



# WisDOT 2022-2026

## Transportation Alternatives Program (TAP) Application

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

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

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

### Application Type

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

Appleton Area Metropolitan Planning Organization (MPO) –

Green Bay MPO

Madison Area MPO

Southeastern Wisconsin Regional Planning Commission (Milwaukee OR Round Lake Beach)

If none of the above, project application is from:

Area with population between 5,000 and 200,000

Area with population of 5,000 or less

Region-wide:           % of population within a TMA area  
  % of population between 5000 and 200,000

### Project Applicant

**Name, Location of Public Sponsor and Sponsor Type:**

Sponsor Name:

Sponsor Type (Check appropriate box):

Local government (check one):  County    City    Village    Town

Regional transportation authority    Transit agency

State or federal natural resource/public land agency

School district or school(s)

Non-Profit entities responsible for administration of local transportation safety programs

Tribal Nation

Project Title:

Describe location, boundaries and length of the project:

County:

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

**Note: For infrastructure projects, attach an electronic project location map in PDF Format, size 8½ by 11.**

## Project Contact

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

## MPO, if applicable

Select one, if applicable,

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

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

**MPO Project Prioritization**

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

**Please Note: MPO Project Prioritization is due by January 28, 2022.**

## Project Activity

### TAP Eligibility Category:

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

- Bicycle-Pedestrian Facilities: construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation (**this category includes on-road bicycle lanes, sidewalks, etc.**)
- Safe routes for non-drivers, including children, older adults, and individuals with disabilities
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Historic preservation and rehabilitation of historic transportation facilities
- Safe Routes to School (SRTS) (this category includes infrastructure and non-infrastructure activities)

**NOTE:** Applicants proposing a project within the SRTS eligibility category **MUST** complete the 'School Demographics' and 'Safe Routes to School Plan' sections on page A-5 below.

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

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

Enter Project Summary Here

## Project Benefit

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

- ENVIRONMENTAL**
    - Increases likelihood of modal shift to biking, walking or transit from utilitarian car travel.
    - Increases access and connection to the natural environment.
  - PUBLIC HEALTH** - Project would have a demonstrable impact upon public health of applicant community.
  - ECONOMIC JUSTICE** - Project would go beyond community enhancement to address a specific “communities of concern,” including elderly, disabled, minority, and low-income population? The project within close proximity of public parks, schools, libraries, public transit, employment and/or retail centers, and residential areas. The project improves low income access to transit, jobs, education, and essential services.
  - SAFETY** - Project addresses a specific safety concern. The project contains or addresses:
    - Collision data
    - Lack of adequate safe crossing or access
    - Lack of separated facility
    - High speed/volume
    - Provides sidewalk or pathway, with curb-cuts
    - Provides bike lanes, markings, and signage
    - Implements traffic calming measures
    - Signage and/or markings directed to safety concern
    - Provides crosswalk enhancement (striping, refuge island, signal, etc.)
- For SRTS Projects there is:**
- Documented bike/pedestrian crash involving school age children or crossing guard at arrival/dismissal times near the school.
  - Crossings of state highways, main arterial roads or other high speed or high traffic volume roads.
  - Lack of bicycle and pedestrian facilities or lack of connectivity of facilities that do exist.
  - High level of parental concern documented in survey data.
  - Few or no children who live within 1 mile walk or bike. Busing may be offered to everyone because of documented hazards.
  - Children are walking but application shows that unsafe conditions exist.
- HISTORICAL AND/OR PRESERVATION SIGNIFICANCE** – Project would have strong historical or preservation benefit.
  - ECONOMIC DEVELOPMENT** – Project facilitates economic development by increasing bicycle/pedestrian traffic in commercial corridors or by creating a destination that will help retail.

## Local Resolution of Support

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

Yes  No

Please note that a resolution **will be required** for an application to be eligible, which means a **copy of the resolution** should be submitted to the **Region Local Program Manager** no later than **5:00 PM April 18, 2022**.

## Existing Facilities & Projects that Impact the Proposed Project

### Rail Facilities:

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

If yes, specify: *Choose an item.*

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

Owner of Rail Facility:

Will an easement from OCR be required?  Yes  No

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

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

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

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

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

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

*If Yes to any of these questions attach an existing typical cross-section of the roadway, showing right of way, travel lanes, shoulder and sidewalk (if applicable). Examples are available in [FDM15-1-5](#) attachment [5.3](#) of the WisDOT facilities Development Manual.*

Will this project be constructed as part of another planned road project?  Yes  No

*If Yes, specify if this is a state, county, or local project and when the road project is scheduled for construction:*

Will any exceptions to standards be requested?  Yes  No

*If Yes, provide a brief description of the exceptions that may be requested:*

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

Was any real estate acquired or transferred in anticipation of this project?  Yes  No

If yes, please explain.

