Leah.Nicol@Wisconsin.gov</a>	(715) 934-9014
Eau Claire	Northwest	Leah Nicol	<a href="mailto:Leah.Nicol@Wisconsin.gov">Leah.Nicol@Wisconsin.gov</a>	(715) 934-9014
Florence	North Central	Jon Simonsen	<a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>	(715) 367-1936
Fond du Lac	Northeast	Jay Schiefelbein	<a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a>	(920) 360-3784
Forest	North Central	Jon Simonsen	<a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>	(715) 367-1936
Grant	Southwest	Andy Barta	<a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a>	(608) 235-2955
Green	South Central	Shelley Nelson	<a href="mailto:Shelley.Nelson@wisconsin.gov">Shelley.Nelson@wisconsin.gov</a>	(608) 444-2835
Green Lake	North Central	Jay Schiefelbein	<a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a>	(920) 360-3784
COUNTY	WisDOT REGION	LIAISON	E-MAIL	PHONE #
Iowa	Southwest	Andy Barta	<a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a>	(608) 235-2955
Iron	North Central	Jon Simonsen	<a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>	(715) 367-1936
Jackson	Northwest	Brad Betthauser	<a href="mailto:Bradley.Betthauser@Wisconsin.gov">Bradley.Betthauser@Wisconsin.gov</a>	(715) 421-7851 (715) 213-9064
Jefferson	South Central	Shelley Nelson	<a href="mailto:Shelley.Nelson@wisconsin.gov">Shelley.Nelson@wisconsin.gov</a>	(608) 444-2835
Juneau	Southwest	Karen Kalvelage	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880
Kenosha	Southeast	Benton Stelzel	<a href="mailto:benton.stelzel@wisconsin.gov">benton.stelzel@wisconsin.gov</a>	(262) 623-0194
Kewaunee	Northeast	Matt Schaeve	<a href="mailto:mattew.schaeve@wisconsin.gov">mattew.schaeve@wisconsin.gov</a>	(920) 366-1544
La Crosse	Southwest	Karen Kalvelage	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880

Lafayette	South Central	Shelley Nelson	<a href="mailto:Shelley.Nelson@wisconsin.gov">Shelley.Nelson@wisconsin.gov</a>	(608) 444-2835
Langlade	North Central	Wendy Henniges	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Lincoln	North Central	Wendy Henniges	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Manitowoc	Northeast	Matt Schaeve	<a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>	(920) 366-1544
Marathon	North Central	Casey Jones	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
Marinette	Northeast	Jim Doperalski Jr.	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Marquette	North Central	Casey Jones	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
Menominee	North Central	Jim Doperalski Jr.	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Milwaukee	Southeast	Kristina Betzold	<a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>	(414) 507-4946
Monroe	Southwest	Karen Kalvelage	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880
Oconto	Northeast	Jim Doperalski Jr.	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Oneida	North Central	Wendy Henniges	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Outagamie	Northeast	Matt Schaeve	<a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>	(920) 366-1544
Ozaukee	Southeast	Kristina Betzold	<a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>	(414) 507-4946
Pepin	Northwest	Amy Lesik	<a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Pierce	Northwest	Amy Lesik	<a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Polk	Northwest	Amy Cronk	<a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>	(715) 635-4229 (715) 520-3976
Portage	North Central	Casey Jones	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
Price	North Central	Wendy Henniges	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Racine	Southeast	Benton Stelzel	<a href="mailto:benton.stelzel@wisconsin.gov">benton.stelzel@wisconsin.gov</a>	(262) 623-0194
Richland	Southwest	Andy Barta	<a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a>	(608) 235-2955
Rock	South Central	Shelley Nelson	<a href="mailto:Shelley.Nelson@wisconsin.gov">Shelley.Nelson@wisconsin.gov</a>	(608) 444-2835
Rusk	Northwest	Leah Nicol	<a href="mailto:Leah.Nicol@Wisconsin.gov">Leah.Nicol@Wisconsin.gov</a>	(715) 934-9014
Sauk	Southwest	Andy Barta	<a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a>	(608) 235-2955
Sawyer	Northwest	Shawn Haseleu	<a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>	(715) 635-4228 (715) 416-0478
Shawano	North Central	Jim Doperalski Jr.	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Sheboygan	Northeast	Jay Schiefelbein	<a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a>	(920) 360-3784
St. Croix	Northwest	Amy Lesik	<a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Taylor	Northwest	Wendy Henniges	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Trempealeau	Northwest	Amy Lesik	<a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Vernon	Southwest	Karen Kalvelage	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880
Vilas	North Central	Jon Simonsen	<a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>	(715) 367-1936
Walworth	Southeast	Craig Webster	<a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>	(262) 574-2141 (414) 303-3011
Washburn	Northwest	Shawn Haseleu	<a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>	(715) 635-4228 (715) 416-0478
Washington	Southeast	Kristina Betzold	<a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>	(414) 507-4946
Waukesha	Southeast	Craig Webster	<a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>	(262) 574-2141 (414) 303-3011

COUNTY	WisDOT REGION	LIAISON	E-MAIL	PHONE #
Waupaca	North Central	Casey Jones	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
Waushara	North Central	Casey Jones	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
COUNTY	WisDOT REGION	LIAISON	E-MAIL	PHONE #
Winnebago	Northeast	Jay Schiefelbein	<a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a>	(920) 360-3784
Wood	North Central	Brad Betthauer	<a href="mailto:Bradley.Betthauer@Wisconsin.gov">Bradley.Betthauer@Wisconsin.gov</a>	(715) 421-7851 (715) 213-9064
SE Freeways Kenosha	Southeast	Craig Webster	<a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>	(262) 574-2141 (414) 303-3011
SE Freeways Milwaukee, Racine, Ozaukee, Washington	Southeast	Kristina Betzold	<a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>	(414) 507-4946

Transportation Liaison Staff by Last Name

NAME	DOT REGION	COUNTIES	E-MAIL	PHONE #
Andy Barta	Southwest	Grant, Iowa, Richland, Sauk	<a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a>	(608) 235-2955
Kristina Betzold	Southeast	Milwaukee, Ozaukee, Washington	<a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>	(414) 507-4946
Brad Betthauser	North Central	Adams, Clark, Jackson, Wood	<a href="mailto:Bradley.Betthauser@Wisconsin.gov">Bradley.Betthauser@Wisconsin.gov</a>	(715) 421-7851 (715) 213-9064
Amy Cronk	Northwest	Barron, Burnett, Douglas, Polk	<a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>	(715) 635-4229 (715) 520-3976
Jim Doperalski Jr.	Northeast	Brown, Marinette, Menominee, Oconto, Shawano	<a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>	(920) 412-0165
Casey Jones	North Central	Marathon, Marquette, Portage, Waushara, Waupaca	<a href="mailto:Casey.Jones@wisconsin.gov">Casey.Jones@wisconsin.gov</a>	(715) 213-6571
Shawn Haseleu	Northwest	Ashland, Bayfield, Sawyer, Washburn	<a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>	(715) 635-4228 (715) 416-0478
Eric Heggelund	Southwest	Columbia, Dane, Dodge	<a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>	(608) 228-7927
Wendy Henniges	Northwest	Langlade, Lincoln, Oneida, Price, Taylor	<a href="mailto:Wendy.Henniges@Wisconsin.gov">Wendy.Henniges@Wisconsin.gov</a>	(715) 365-8916
Karen Kalvelage	Northwest	Crawford, Juneau, La Crosse, Monroe, Vernon	<a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>	(608) 785-9115 (608) 406-7880
Amy Lesik	Northwest	Buffalo, Dunn, Pepin, Pierce, St. Croix, Trempealeau	<a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a>	(715) 836-6571 (715) 495-1903
Shelley Nelson	South Central	Green, Jefferson, Lafayette, Rock	<a href="mailto:Shelley.Nelson@wisconsin.gov">Shelley.Nelson@wisconsin.gov</a>	(608) 444-2835
Leah Nicol	Northwest	Chippewa, Clark, Eau Claire, Jackson, Rusk	<a href="mailto:Leah.nicol@wisconsin.gov">Leah.nicol@wisconsin.gov</a>	(715) 934-9014
Matt Schaeve	Northeast	Calumet, Door, Kewaunee, Manitowoc, Outagamie	<a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>	(920) 366-1544
Jay Schiefelbein	Northeast	Green Lake, Fond du Lac, Sheboygan, Winnebago	<a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a>	(920) 360-3784
Jon Simonsen	North Central	Florence, Forest, Iron, Vilas	<a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>	(715) 367-1936
Benton Stelzel	Southern	Kenosha and Racine	<a href="mailto:Benton.stelzel@wisconsin.gov">Benton.stelzel@wisconsin.gov</a>	(262) 623-0194
Craig Webster	Southeast	Walworth, Waukesha	<a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>	(262) 574-2141 (414) 303-3011

Addresses for DNR Transportation Liaisons

DNR Office Address	Liaison
DNR South Central Region Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711	Andy Barta Eric Heggelund Shelley Warwick
DNR Northern Region Headquarters 810 W. Maple Street Spooner, WI 54801	Bill Clark Amy Cronk Shawn Haseleu Wendy Henniges Jon Simonsen
DNR Northern Region Headquarters 107 Sutliff	
DNR West Central Region Headquarters 1300 West Clairemont Avenue Eau Claire, WI 54701	Amy Lesik Leah Nicol Karen Kalvelage Bobbi Jo Fischer Brad Betthauser Casey Jones
DNR Service Center 3550 Mormon Coulee Rd La Crosse, WI 54601	
DNR Southeast Region Headquarters 2300 N. Dr. Martin Luther King Jr. Dr. Milwaukee, WI 53212	Maureen Millmann Kristina Betzold Matt Matrise Benton Stelzel Craig Webster
DNR Service Center	
DNR Northeast Regional Headquarters 2984 Shawano Ave. Green Bay, WI 54313	Jim Doperalski Matthew Schaeve Jay Schiefelbein
DNR Central Office 101 South Webster St Madison, WI 53707	Greg Pils -- EAS/7 Cami Peterson - EAS/7 Stacy Rowe - NHC/6

## APPENDIX Q: PROJECT CHECKLIST

### Local Roads Improvement Program (LRIP) Project Checklist

This chronological checklist is provided as an organizational tool and should be used in conjunction with the LRIP Guidelines and Requirements for project recipients to monitor a project through each phase of the LRIP project life cycle. **This is not a required form for the LRIP program.**

Check each box as the task is completed.

#### PROJECT APPLICATION

- Verify that the ADT values and pavement ratings in WISLR for the project road section are within the eligible range of 1-5 for pavement and 1-3 for gravel.
- Scan and save the Improvement Plan to your computer. For discretionary projects, also scan and save the required supporting documentation.
- Submit the project application, including all required documentation, to the CHC via [LRIPWeb](#). The CHC submits the application to [WisDOT](#).

#### STATE/MUNICIPAL PROJECT AGREEMENT

- Monitor the status of the application using the Search feature in [LRIPWeb](#). A State/Municipal Project Agreement (SMA) will be emailed to you once the project is processed by [WisDOT](#).

#### PRE-ADVERTISEMENT PREPARATION

- Prepare an advertisement for the project based on the project scope as outlined in the SMA. The advertisement must specify the On Route (street, road, etc.) and indicate that the project is part of the LRIP program. Any changes to the project must be submitted to [WisDOT](#) as a Change Request and be approved prior to posting the advertisement. All phases of the project must be advertised. Refer to the Guidelines and Requirements manual for additional information.
- An Engineer's Certification will be required when requesting reimbursement if the total eligible costs for the project are greater than \$65,000.
- Reconstruction projects may require a resolution authorizing the construction of bicycle and pedestrian facilities. Refer to the Guidelines and Requirements for additional information.
- If the project doesn't meet improvement standards, per ch. Trans 204, an Exception to Standards request must be submitted and approved by [WisDOT](#) prior to posting the advertisement.
- Establish guidelines and criteria for bid selection that will be used to define not "responsible" and not "responsive" bids.

## ADVERTISEMENT

- Post the advertisement in a newspaper for (2) consecutive weeks with the last date of advertisement being a minimum of (1) week prior to the bid due date.

## AWARD

- The contract must be awarded through a competitive bidding process and to the lowest "responsible" bidder.
- Develop a dated record of the board meeting minutes that list the contractors that provided bids, the bid amounts and the awarded contractor, even if only one bid is received.

**Note:** If the low bidder wasn't awarded the contract, the document should state the reasoning behind the award, based on the pre-established guidelines and criteria for selecting bids.

## REIMBURSEMENT REQUEST

- Confirm that the project is complete and that the contractor(s) have been paid in full.
- Verify that the improvement has been built to the specifications identified in the SMA.
- The following documents are required for reimbursement. Scan and save them to your computer prior to logging into the [LRIPWeb](#) application:
  - ✓ A signed Affidavit of Publication that identifies the dates of publication and includes a copy of the actual advertisement.
  - ✓ A copy of the board meeting minutes that indicate a list of the contractors who provided bids, the bid amounts and the awarded contractor, even if only one bid is received. If the low bidder wasn't awarded the contract, the document should state the reasoning behind the award, based on pre-established guidelines and criteria for selecting bids.
  - ✓ Contractor payment documentation should include the final invoice and any of the following; a check stub, payment voucher, or board meeting minutes indicating the approved final payment amount.

**Note:** If the LRIP project is part of a larger project, the documentation provided should indicate the award amount, invoiced amount and payment amount for the LRIP portion of the larger project.

- ✓ A stamped Engineer's Certification, if the total eligible costs are greater than \$65,000.
- ✓ An Exception to Standards, if required.
- ✓ A Bicycle and Pedestrian Resolution, if required.
- ✓ Department of Natural Resources (DNR) and Wisconsin Historical Society (WHS) permits, if required.
- ✓ If the CHC is submitting a reimbursement request on behalf of a project recipient, complete and upload form DT2353 located on the LRIP webpage, to capture the project recipient's signature.
- Submit the reimbursement request, including all required documentation, to the CHC via [LRIPWeb](#).
- The CHC will review and submit the reimbursement request to [WisDOT](#).
- Monitor the status of the reimbursement request using the Search feature in [LRIPWeb](#).

## APPENDIX R: EXAMPLE OF AN ADVERTISEMENT AND AFFIDAVIT OF PUBLICATION

### Affidavit of Publication

STATE OF WISCONSIN }      ss  
COUNTY OF DANE }

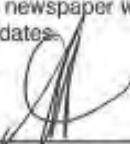
Amanda Henning, being duly sworn, says:

That she is an authorized representative of the Star News, a weekly newspaper of general circulation, printed and published in Black Earth, Dane County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

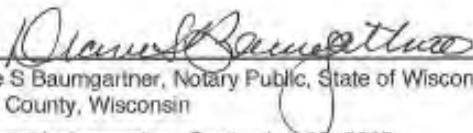
March 14, 2019, March 21, 2019

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Subscribed to and sworn to me this 21st day of March 2019.



Diane S Baumgartner, Notary Public, State of Wisconsin, Dane County, Wisconsin

My commission expires: September 09, 2022

# of Lines \_\_\_\_\_ # of Weeks Published 2

Printers Fee \$ \_\_\_\_\_ Proof of Publication \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

-or- See monthly invoice for cost ✓

Received Payment \_\_\_\_\_

21100649 00434690

DAYNA DREIS, CLERK  
TOWN OF BLACK EARTH  
P O BOX 426  
BLACK EARTH, WI 53515

INVITATION TO BID	
The Town of Black Earth is requesting bids for maintenance of the following roads.	
Please bid each item/project separately, giving a guaranteed maximum price, with unit prices stated for equipment, labor and materials. TRIP funding available.	
Reeve Road: 0.25 miles: 20'-0" wide Overlay with 2" hot mix asphalt, mill road at bridge approaches, shoulder with a 1/2" limestone with fines, 2 1/2'-0" both sides of road.	
Mickelson Road: 0.15 miles: 18'-0" wide Place 4" hot mix asphalt in 2 lifts, first 2 1/2" binder and finish with 1 1/2" top coat, shoulder with a 1/2" limestone with fines, 4'-0" both sides of road.	
Reeve Road: 1.02 miles Wedge road with 2" hot mix asphalt where needed, 2' x 2'-0 shoulder with 1/2" limestone with fines.	
Sealed bids are due to the Town clerk by noon on April 1st, 2019. Bids will be opened at the Town's garage, 1103, Center St, Black Earth, WI 53515, on April 4, 2019 at 9:00am. The Town reserves the right to award projects by individual contracts to separate bidders, or to one bidder, or any combination thereof. The Town also reserves the right to refuse any or all bids and/or reject the low bid for cause. Accepted bids will be awarded at the April 8th Town Board meeting.	
Address bid envelope to: TOWN OF BLACK EARTH PO BOX 426 BLACK EARTH WI 53515	
Please contact Patrolman Al Schroeder at 608 206-2003 for further information and specifications.	
Publish: 3/14/19, 3/21/19 WNAKLP	



APPENDIX S: EXAMPLE OF AN ENGINEER'S CERTIFICATION

ENGINEERS CERTIFICATION

ROADWAY RESURFACING/RECONSTRUCTION PROJECT

ON ROUTE: Williams Drive

AT ROUTE: Bridge Street

TOWARD ROUTE: Termini

MUNICIPALITY: Town of Cedarburg

COUNTY: Ozaukee County, Wisconsin

This is to certify that the above referenced project has been designed with a minimum ten (10) year useful life

Work included placement of a 4-inch bituminous pavement on a base consisting of 4-inches of pulverized asphalt and 6-inches of granular base, on the above mentioned roadway to correct current roadway deficiencies.

All design has been accomplished using current specifications of the Wisconsin Department of Transportation, and all construction was accomplished consistent with those specifications.

Certified By



Robert M. Eichner, P.E.

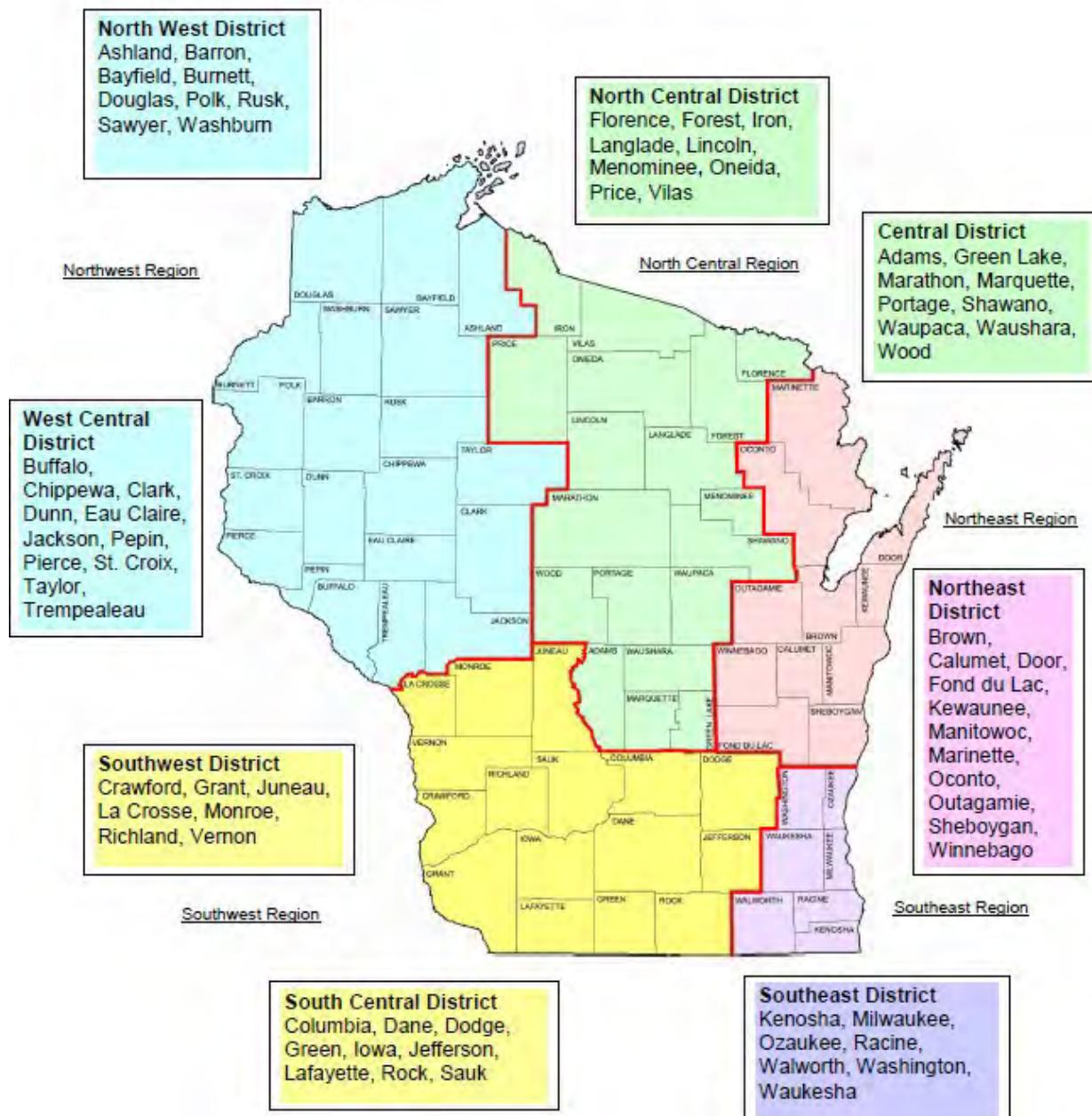
Dated

10/14/08



## APPENDIX T: WCHA DISTRICTS MAP

## WCHA Districts Aligned within WisDOT Regions



## APPENDIX U: NONCOMPLIANCE AND APPEALS

### Noncompliance

Noncompliance with program requirements in accordance with [s.86.31, Wis. Stats](#) and [ch. Trans 206](#) will jeopardize project reimbursement. The LRIP program staff work closely with project sponsors and county highway commissioners to rectify potential program policy violations prior to or at reimbursement. The project sponsor may appeal the decision.

### Appeals Process

The intent of the tiered appeals process is to provide local units of government with an opportunity to present additional information that may compel WisDOT to modify findings based on sound public policy prior to imposing a denial. The appeals process has been structured so that local communities can work with WisDOT and consent to the final determination at the lowest level possible within the organization. The opportunity to request a “peer review” of the information by an advisory group composed of representatives from local associations is also part of the LRIP Appeals Process.

#### Step One:

WisDOT LRIP program staff will review the documentation provided with the reimbursement request submitted via the LRIPWeb application and will identify any missing, unclear or inconsistent documentation provided. The LRIP program staff will email the issue(s) to the CHC, as the liaison to the project recipient, and the reimbursement request will be returned to the CHC’s work queue, providing the project recipient the opportunity to furnish additional documentation to clarify the listed issue(s). Any additional documentation is then uploaded to the LRIPWeb project file and resubmitted to WisDOT by the CHC. This process will be repeated until compliance with statutory and program policy is achieved.

Based on the noncompliant issue(s), the documentation provided and at the discretion of WisDOT, the department may issue a one-time waiver of the program policy and process the reimbursement, however, it’s important that the project recipient understands the requirements of the program and is compliant on any potential future LRIP projects or risk denial.

If the project recipient is unable to provide documentation to confirm compliance with the statutory requirements and program policies, the project funding can be substituted to another project, the funds transferred to another project or forfeited so that another project recipient can potentially make use of the funding. Refer to the LRIP Guidelines and Requirements manual for additional information regarding these project options.

#### Step Two:

If WisDOT determines that the documentation provided does not satisfy the statutory requirements or program policy issues after repeated submissions of the reimbursement request and none of the options provided in Step One are acceptable to the project recipient, any additional relevant information and a request for reconsideration that clearly states justification for the appeal, based on specific statutory requirements and program policy must be provided in writing to the Section Chief of the WisDOT Local Transportation Programs and Finance Section. The Section Chief will review the information and respond in writing within 30 days of receipt of the letter.

Step Three:

If the project recipient is unsatisfied with the determination made by the Section Chief in Step Two, a request to proceed to Step Three of the LRIP appeals process must be submitted in writing to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors within 30 days of receipt of the letter from the Section Chief of the WisDOT Local Transportation Programs and Finance Section. The letter must clearly state justification for the appeal, based on specific statutory requirements and program policy.

An Advisory Committee comprised of local representatives will consider the appeal and provide a recommendation to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors. The Advisory Committee will include a representative from the Wisconsin County Highway Association, the League of Wisconsin Municipalities, and the Wisconsin Towns Association.

The Advisory Committee will forward their written recommendation to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors. Information provided to the Director shall include:

- New information provided to the advisory committee by the community, if applicable,
- Any other pertinent information collected or considered by the advisory committee, and
- The formal recommendation for resolving the dispute.

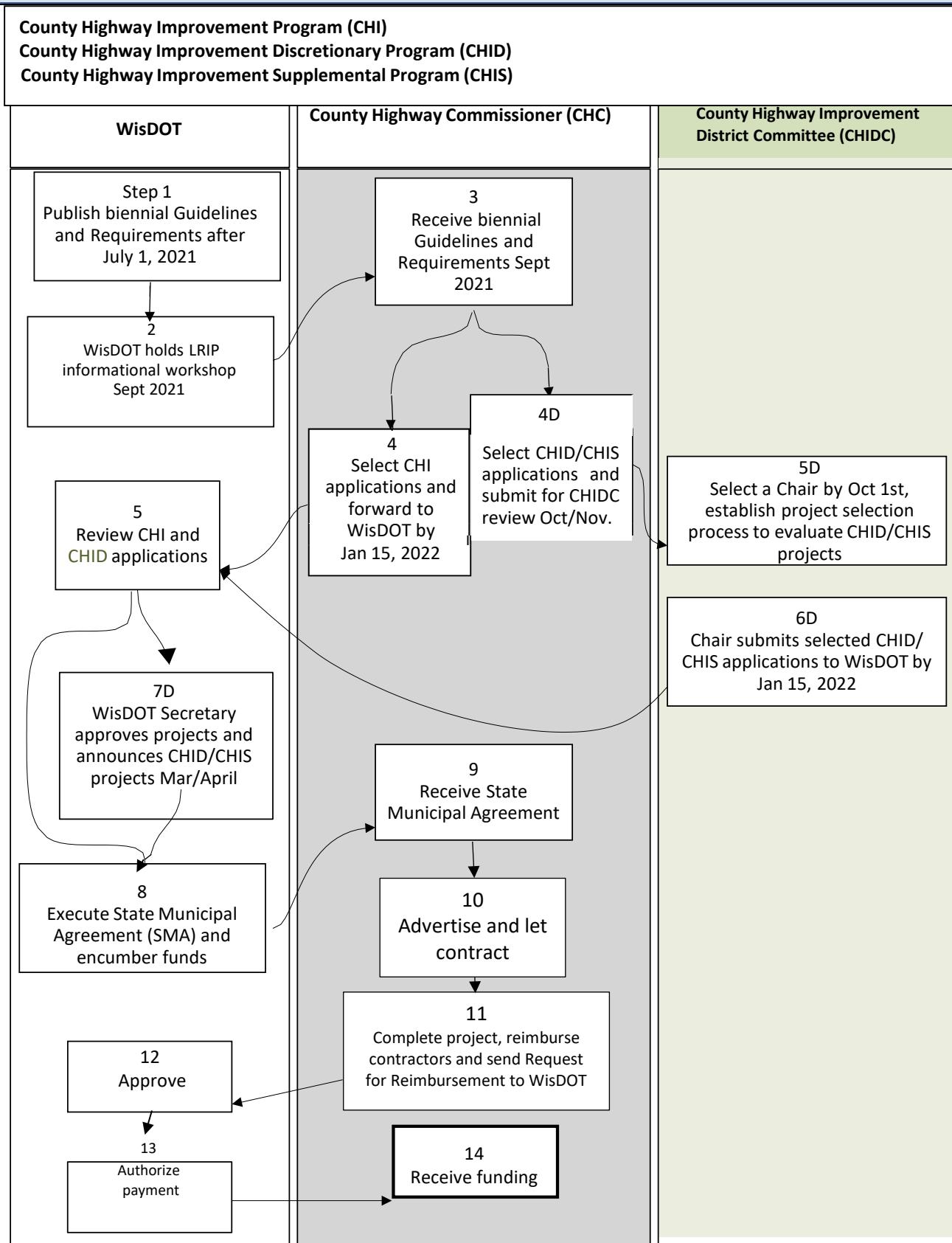
The Bureau Director will review the information and respond in writing within 30 days of receipt of the letter. All rulings by the Bureau Director will be final and is the last step in the WisDOT appeals process, subject to the appeals process in Wisconsin Statute Chapter 227 – Administrative Procedure and Review.

## APPENDIX V: PASER RATING TABLE

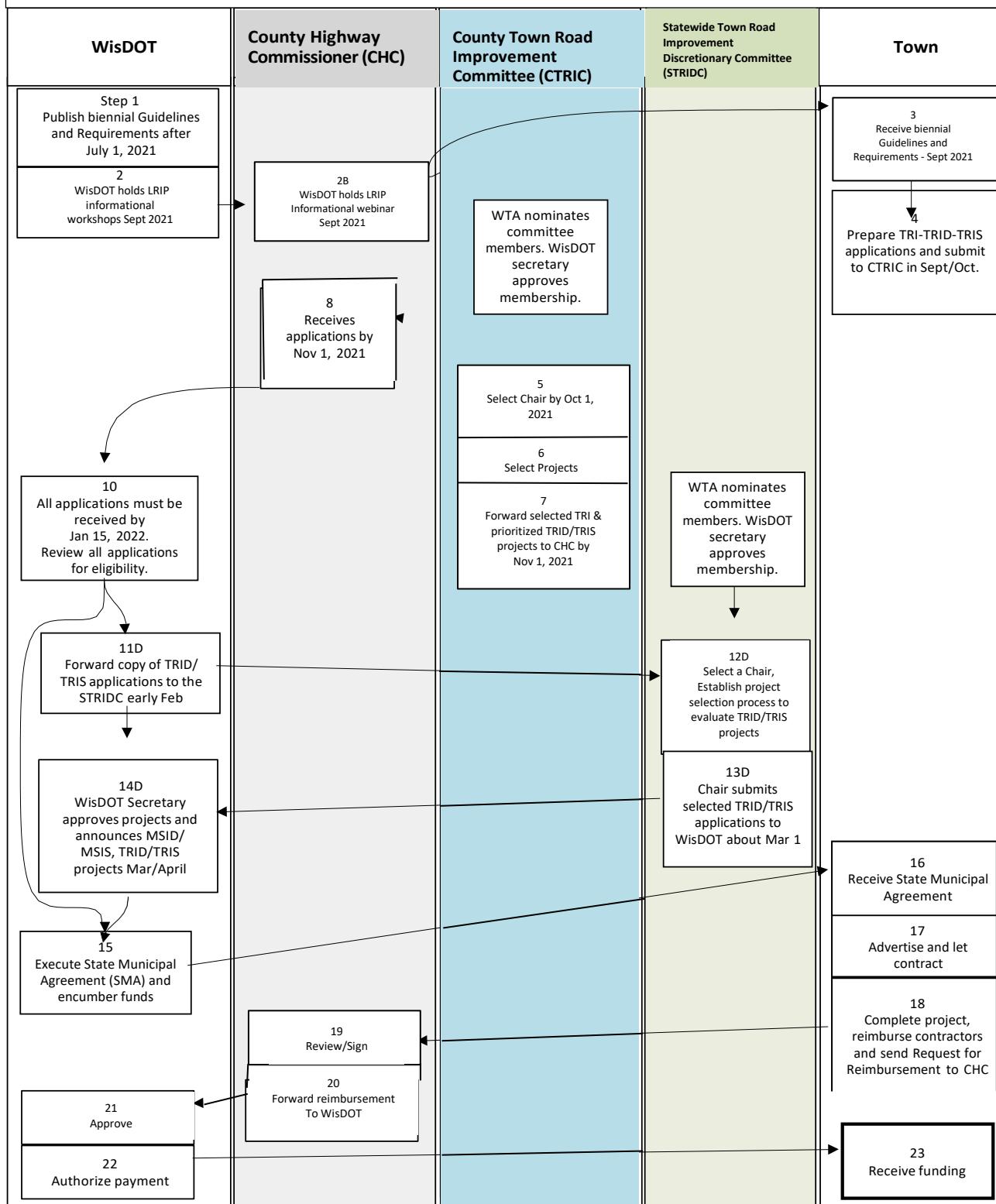
### Surface Type and Paser Rating Table

Surface Type	Surface Description	20		Waterway has no Paser rating association	
		Paser Ratings for <u>Unpaved</u> (35) and <u>Sealcoat</u> (40) Roads		Paver Condition	
		Rating		Paver Condition	
20	Waterway				
25	Unimproved Road	1	FAILED – Complete rebuilding required – travel is difficult.		
30	Graded and Drained Earth Road	2	POOR – Needs addition of aggregate plus drainage maintenance.		
35	Gravel Road (not oil & gravel)	3	FAIR – Needs routine regarding plus minor ditch maintenance.		
	• Includes gravel on graded and drained earth	4	GOOD – Good crown and drainage.		
	• Includes gravel on unimproved earth	5	EXCELLENT – Excellent crown and drainage.		
40	<1" Wearing Surface				
	• Includes bituminous surfaces <1"				
	• Includes surface treatments/sealcoats on base				
	• Includes double sealcoat roads on base				
	• Includes oil on gravel				
45	Cold Mix Asphalt Pavement on Concrete	1	FAILED – Needs total reconstruction.		
	Cold Mix Resurface on Asphalt Pavement Surface + Base <7"	2	VERY POOR – Severe deterioration. Needs reconstruction with extensive base repair.		
50		3	POOR – Needs patching & major overlay or complete recycling.		
	• Includes cold mix overlay on hot or cold mix pavement				
	• Includes cold mix resurfacing when milling is not full depth				
52	Cold Mix Resurface on Asphalt Pavement Surface + Base >7"	4	FAIR – Significant aging and first signs of need for strengthening. Would benefit from recycling or overlay.		
	• Includes cold mix overlay on hot or cold mix pavement				
	• Includes cold mix resurfacing when milling is not full depth				
55	Cold Mix Asphalt Pavement (CMAC) Surface + Base <7"	5	FAIR – Surface aging, sound structural condition. Needs sealcoat or nonstructural overlay.		
	• Includes full depth milling and resurfacing with CMAC				
	Cold Mix Asphalt Pavement (CMAC) Surface + Base >7"	6	GOOD – Shows sign of aging. Sound structural condition. Could extend with sealcoat.		
57		7	GOOD – First signs of aging. Maintain with routine crack filling.		
	• Includes pavement pulverized and resurfaced with CMAC				
	• Includes full depth milling and resurfacing with CMAC				
60	Hot Mix Asphalt Pavement on Concrete (HMAC on PCC)	8	VERY GOOD – Recent sealcoat or new road mix. Little or no maintenance required.		
	Hot Mix Resurfacing (overlay) on Asphalt Pavement	9	EXCELLENT – Recent overlay, like new.		
65		10	EXCELLENT – New Construction		
	• Includes HMAC overlay on hot mix pavement				
	• Includes HMAC overlay on cold mix pavement				
	Hot Mix Asphalt Pavement (HMAC)				
	• Includes full depth HMAC pavement				
	• Includes pulverized and resurfaced with HMAC				
70		1	POOR – Reconstruction needed.		
	• Includes full depth milling and resurfacing with HMAC pavement	2	FAIR – Significant grading required.		
75	Concrete Pavement (PCC)	3	GOOD – Routine maintenance or spot grading helpful.		
80	Brick or Block Pavement	4	VERY GOOD – No improvement needed.		

## APPENDIX W: PROJECT SELECTION COMMITTEE FLOWCHARTS



**Town Road Improvement Program (TRI)**  
**Town Road Improvement Discretionary Program (TRID)**  
**Town Road Improvement Supplemental Program (TRIS)**



## Municipal Street Improvement Program (MSI)

## Municipal Street Improvement Discretionary Program (MSID)

## Municipal Street Improvement Supplemental (MSIS)

