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# COUNTY HIGHWAY IMPROVEMENT PROGRAM (CHIP) AND COUNTY HIGHWAY DISCRETIONARY IMPROVEMENT PROGRAM (CHIP-D) PROCEDURES

## Program Timeline

Schedule	Program Activity
After July, 2009	State of Wisconsin 2009-2011 biennial budget is approved. WisDOT receives the 1 <sup>st</sup> year's (FY 2010) funds.
July and August, 2009	WisDOT holds LRIP informational program kickoff workshops with county highway commissioners and MSIGT communities. WisDOT distributes <i>LRIP Guidelines and Requirements</i> at these meetings and reviews program requirements and changes.
*By October 1, 2009	Counties select County Highway Discretionary Improvement Committee (CHIP-D) chair.
By November 1, 2009	County selects and prepares project applications.
*November 1, 2009	The CHIP-D chairs notify WisDOT of chair selections.
January 15, 2010	Statutory deadline for county highway commissioners to submit CHIP and CHIP-D applications to WisDOT.
*March 2010	WisDOT Secretary approves CHIP-D projects. WisDOT works with Governor's office to announce approved projects.
By March 15, 2010	WisDOT reviews and approves project applications.
By March 15, 2010	WisDOT mails <i>State/Municipal Agreements</i> to counties for approved projects for State FY 2010 funding.
July 1, 2010	WisDOT receives the 2 <sup>nd</sup> year's (FY 2011) funds.
By July 15, 2010	WisDOT mails <i>State/Municipal Agreements</i> to counties for approved projects for State FY 2011 funding.
June 30, 2015	Deadline to reimburse 2010-11 projects.

\*Only applies to CHIP-D projects.

## Roles and Responsibilities

### Project Applicants

To qualify for LRIP funding, the project applicant must submit an application to WisDOT, and include the following documents:

- ▶ A complete project application, preferably typed. The proposed improvement on the application must comply with applicable federal, state and local laws, administrative policy and program rules.
  - A signed *Terms and Conditions* statement. This document is the third page of the project application form. The county highway commissioner or their designee is required to sign the *Terms and Conditions*. This constitutes the authorized local signature on the funding agreement.
  - A project location map created using the Wisconsin Information System for Local Roads (WISLR) that clearly identifies the location of the proposed improvement.
- ▶ A copy of the county's *Improvement Plan* (minimum of 5-years).

- ▶ The CHIP-D committee meets to determine project recommendations, and forwards the selected CHIP-D projects to WisDOT by January 15, 2010.

After the county receives a copy of the signed *State/Municipal Agreement* from WisDOT, the project must be advertised. Following is a summary of LRIP advertising, bidding and contracting requirements:

### Advertising

- ▶ The program requires a Class 2 notice. Pursuant to s 985.07(2), *Stats.*,  
*“All notices designated as class 2 notices require 2 insertions.”* (See [http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=985.07\(2\)%20](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=985.07(2)%20)).
- Pursuant to s. 985.01(1m), *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.”* (See [http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=985.01\(1m\)%20](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=985.01(1m)%20)).
- The advertisement should identify the location(s) of the project. (An example of an advertisement is in Appendix J.)
- ▶ The advertisement must state that the project is an LRIP project or a CHIP/CHIP-D project.

### Bidding and Contracting

- ▶ For help developing bid packages, specifications or advertisements, please contact 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. Please call Steve Pudloski at the UW-TIC at 1-800-442-4615 for more information or for sample documents.
- ▶ Local guidelines and criteria for selecting bids should be established prior to opening bids. Bids may be rejected as not responsible for reasons determined by the letting authority. Pursuant to s. 60.47(b), *Stats.*  
*“Responsible bidder” means a person who, in the judgment of the [county board], is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.”*
  - Considerations 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 county may re-advertise for bids if the submitted bids are considered not responsible or if no bids are received. The county may contact contractors and invite them to bid.
- ▶ Counties may also reject bids that are not “responsive” because they add or delete items from those requested to be bid, including, but not limited to, bids for a different type of paving than specified in the advertisement for bid. For example, a county may deem a bid for “cold mix” asphalt not responsive if they specifically requested bids for “hot mix” asphalt. Alternatively, the county may decide to change the project, based on the alternative bid received. In these cases, the project should be re-bid to permit

all bidders an opportunity to provide prices, based on the new project scope.

- ▶ It is important to formally record the decision and state the reasons in the form of board minutes or bid award and rejection letters. This is especially important if the lowest bidder is deemed not responsible or responsive.
- ▶ Applicants must abide by all environmental requirements when making an improvement with CHIP/CHIP-D funds. Contacts at the Wisconsin Department of Natural Resources are included in Appendix G. These contacts will help scope the project, review the project's design and explain pertinent environmental regulations.

If the county's total improvement costs are \$65,000 or more, an engineer's certification is required, which includes the following:

- ▶ The signature of a registered, professional engineer, stating that the improvement has been designed with a projected life of at least 10-years, the design uses current WisDOT specifications, and all construction will be accomplished consistent with these WisDOT specifications. (An example of the language used in the certification is included in Appendix I.)
- ▶ Please note that the certification does not require extensive engineering inspection, materials testing, design services or a warranty of the performance of the improvement. It is recommended that the county involves the engineer before beginning design and construction of the project.
- ▶ If the LRIP project is the purchase of hot mix asphalt only, the total improvement costs include materials and construction.
- ▶ All CHIP-D projects require an engineer's certification, since the minimum project cost is \$250,000.

The applicant must also confirm that the project is built to appropriate standards, as identified in this document, or the project applicant must have requested and received an exception to standards. The request for an exception to standards is submitted in writing to the appropriate WisDOT local project delivery engineer for review, and must be completed prior to construction (refer to Appendix F for WisDOT contact list).

- ▶ A written request for an exception to standards must state the reason(s) for the request (refer to Appendix H for an example of a request for exceptions to standards). WisDOT will process complete and accurate requests within 30 days of receipt.
  - If an exception to standards is approved, the WisDOT Local Project Delivery Section will provide a written notice.
  - Without a written notice of the approved exception to standards from WisDOT, LRIP funds will be withdrawn from the project.

If the county chooses to use their own forces on the project, the county must demonstrate it is cost-effective for them to do the work and complete a *Cost Effectiveness Finding (CEF)*. The county must receive approval from CHIP-D committee on proposed work on the project PRIOR to its being performed, in the same construction year. The letter of approval is kept in the project file.

- ▶ An amount at least equal to the CHIP or CHIP-D funds must be let by competitive bid and awarded to the lowest responsible bidder. This means, all county contracts or

hot mix purchases must be advertised and bid. The county *must* go through the advertising step, rather than just using a vendor list. It is acceptable to contact contractors and invite them to bid. See page 6-7 for more information regarding *CEF*.

Note: Negotiated contracts for preliminary engineering (design), feasibility studies and real estate purchases are exempt from this requirement.

### County Highway Improvement District Committee (CHIP-D)

In each Wisconsin County Highway Association (WCHA) district, there must be a CHIP-D committee. The committee consists of all county highway commissioners within the WCHA district (see Appendix K).

The committee is required to:

- ▶ Select a chair for the next 2-years, no later than October 1, 2009.
- ▶ Establish criteria for the selection process for CHIP-D projects.
- ▶ Recommend CHIP-D projects to be funded.
- ▶ Review and approve any *CEF* for CHIP and CHIP-D projects prior to any work being performed and in the same construction year.

The chair of the CHIP-D is required to:

- ▶ Inform WisDOT in writing of the chair's name.
- ▶ Convene and preside over the meeting(s) and perform administrative functions of the committee.
- ▶ Ensure the CHIP-D committee has not exceeded discretionary funds.
- ▶ Forward minutes from the committee meeting(s) that identify the chair, members and actions taken by the committee to WisDOT.
- ▶ Forward LRIP applications to WisDOT by January 15, 2010.

### County Highway Commissioner

Commissioners are responsible to:

- ▶ Complete project application(s) and confirm eligibility before forwarding to WisDOT.
- ▶ Sign *Terms and Conditions*.
- ▶ Ensure the project is part of the county's *Improvement Plan*.
- ▶ Provide a location map using WISLR that clearly identifies the location of the proposed improvement.
- ▶ Ensure the county has not exceeded entitlement funds, as identified in Appendix C.
- ▶ Forward project application(s) to WisDOT by January 15, 2010. CHIP-D committee chair also forwards CHIP-D applications by January 15, 2010.

Once the project is complete, the contractor(s) has been paid, prior to signing the *Request for Project Reimbursement* and forwarding to WisDOT, the commissioner should have in their files, copies of the following documents:

- ▶ A completed project application.
- ▶ Signed *Terms and Conditions*.
- ▶ A project location map.
- ▶ The county's *Improvement Plan* (minimum of 5-years).
- ▶ A copy of the *State/Municipal Agreement*.
- ▶ Proof of advertisement for bid – ideally an *Affidavit of Publication*, identifying the text of the ad, the name of the publication in which it was placed, and when it was advertised. (An example of an *Affidavit of Publication* and advertisement is in Appendix J).
- ▶ Bid award and rejection notices or dated county board minutes, indicating action taken.
- ▶ An engineer's certification, if required.
- ▶ An exception to standards, if required.
- ▶ A copy of the *CEF*, if applicable.
- ▶ Copies of the project invoices showing payment to the contractor(s) prior to submitting the *Request for Project Reimbursement* OR dated meeting minutes identifying board action approving payment to the contractor(s).
- ▶ The *Request for Project Reimbursement*.

After confirming documentation, the commissioner signs the *Request for Project Reimbursement* and forwards the request to WisDOT along with:

- Proof of the county's advertisement for bid.
- Bid award and rejection notices or dated county board minutes, indicating action taken.
- Documentation to confirm contractor payment, including copies of project invoices showing payment to the contractor(s), OR dated meeting minutes identifying board action approving payment to the contractor(s).

Documentation for each project should be kept for 7 years from the project closing. When WisDOT performs project reviews, the commissioner will be required to supply copies of all project documentation.

### Cost Effectiveness Finding (CEF)

A *CEF* is not required if the entire CHIP or CHIP-D project is let to contract and the project's final total costs are at least twice the LRIP allocation.

- ▶ If 100% of CHIP funds for the project will be used for the purchase of hot mix asphalt, and the bid is at least twice the LRIP allocation, a *CEF* is not required.
- ▶ If the bid amount is at least twice the LRIP allocation, a *CEF* is not required. For example, if you have a \$300,000 project with \$100,000 of LRIP allocation, and at least \$200,000 is let to contract, a *CEF* is not required.

A *CEF* is required for CHIP and CHIP-D projects when the county will be completing a portion of the work with their own forces. The *CEF* must be completed in the same construction season. The county must demonstrate it is cost-effective for them to do the work, and that competitive

bidding is used for improvements, with an estimated total cost at least equal to the total CHIP or CHIP-D funds allocated. A *CEF* is required:

- ▶ If a project's total cost equals \$300,000, with a \$100,000 LRIP allocation and \$100,000 is let to contract for the purchase of hot mix asphalt, a *CEF* is required on the matching dollars (\$100,000).
- ▶ If a project's total cost equals \$300,000, with a \$100,000 LRIP allocation, and only \$100,000 is let to contract, a *CEF* is required on the matching dollars (\$100,000).
- ▶ If a project's total cost equals \$300,000, with a \$100,000 LRIP allocation, and only \$150,000 is let to contract, a *CEF* is required for the matching dollars (\$50,000).

The following are ineligible costs when determining a project's *CEF*:

- ▶ Right-of-way acquisition and design contracts may not be counted toward the contracted amount.

Pursuant to s. 8.31(2)(b), Stats., (See <http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=86.31>).

*"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..."*

Historically, WisDOT has interpreted this rule to include construction costs only. Also, right-of-way and design contracts are often not awarded on the basis of competitive bids.

- ▶ Long-term contracts for asphalt purchases are ineligible. Contracts must be project specific. If a hot mix asphalt contract was negotiated three years ago, it is not project specific and therefore, the county will be required to follow the letting process for their current CHIP or CHIP-D project.

CHIP-D committees must approve the *CEF* for CHIP and CHIP-D projects prior to any work being performed and must be done in the same construction year. A letter of approval is required.

## COUNTY HIGHWAY DISCRETIONARY IMPROVEMENT PROGRAM (CHIP-D) OVERVIEW

### Description

The County Highway Discretionary Improvement Program (CHIP-D) targets high cost county highway improvement projects that have a total project cost of \$250,000 or more. This statewide program provides an opportunity for significant, high-priority county trunk highway improvements at the WCHA district level.

Biennial funding available for CHIP-D is allocated to each of the eight WCHA districts based on the existing CHIP-D formula. Projects may receive a maximum state reimbursement of 50% of total eligible project costs.

### Eligibility

- County road improvement projects must meet the general program requirements, and must address the four criteria described below under *CHIP-D Selection Criteria* to be eligible for consideration under this program.
- Discretionary projects must be included in the county's *Improvement Plan* (minimum of 5-years).
- A registered, professional engineer must certify the design on all CHIP-D projects.
- Federal funding is not allowed on an LRIP project.

### Application Process

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

### CHID Selection Criteria

The CHIP-D committee 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 K).

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. 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 have already examined any alternatives to reduce the safety hazard, other than reconstruction, including reducing speed limits, installing traffic signs/signals, or other alternatives. Any other information on public facilities in the area, such as schools, parks, etc., may also be included in the application.

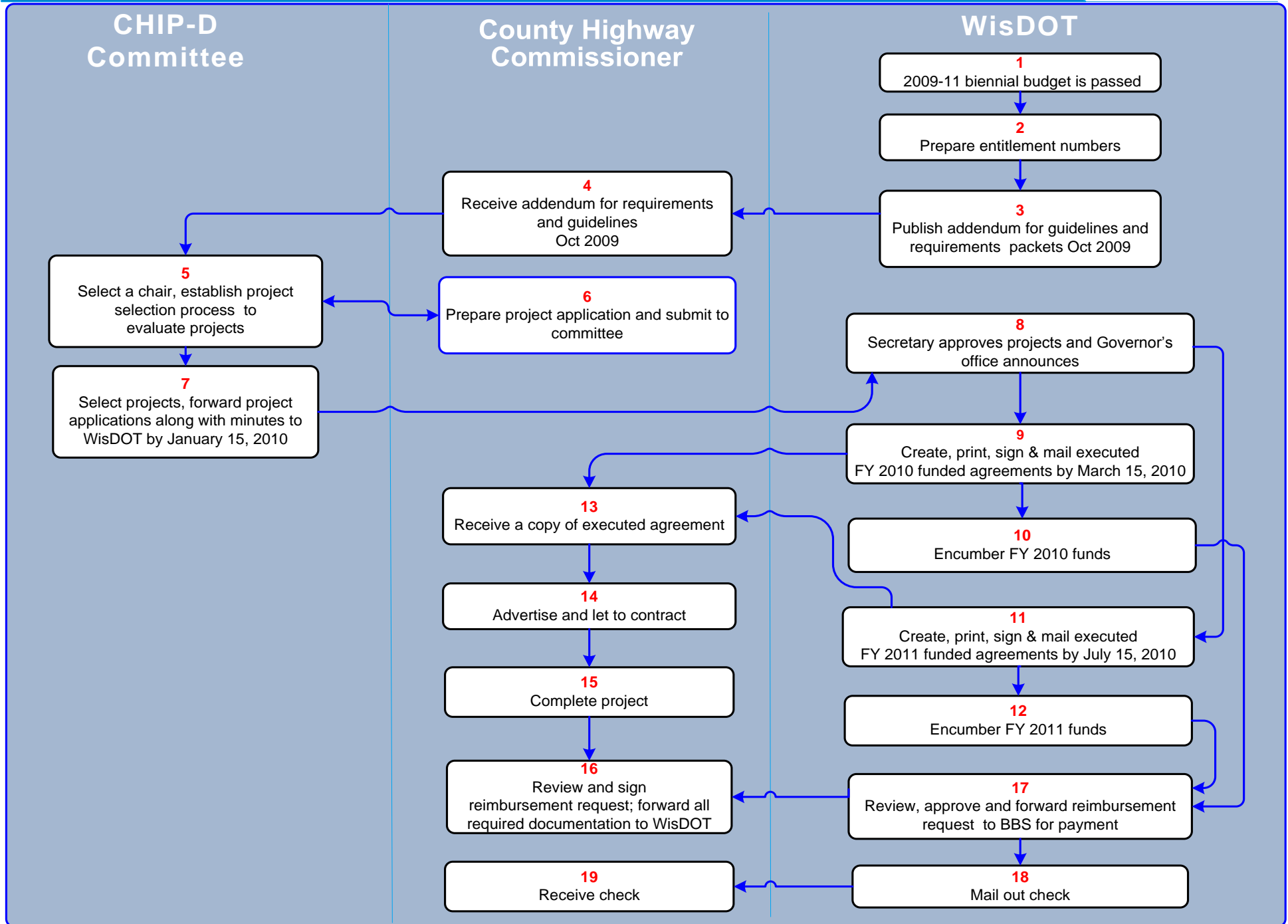
- Reconstruction Projects: Reconstruction projects have a higher priority than resurfacing projects. Supplemental information should provide an explanation of what the reconstruction entails. For example, what type of reconstruction will be done? If drainage is included, how will it be improved as part of the project? Any information that distinguishes the project from a routine surface improvement project is appropriate.
- High Traffic Volume Projects: Priority is given to proposed improvements that are needed because of 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 what population centers should be included with the application. A traffic study may be useful, but is not required, provided the heavy traffic volume or truck traffic is explained.
- Joint Projects: Priority is also given to cooperative projects between two or more counties. These projects may include joint line roads between counties, or multiple intersections with county roads.

Other factors that merit consideration include:

- Economic or job development in the area.
- Possible jurisdictional transfer.
- Unique characteristic of the road such as tourist sites, historic sites, or any other factor that will make the project unique.

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

# County Highway Discretionary Improvement Plan (CHIP-D)



## COUNTY HIGHWAY DISCRETIONARY IMPROVEMENT PROGRAM (CHIP-D) PROCESS

The flowchart identifies the general procedures utilized for CHIP-D. The following is a step-by-step description of each procedure.

**Steps 1 and 2:** The State of Wisconsin's 2009-11 biennial budget sets the final appropriation amounts for the 2010-11 cycle. Appendix C identifies the statewide CHIP-D figures.

**Steps 3 and 4:** WisDOT publishes *LRIP Guidelines and Requirements* on the LRIP home page.

**Step 5:** The county highway commissioners meet, select a chair and establish the project selection process. Committees inform WisDOT, in writing, of the name of each committee chair by October 1, 2009.

**Step 6:** Counties review *LRIP Guidelines and Requirements* and prepare a project application, including a signed copy of the *Terms and Conditions* statement, a project location map and a copy of the county's *Improvement Plan* (minimum of 5-years).

**Step 7:** The CHIP-D committee meets, selects a chair and establishes a project selection process to evaluate projects. The committee selects projects and makes their recommendation to the WisDOT Secretary for approval.

**Step 8:** The WisDOT Secretary approves projects in March 2010. The Governor's office announces approved projects shortly thereafter.

**Steps 9 through 12:** WisDOT processes approved State FY 2010 funded projects by March 15, 2010, or after projects have been approved by the governor, and State FY 2011 funded projects by July 15, 2010. For each approved project, WisDOT generates, signs and mails an original executed *State/Municipal Agreement* to the project applicant, along with a hard copy *Request for Project Reimbursement*. The LRIP Program Manager forwards the approved project to WisDOT's Bureau of Business Services to encumber the funds.

**Step 13:** Counties receive an executed *State/Municipal Agreement* from WisDOT.

**Step 14:** Once the applicant has an executed *State/Municipal Agreement*, the project *must* be advertised and let to contract. If the project is not let to contract according to LRIP advertising and bidding requirements, the project will not be reimbursed.

**Step 15:** Complete the project. *Ch. Trans 206* (located online at: <http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=code&jd=ch%20trans%20206>) and the *State/Municipal Agreement* require CHIP applicants to abide by all environmental requirements when making an improvement with CHIP-D funds. Contacts at the Wisconsin Department of Natural Resources are included in Appendix G. These contacts will help scope the project, review the project's design and explain pertinent environmental regulations.

**Step 16:** The county pays the contractor(s) in full. Once the contractor(s) paid, complete and sign the project's *Request for Project Reimbursement* and forward it to WisDOT

**Steps 17 through 19:** The LRIP Program Manager reviews the *Request for Project Reimbursement*, and either approves it or requests additional information. Once a *Request for Project Reimbursement* has been approved by the Program Administrator, the LRIP Manager submits the request to WisDOT Bureau of Business Services to process the payment. WisDOT sends the reimbursement check to the county treasurer within 30 days of receipt of the *Request for Reimbursement*.

#### **Post-Project Agreement Activities (not included on flow chart)**

**Project Changes** Project changes are modifications to the improvement type, termini or LRIP funding amount. A *Project Change/Substitution Application* must be completed indicating the reason for the change(s). The commissioner must sign before it is sent to WisDOT.

**Project Substitutions** - Project substitutions are a change in the roadway or structure. A *Project Change/Substitution Application* must be completed by the county indicating which project is being substituted. The commissioner must sign before it is sent to the department. WisDOT must approve the substitution **PRIOR** to the county awarding a contract. Substitutions completed without notifying WisDOT will not be reimbursed. Only one substitution is allowed per project. If the project is not built, funds will be returned to the appropriation for redistribution in the next biennium.

Note: CHIP-D committee approval is required before any project changes or substitutions are allowed.

The *Project Change/Substitution Application* is located on the LRIP Web site: <http://www.dot.wisconsin.gov/localgov/highways/lrip.htm>.

## CHIP-D APPLICATION INSTRUCTIONS

### General Application Requirements:

- All text and data fields must be filled-in on the project application form.
- A typed application is preferred. Provide complete and accurate information to avoid delays in the processing of the application.
- Complete one application for each project.
- The application packet must include a complete project application form, signed *Terms and Conditions*, a project location map, and the county's *Improvement Plan*.
- To apply for a CHIP-D project, the total estimated LRIP project cost must be a minimum of \$250,000 and meet the criteria for a discretionary project to be eligible for funding.

### CHOOSE A STATE FISCAL YEAR (FY) FUNDING

Select State FY 2010 Funding if the project needs to be awarded before June 30, 2010. A copy of the project agreement will be received by March 15, 2010.

Select State FY 2011 Funding if the project does not need to be awarded until after June 30, 2010. A copy of the project agreement will be received by July 15, 2010.

### CONTACT INFORMATION

Please provide the following required contact information:

- County.
- County, address, phone, fax, if applicable.
- County, address, phone, fax, if applicable.

### PROJECT TYPE

Check **only one** project type. Complete definitions for each project type may be found in the WisDOT Facilities Development Manual, Chapter 3-5-2. General descriptions are included below.

- Reconstruction – A total rebuilding of the pavement and subgrade of an existing roadway. Major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed, and elimination or shielding of roadside obstacles. If the county is using their LRIP funds for hot mix asphalt purchase only, also check the Hot Mix Asphalt Purchase Only box.
- Resurfacing – Placing a new surface on an existing roadway to extend or renew the pavement life. It includes pavement widening and shoulder paving (without changing the subgrade shoulder points), diamond grinding, joint repair, partial depth milling and relaying, or strictly overlaying the existing pavement. If the county is using their LRIP funds for Hot Mix Asphalt Purchase Only, also check the Hot Mix Asphalt Purchase Only box.
- Reconditioning – Improvements in addition to resurfacing or pavement replacement. Reconditioning may include correcting an isolated grade, curve, intersection or sight distance problem to improve safety, changing the subgrade to widen shoulders or to fix a structural problem. If the county is using their LRIP funds for hot mix asphalt purchase only also check the Hot Mix Asphalt Purchase Only check box.

- 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 bridge. Specify the Roadway Improvement Type for your project; that is, whether you intend to reconstruct, recondition or resurface the roadway on which the structure is located.

## PROPOSED IMPROVEMENT

Provide a short description of the proposed improvement, clearly identifying the work needed to bring the proposed improvement to completion. (Example: milling, base course, overlay and shoulders.)

Pavement Type – Select one of the following proposed surface type codes. If filling out the form electronically, there will be a drop down form field. If filling in a hard copy, please indicate the surface code number. These are the same codes used in the Wisconsin Information System for Local Roads (WISLR).

Code #	Surface Code Type
35	Gravel Road (not oil and gravel)
40	<1" Wearing Surface
45	Cold Mix Asphalt on Concrete
50	Cold Mix Resurf on Asphalt + Base <7"
52	Cold Mix Resurf on Asphalt + Base >7"
55	Cold Mix Asphalt Pvmt + Base <7"
57	Cold Mix Asphalt Pvmt + Base >7"
60	Hot Mix Asphalt Pvmt on Concrete
65	Hot Mix Resurfacing on Asphalt Pvmt
70	Hot Mix Asphalt Pavement
75	Concrete Pavement

Pavement Thickness – The thickness of pavement, expressed in inches (e.g., five inches or 5").

Typical Lane Width – The width of one lane of pavement, not including shoulders, expressed in feet and inches (e.g., 11 feet, 0 inches, or 11'0").

Typical Shoulder Width – The width of each shoulder, expressed in feet and inches (e.g., 3 feet, 6 inches, or 3'6"). Please identify paved and unpaved shoulders separately.

Structure Projects Only – Check whether this is a Replacement or Rehabilitation of the existing structure. Select structure length: less than or equal to 20 feet in length, or greater than 20 feet in length (eligible for federal funding).

Is this project part of the county's Improvement Plan (minimum of 5-years)? (Check Yes or No)  
– If the project is *not* part of the county's *Improvement Plan*, it is ineligible to receive LRIP funds.

Does this project meet the standards in ch Trans 205? (Check Yes or No) – All LRIP projects *must* be built to appropriate standards, unless an exception to standards has been requested and approved by WisDOT. Funds will be withdrawn from any projects not meeting this requirement. Standards may be found in the *ch. 205, "County Trunk Highway Standards"* and may be viewed at: <http://www.legis.state.wi.us/rsb/code/trans/trans205.pdf> (also included as Appendix E).

## **ELIGIBLE PROGRAM COSTS (ESTIMATED)**

Provide itemized total costs for the LRIP portion of the improvement. A number of resources may be used to help estimate project costs, including local contractors, engineering consultants, or past bids from similar projects. Cost categories include:

- Preliminary Engineering (if any).
- Right-of-Way Acquisition (if any).
- Construction.
- Ineligible Improvement Costs (If any).
- Total Improvement Costs – Should equal the combined total of the 4 items above.

Reimbursement Amount Requested – LRIP projects may receive a maximum reimbursement of 50% on all total eligible project costs.

## **ELIGIBLE PROGRAM COSTS FOR HOT MIX ASPHALT PURCHASE ONLY (EST.)**

If your project consists only of the purchase of finished hot mix asphalt, provide itemized total costs. Cost categories include:

- Purchase of the finished Hot Mix Asphalt Only. This is your only eligible cost for the project.
- Ineligible Improvement Costs.
- Total Improvement Costs – Should equal the total of the Hot Mix Asphalt Purchase only and the Ineligible Improvement Costs.

Reimbursement Amount Requested – LRIP projects may receive a maximum state reimbursement of 50% on all total eligible project costs. The cost to purchase the hot mix asphalt must be at least twice your LRIP reimbursement amount.

## **SIGNATURE AND APPROVED AMOUNT**

For CHIP-D project applications, no signature is required on the first page of the application.

## **LOCATION**

Please identify the location of the proposed improvement using On/At terminology. The On/At method is the same technique used by communities when providing pavement rating information to WisDOT. The On/At Manual provides instructions to apply this terminology to the project application, and is accessible online at:

<http://www.dot.wisconsin.gov/localgov/docs/lrip-onatmanual.pdf>.

- On Route – The road that is proposed for improvement.
- At Route – The beginning point of the proposed improvement.
- Toward Route – The ending point of the proposed improvement.
- From Offset - If the beginning or ending points of the proposed improvement do not occur at roadway intersections, use the From Offset to locate the end of the roadway.
- Project Length - Provide the project length (feet or miles). Express in feet or tenths of a mile (e.g. 500', or 3.4 miles).

Identify additional On/At location for each segment.

## NEED FOR IMPROVEMENT

Provide a short rationale for the project. Select the most appropriate LRIP need type for the project. If you are filling out the form electronically, select the need type from the drop down form field. If you are filling out a hard copy, please select an LRIP need type from the table below. These are the same descriptions used in WISLR.

LRIP need type	LRIP need type description
Gravel - Travel Difficult	No roadway crown, extensive ponding, little if any ditching, damaged culverts, severe rutting and potholes.
Gravel – Travel at Slow Speeds Required	Little or no roadway crown, little or no aggregate, inadequate ditching and drainage, moderate washboarding, rutting and potholes.
Gravel - Traveled Way Narrow - Travel Slow Speeds	Inadequate roadway width and ditches, damaged culverts, washboarding, rutting and potholes.
Asphalt - Surface Treatment Less than one-Inch	Wear and flushing, loss of surface, edge cracking, alligator cracking, patching, potholes and drainage problems.
Asphalt - Failed Asphalt Pavement	Loss of pavement integrity - deficient subbase, longitudinal, transverse and block cracking, substandard drainage, rutting and raveling.
Asphalt - Severe Asphalt Deterioration	Inadequate base, alligator cracking, severe distortion, potholes or extensive patching in poor condition.
Asphalt - Significant Aging	Ravelled cracks, severe block cracking, alligator cracking, patches and distortion.
Asphalt - Surface Aging	Severe raveling, transverse cracking, longitudinal and block cracking, patching and slight rutting.
Asphalt - Narrow Traveled Way With Deterioration	Unsafe driving conditions due to substandard width, Potholes, patches, cracks, little or no shoulders and poor drainage.
Concrete - Failed Concrete Pavement	Restricted speed, extensive pot holes. Almost total loss of pavement integrity.
Concrete - Severe Concrete Deterioration	Extensive slab cracking, severely spalled and patched and joints failed. Patching in poor condition. Severe and extensive settlements or frost heaves.
Concrete - Severe Surface Distress	Joints and cracks are open, with multiple parallel cracks, severe spalling, or faulting. Extensive patching in fair to poor condition. Many transverse and meander cracks, open and severely spalled.
Concrete - Surface Defects	Joint deterioration, large areas of spalling, directional settlement and severe cracking. Full/partial depth joint or crack repairs needed.
Concrete - Asphalt Overlay Deterioration	Loss of pavement integrity, longitudinal, transverse and block cracking, substandard drainage, rutting and potholes.
Structure - Structurally Deficient and Functionally Obsolete (all surface types)	Unsafe driving conditions due to aging structure. Roadway width is wider than structure width. Shoulders and foreslope have eroded due to drainage problems.

(Continued on next page)

LRIP need type	LRIP need type description
Structure - Structurally Deficient (all surface types)	Unsafe driving conditions due to aging structure. Shoulders and foreslope have eroded due to drainage problems.
Structure - Functionally Obsolete (all surface types)	Roadway width is wider than structure width and/or weight restrictions due to heavy equipment. Unsafe driving conditions due to aging structure and poor vertical and horizontal alignment.
Structure - Drainage and Erosion Control Problems (all surface types)	Surface deterioration above the structure along with sub-structural failure.
Brick and Block	Defects cover more than 25% of the surface type, very rough ride, numerous patches in fair to poor condition, poor drainage, requires reconstruction.
Unimproved Roads	Very poor surface and driving conditions, severe rutting and/or extensive potholes, reconstruction needed.
Graded and Drained Earth Road	Graded and drained earth road failed.
Other	

Average Daily Traffic - The average number of vehicles on the roadway in a day. This information is typically collected with a tube-counting device and calibrated using generally accepted engineering practices. In the absence of an actual count, an estimate may be used.

Pavement Condition Rating – The pavement condition rating provided on the project application should concur with the most current rating for the roadway provided to WisDOT for the WISLR.

## TERMS AND CONDITIONS

- The *Terms and Conditions* is the third page of the *Project Application*. This must be signed and dated by the head of government or their designee. Please indicate the county.
- WisDOT uses the *Terms and Conditions* as the authorizing signature for the funding agreement, and will not process the application until a signed copy is received by WisDOT.

## LOCATION MAP

Include a WISLR map for each proposed improvement location on the LRIP *Project Application* form. The exact location(s) of the improvement should be highlighted.

## COMPLETING THE APPLICATION

The following documents must be submitted to WisDOT by January 15, 2010:

- *Project Application* form.
  - ▶ *Terms and Conditions*, signed by the head of government (e.g., highway commissioner) or their designee.
  - ▶ Project location map.
- *Improvement Plan* (minimum of 5-years), which must include the proposed CHIP-D project location(s).

# 2010-2011 COUNTY HIGHWAY DISCRETIONARY IMPROVEMENT PROGRAM APPLICATION

DT2202 6/2009 s. 86.31, Stats., ch. Trans 206

Wisconsin Department of Transportation

**CHOOSE ONLY ONE FUNDING YEAR**

**CHIP-D**  State FY 2010 Funding  State FY 2011 Funding

**DOT Office Use Only**

Project ID No.

County

Date

Initials

Commissioner

County Clerk

Address

Address

Area Code – Telephone Number

Area Code – FAX Number

Area Code – Telephone Number

Area Code – FAX Number

**Project Improvement Type - CHOOSE ONLY ONE**

Reconstruction

Reconditioning

Resurfacing

Structure

( Hot Mix Asphalt Purchase *Only*)

( Hot Mix Asphalt Purchase *Only*)

( Hot Mix Asphalt Purchase *Only*)

Roadway Improvement Type

Reconstruction

Reconditioning

Resurfacing

**Proposed Improvement**

Pavement Type

Pavement Thickness

Typical Lane Width

Typical Shoulder Width/ Curb and Gutter

**Structures Projects Only**

Replacement  
 Rehabilitation

Structure Size

less than or equal to 20 feet in length

greater than 20 feet in length (eligible for federal funding)

Yes  No

Is this project part of the county's *Improvement Plan* (minimum of 5 years)?

Yes  No

Does this project meet the County Trunk Highway Standards in *Trans 205*?

**Note:** If project does not meet road standards, community understands an exception will be required.

Yes  No

The county has the capability and intends to perform an LRIP CEF to justify that it is in the public interest for it to construct a portion of the LRIP project with its own work force and equipment.

**Note:** The LRIP CEF must be prepared in the same year as construction will occur and approved before work commences.

**Eligible Program Costs (Estimated) Minimum of \$250,000 in total project cost**

Preliminary Engineering \$

Right of Way Acquisition \$

Construction \$

Ineligible Improvement Costs (If any). \$

Total Improvement Costs \$

Reimbursement Amount Requested (Not to exceed 50% of Eligible LRIP Project Costs) \$

**Eligible Costs for Hot Mix Asphalt Purchase Only (Estimated)**

Hot Mix Asphalt Purchase Only (Costs must be at least twice the reimbursement amount requested.) \$

Ineligible Improvement Costs \$

Total Improvement Costs \$

Reimbursement Amount Requested (Not to exceed 50% of Hot Mix Asphalt Purchase) \$

**ATTACH A WISLR MAP SHOWING PROJECT LOCATION**

**Location**

On Route - Road to be Improved

At Route - Beginning Point

Toward Route - Ending Point

**Offsets below only required if this project does not begin or end at an intersection**

From Offset

Project Length

 ft.  mi.**Need for Improvement** (Attach additional information if necessary.)

Average Daily Traffic

Pavement Condition Rating

**Location**

On Route - Road to be Improved

At Route - Beginning Point

Toward Route - Ending Point

**Offsets below only required if this project does not begin or end at an intersection**

From Offset

Project Length

 ft.  mi.**Need for Improvement** (Attach additional information if necessary.)

Average Daily Traffic

Pavement Condition Rating

**Location**

On Route - Road to be Improved

At Route - Beginning Point

Toward Route - Ending Point

**Offsets below only required if this project does not begin or end at an intersection**

From Offset

Project Length

 ft.  mi.**Need for Improvement** (Attach additional information if necessary.)

Average Daily Traffic

Pavement Condition Rating

**Location**

On Route - Road to be Improved

At Route - Beginning Point

Toward Route - Ending Point

**Offsets below only required if this project does not begin or end at an intersection**

From Offset

Project Length

 ft.  mi.**Need for Improvement** (Attach additional information if necessary.)

Average Daily Traffic

Pavement Condition Rating

## TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
6. State financing will be limited to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less.
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor has been fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
  - a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-128, Section 4.)
  - b) This audit shall be performed in accordance with Federal Circular A-128 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])

This request is subject to the terms and conditions above and is made by the undersigned under proper authority to make such request for the designated Municipality/County and upon acceptance by the State shall constitute agreement between the Municipality/County and the State.

County

\_\_\_\_\_  
Head of Government/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title

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## DISCRETIONARY ALLOCATIONS

### 2010-2011 Local Roads Improvement Program (LRIP) Discretionary Funds

#### County Highway Improvement Program (CHIP-D)

	Allocation
WCHA District 1 - South Central	\$1,698,604.74
WCHA District 2 - Southeast	\$2,430,303.21
WCHA District 3 - Northeast	\$1,827,034.43
WCHA District 4 - Central	\$1,113,484.31
WCHA District 5 - Southwest	\$718,674.28
WCHA District 6 - West Central	\$1,130,529.67
WCHA District 7 - North Central	\$578,429.02
WCHA District 8 - Northwest	\$779,281.10
Total	<b>10,276,340.76</b>

#### Town Road Improvement Program (TRIP-D)

	Allocation
Statewide Total	<b>\$1,787,563.01</b>

#### Municipal Street Improvement Program (MSIP-D)

	Allocation
Statewide Total	<b>\$1,215,000.00</b>

	<b>\$13,278,903.77</b>
<b>Grand Total</b>	