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

Is the project on an existing right of way (ROW)?  Yes  No

**(NOTE: It is recommended that local funds be used to acquire right of way)**

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

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

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

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

**If right of way was acquired in anticipation of this project**, attach a detailed list of available, completed project and parcel acquisition documentation. Refer to Section 11.2, Records Management, found in the *Local Program Real Estate Manual (LP RE Manual)*:

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

**PLEASE NOTE:** Except for existing or new sidewalks, and existing bicycles or pedestrian pathways, State law prohibits the use of condemnation to establish or extend a recreational trail, a bicycle way, a bicycle lane, or pedestrian way. Refer to Section 6.3.5, Condemnation Limitations, found in the LP RE Manual:

<https://wisconsindot.gov/dtsdManuals/re/lpa-manual/lpa-manual.pdf>

If right of way was acquired in anticipation of this project, did the acquisition contain any buildings or relocation?

Yes     No

If yes, Please read Section 6.2, Relocation Assistance, found in the *LP RE Manual* to determine if relocation assistance was properly offered and documented: <http://wisconsindot.gov/dtsdManuals/re/lpa-manual/lpa-manual-ch6.pdf>

Does the project include the need for new ROW for a sidewalk, recreational trail, or bike/pedestrian way?

Yes     No

If right of way is required, acquisition will occur through a transfer of an adequate interest in real property.

Yes     No

**For real estate questions, please contact Abigail Ringel, WisDOT Local Public Agency Real Estate Statewide Facilitator, at (414) 220-5461 or [Abigail.Ringel@dot.wi.gov](mailto:Abigail.Ringel@dot.wi.gov)**

### Environmental/Cultural Issues

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

## Miscellaneous Issues

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

**Local Force Account (LFA):** Will the proposed project utilize municipal employees to complete any portion of the construction activities?  Yes  No

If yes, explain the desired LFA portion of the project.

NOTE: LFA work must include labor, equipment and materials. The purchase of materials only is not considered to be a legitimate project.

NOTE: Please review WisDOT TAP Guidelines for restrictions on certain LFA work as of July 1, 2015.

**Maintenance** (only complete this section if project application involves a trail project):

Will the facility be snowplowed in the winter?  Yes  No

Comment:

If no to the above question, will the trail allow snowmobile use in the winter?  Yes  No

Comment:

Anticipated fee for trail use:  Yes  No

Comment:

Anticipated equestrian use on trail:  Yes  No

Comment:

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

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

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

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

School name: School population: Grades of students at school:

Estimated number of students currently walking to school (if known):

Estimated number of students currently biking to school (if known):

Does the school have any policies related to walking or biking?

Distance eligibility for riding a bus: Number of children not eligible for busing:

Number of students eligible for busing because of a hazard situation:

Percentage of students living within one mile of the school:

Percentage of students living within two miles of the school:

Percentage of students eligible for free or reduced-cost school meals:

Community(s) served by school: Community(s) population:

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

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

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

If no; **in no more than 400 words**, attach a Word document describing any SRTS-related planning efforts undertaken by the school or community.

## CONFIDENTIAL INFORMATION

### Project Costs, Priorities, and State Fiscal Years:

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

Complete the table below for the appropriate fiscal years of the application/project cycle (2022-2026). If a sponsor proposes to construct a project in phases throughout multiple years, schedule the project costs as appropriate and provide further details in the project description.

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

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

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

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

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

**Design:**

- 100% Locally Funded (state review is required to be included as 100% locally funded) **OR**
- 80% Federally Funded (“state review only” projects are not allowed)

FY 2023     FY 2024     FY 2025

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

	Total Funding	Federal Funding	Local Funding
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<b>A. Design Plan Development</b>	\$	\$	\$
<b>B. State Review for Design</b> (provided by WisDOT Region)	\$	\$	\$
<b>Total Design Cost Estimate with State Review</b> (sum lines A and B)	\$	\$	\$



**Construction:**  
**Basis for Construction Estimate:**  Itemized  Per Square Foot  Past Projects  
 Other, please specify:  
**Schedule Preference:**  FY 2024  FY 2025  FY 2026

	Total Funding	Federal Funding	Local Funding
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Total Participating Construction Cost	\$	\$	\$
Total Non-Participating Construction Cost	\$	\$0	\$
<b>A. Subtotal Construction Costs</b>	\$	\$	\$
<b>B. Construction Engineering Costs</b> (Coordinate with WisDOT Region)	\$	\$	\$
<b>C. State Review for Construction</b> (Provided by WisDOT Region)	\$	\$	\$
<b>Total Construction Cost Estimate with Construction Engineering and State Review</b> (sum lines A, B and C)	\$	\$	\$

**Real Estate:** (Recommend funding with local funds.)  
 FY 2023  FY 2024  FY 2025  
**Total Real Estate Cost** (round to next \$1,000) \$

**Utility:** (Compensable utility costs must be \$50,000 minimum per utility. Recommend funding with local funds.)  
 FY 2023  FY 2024  FY 2025  FY 2026  
**Total Utility Cost** (round to next \$1,000) \$

**Other:** (Planning or SRTS Non-Infrastructure Programming):  
 FY 2023  FY 2024  FY 2025  FY 2026  
**Total Other Cost** (round to next \$1,000) \$

**NOTE: WisDOT Policy link:** <http://wisconsindot.gov/rdwy/fdm/fd-18-01.pdf>.

**NOTE: WisDOT Region staff may revise estimates in the Plan Development, State Review for Design, and State Review for Construction categories based on the complexity of the project or other factors.**

**Narrative Response**

Provide a narrative response attachment answering questions 1 through 6, making sure to provide information in response to each sub-question. Please limit the response to three (3) double-spaced pages, using a **minimum 11-point font size and a 1-inch margin**.

**1. PROJECT DESCRIPTION AND OVERVIEW.**

This is the summary from page A-3 of the application. It is a general overview of the project, including type of facility or project, location (please attach a location map or maps) and any other information about the project. It is brief. Limited to about 400 words.

## **2. PROJECT PLANNING & PREPARATION & LOCAL SUPPORT**

Describe the degree to which this project was planned for and the local support and commitment for the project. If this project is part of a plan, describe that plan and the project's priority in that plan. If this is a planning project describe how this project will be integrated into other efforts. For SRTS projects, describe walk/ bike audits, parent surveys and data on crashes that support the selection of this project. Provide data that supports the selection of your project.

## **3. PROJECT UTILITY & CONNECTIVITY**

### **For Infrastructure Projects**

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

### **For Planning Projects**

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

### **For Safe Routes to School Programming Projects**

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

## **4. PROJECT BENEFIT– ENVIRONMENTAL, LIVABILITY, ECONOMIC JUSTICE, PUBLIC HEALTH, HISTORICAL PRESERVATION, & SAFETY**

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

*NOTE: A TAP projects should contribute to a community benefit. Projects that contributes to more than one benefit or have significant impact on a particular benefit will receive more points.*

## **5. HISTORY OF SPONSOR SUCCESS, DELIVERABILITY AND COMMITMENT TO MULTIMODAL**

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

## Key Program Requirements Confirmation

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

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

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

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

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

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Accepted (please initial here): \_\_\_\_\_

### Fiscal Authorization and Signature

Application prepared by a consultant?  Yes  No

If yes, consultant information and signature required below.

Consultant Company Name: \_\_\_\_\_ Company Location (City, State): \_\_\_\_\_

Consultant Signature (electronic only): \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project **unless** the municipality either:

- a.) uses a one-step QBS process with the scope of work to include the grant application and the design services, if authorized; or
- b.) uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

In either case, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information: <https://wisconsin.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3>

Sponsor Agency:

Contact Person: (Note: must be Head of Government or Designee)

Title:

Address:

Telephone:

Email:

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below is confirming that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

Head of Government/Designee Signature (electronic only):

Date:

### Application and Attachments Checklist

Submit applications and attachments utilizing the contact information contained in the corresponding TAP Pre-Scoping Application Instructions. Applicants must **submit eligible applications on or before 5PM on January 28, 2022**, and must include the following documents:

- A completed application **in Microsoft Word format**
- Narrative Response: maximum of **three double-spaced** pages, **11-point font size with 1-Inch margins**
- Cost Estimate Detail as required in the **'Project Costs and Dates'** section of this application
- For infrastructure projects, an 8½ by 11 project map submitted in PDF format
- If available, a **local resolution of support** for the proposed project
- Non-Profit Entities Only:** A resolution ratified by "Secondary Municipal Agency" listed on page A-2, certifying the Non-Profit as "Responsible for administration of local transportation safety programs"
- If right of way was acquired in anticipation of this project**, attach a detailed list of available, completed project and parcel acquisition documentation (**see page A-2**)
- If proposed project crosses or runs parallel to a local road, street, or state or federal highway**, attach an existing typical cross-section of the roadway, showing right of way, travel lanes, shoulder and sidewalk (if applicable) (**see page A-2**).
- SRTS Non-Infrastructure Applicants Only:** School Demographics Information (Page A-7)
- SRTS Applicants Only:** Description of Existing Planning Efforts (400 words or less)
- Up to **three pages** of additional attachments (photos, letters of support, etc.)

**FOR WISDOT USE ONLY –This information must be entered on the spreadsheet and on the application.**

WisDOT Region comments on application, including eligibility concerns:

Region Reviewer's Name:

Reviewer's Title:

Date Received: