



Addendum I Local Roads Improvement Program (LRIP)

**Guidelines and Requirements for
Discretionary City and Village projects**

2010-2011

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MUNICIPAL STREET IMPROVEMENT PROGRAM (MSIP) AND MUNICIPAL STREET DISCRETIONARY IMPROVEMENT PROGRAM (MSIP-D) PROCEDURES

Program Timeline

Schedule	Program Activity
After July 1, 2009	State of Wisconsin 2009-11 biennial budget is approved. WisDOT receives the 1 st year's (FY 2010) funds.
August 2009	WisDOT publishes <i>LRIP Guidelines and Requirements</i> on the LRIP home page: http://www.dot.wisconsin.gov/localgov/highways/lrip.htm .
By October 1, 2009	Cities/Villages select MSIPLT committee members and a chair.
By November 1, 2009	The MSIPLT committee chairs notify WisDOT of the name of the chair.
By November 1, 2009	MSIPLT committee meets, makes their selections and forwards selected MSIPLT and prioritized MSIP-D project applications to the county highway commissioner.
*After December 1, 2009	Nominees for the statewide MSIP-D committee are submitted to the WisDOT Secretary.
January 15, 2010	Statutory deadline for county highway commissioners to submit MSIPLT, MSIPGT and MSIP-D applications to WisDOT.
*February 2010	WisDOT reviews and compiles all project applications and submits to MSIP-D committee for evaluation.
*February 2010	MSIP-D committee meets, selects a chair, establishes a selection process, evaluates and selects and recommends projects to WisDOT Secretary for approval.
*March 2010	WisDOT Secretary approves MSIP-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 cities and villages for approved projects for State FY 2010 funding.
July 1, 2010	WisDOT receives the 2 nd year's (FY 2011) funds.
By July 15, 2010	WisDOT mails <i>State/Municipal Agreements</i> to cities and villages for approved projects for State FY 2011 funding.
June 30, 2015	Deadline to reimburse 2010-11 projects.

*Only applies to MSIP-D projects.

Roles and Responsibilities

Project Applicants

To qualify for LRIP funding, the project applicant must submit an application, 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 head of government 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 city or village *Improvement Plan* (minimum of 5-years).
- ▶ For MSIP-D applications, additional documentation, which highlights the selection criteria, should be included (see *MSIP-D Overview*).

Cities and villages with population of less than 20,000 (MSIPLT) submit MSIPLT and MSIP-D applications to the MSIPLT committee for review and selection.

Cities and villages with a population of 20,000 or more (MSIPGT) select their own projects and forward all applications directly to the county highway commissioner.

The MSIPLT meets to determine their project recommendations, forwards the selected MSIPLT and prioritized MSIP-D project applications to the county highway commissioner by November 1, 2009.

After the city or village 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&id=985.07\(2\)%20](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&id=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&id=985.01\(1m\)%20](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&id=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 MSIP/MSIP-D project.

Bidding and Contracting

- ▶ The city or village may request that the county highway commissioner conduct contract lettings.
- ▶ For help developing bid packages, specifications or advertisements, please contact the county highway commissioner, an engineering consultant or the University of Wisconsin-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.
- ▶ The city or village may not use their own forces to do work on the LRIP project. The project must be let to contract and awarded to the lowest responsible bidder.

Note: Negotiated contracts for preliminary engineering (design), feasibility studies and real estate purchases are exempt from this requirement. If the city or village is bidding out hot mix asphalt *only*, the final cost to purchase the finished hot mix asphalt must be at least twice the awarded LRIP amount in order to receive all approved funds.

- ▶ Applicants must abide by all environmental requirements when making an improvement with MSIP/MSIP-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.
- ▶ 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 [city or village 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 city or village may re-advertise for bids if the submitted bids are considered not responsible or if no bids are received. The city or village may contact contractors and invite them to bid.
- ▶ The city or village would only be able to contract with the county if no bids were received or if all bids were rejected as not responsible.
- ▶ Cities and villages 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 city or village may deem a bid for “cold mix” asphalt not responsive if they specifically requested bids for “hot mix” asphalt. Alternatively, the city or village 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.

If the city or village'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 city or village 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 MSIP-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 exception to standards). WisDOT will process complete and accurate requests within 30 days of receipt.
 - If an exception to standards is approved, the Local Project Delivery Section will provide a written notice.
 - A courtesy copy of the original request and the approval must be forwarded to the commissioner.
 - Without a written notice of the approved exception to standards from WisDOT, LRIP funds will be withdrawn from the project.

Once the project is complete and the contractor(s) paid, the applicant may make a reimbursement request. The project applicant is responsible to ensure that the improvement has been built to the specifications identified in the project application.

The following required documentation must be sent to the county highway commissioner upon project completion:

- ▶ A copy of the city or village 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. (Examples of an affidavit of publication and advertisement are in Appendix J.)
- ▶ Bid award and rejection notices, or dated city or village board minutes indicating action taken.

- ▶ An engineer's certification, if required.
- ▶ An exception to standards, if required.
- ▶ Documentation to confirm contractor payment. This may be either:
 - Copies of project invoices showing payment to the contractor(s), OR
 - Dated city or village board minutes identifying board action approving payment to the contractor(s).
- ▶ A completed *Request for Project Reimbursement*, signed by the head of government or designee.

The commissioner reviews the reimbursement request. If everything is in order, they sign and forward the request to WisDOT.

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

MSIPLT committee

Each county's MSIPLT committee will select projects within their county. The number of projects selected by the committee may not exceed the programming cap identified in Appendix D. The committee consists of no more than 5 chief executives or designees of villages and cities in the county. The county highway commissioner may be included on the committee as a non-voting member.

The chair of the committee is required to fulfill the following requirements by November 1, 2009:

- ▶ Inform WisDOT in writing of the chair's name.
- ▶ Convene and preside over meetings, and perform administrative functions of the committee.
- ▶ Sign the approved MSIPLT applications and identify the committee-approved total MSIPLT funds requested. This amount needs to be within the entitlement allocation identified in Appendix C.
- ▶ Ensure the number of applications for submission to WisDOT is within the identified county programming caps (see Appendix D).
- ▶ Forward MSIP-D application(s) to county highway commissioner after the committee reviews for eligibility, using the criteria for a discretionary project. If submitting multiple applications, the committee must prioritize submittals.
- ▶ Forward the LRIP project applications to the county highway commissioner.
- ▶ Forward minutes from the committee meeting(s) that identify the chair, members and actions taken by the committee to the county highway commissioner.

MSIP-D committee

The MSIP-D committee consists of six members of the League of Wisconsin Municipalities and the Wisconsin Alliance of Cities, 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 for February 2010.

- ▶ A committee member may not represent a community that submits a project for evaluation.
- ▶ The committee meets, selects a chair, and sets up criteria to evaluate submitted projects. These criteria shall include safety, reconstruction, traffic volume/type and comprehensive planning.
- ▶ The committee has a goal of fair geographic distribution, approving no more than one project per county.
- ▶ No later than March 1 of each even-numbered year, the committee recommends MSIP-D projects for the Secretary's approval within the specified funding level.

County Highway Commissioner

The role of the commissioner is to serve as an administrative liaison between WisDOT and project applicants within their county, and provide ongoing support throughout the duration of the project. They:

- ▶ Convene and preside over the initial county MSIPLT committee to select the membership and chair. The commissioner may not be a voting member of the committee, but may be included as a non-voting member.
- ▶ Review the project application to confirm:
 - All application fields are completed.
 - Project location has been confirmed using On/At location description and the project location map.
 - Project is eligible based on the type of improvement.
 - MSIPLT committee chair has signed the application and identified the approved amount of MSIPLT funds. (Note: The commissioner may not sign on behalf of the committee chair.)
 - MSIPGT communities have not exceeded their allocations.
 - Head of government or designee has signed the *Terms and Conditions* statement.
 - An *Improvement Plan* has been submitted (minimum of 5-years).
- ▶ In addition, before forwarding project applications to WisDOT, the commissioner ensures:
 - The MSIPLT committee has not submitted more project applications than the programming caps allow. Programming caps are identified in Appendix D.
 - The MSIPLT committee has not exceeded their entitlement funds, as identified in Appendix C.
 - The sum of LRIP funds requested for all entitlement applications does not exceed one-half the biennial entitlement for each year.
- ▶ Inform the project applicant of any ineligible application requests, missing information or other application issues.
- ▶ Forward all project applications and MSIPLT meeting minutes to WisDOT by January 15, 2010. All city and village applications must be submitted at the same time.

- ▶ Conduct contract lettings for a city or village, upon request.
- ▶ Prior to signing the *Request for Project Reimbursement*, the commissioner must have copies of the following documents in every project file:
 - A completed project application.
 - Signed *Terms and Conditions*.
 - A project location map.
 - The city or village *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 city or village board minutes, indicating action taken
 - An engineer's certification, if required.
 - An *exception to standards*, if required.
 - Copies of the project invoices showing payment to the contractor(s) prior to submitting the *Request for Project Reimbursement* OR dated board minutes identifying board action approving payment to the contractor(s).
 - The *Request for Project Reimbursement*.

The commissioner informs the project applicant of any missing documentation or other document issues. If eligibility questions arise, the commissioner should contact the LRIP program manager assigned to that county.

- ▶ Based on the documentation provided and knowledge of the project, the commissioner confirms the project's compliance with all applicable laws, administrative policy and program rules and contract bidding requirements.
- ▶ After confirming documentation, the commissioner signs the *Request for Project Reimbursement* and forwards the request to WisDOT
- ▶ 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 project documentation.

MUNICIPAL STREET DISCRETIONARY IMPROVEMENT PROGRAM (MSIP-D) OVERVIEW

Description

The Municipal Street Discretionary Improvement Program (MSIP-D) targets high cost municipal street improvement projects that have a total project cost of \$250,000 or more. The discretionary program continues to provide a statewide opportunity for significant, high-priority municipal street improvements.

Eligibility

- City and village street improvement projects must meet the general program requirements, and must address the four criteria described below under *MSIP-D Selection Criteria* to be eligible for consideration under this program.
- Discretionary projects must be included in the city or village *Improvement Plan* (minimum of 5-years).
- A registered, professional engineer must certify the design on all MSIP-D projects.
- Because applicants compete for discretionary funds on a statewide basis and projects are selected based upon information provided in the city's or village's application, it is important to correctly identify the improvement at application. Substitutions and changes are not permitted on approved MSIP-D projects.
- Federal funding is not allowed on an LRIP project.

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

Application Process

Applications submitted by the communities are forwarded to the MSIPLT committee for review, and then forwarded to the county highway commissioner. For greater consideration, additional documentation emphasizing the four criteria of safety, reconstruction projects, high-traffic volume, and comprehensive planning is needed. This information is limited to no more than five additional 8.5 x 11 pages, including pictures and is attached to your application. All applicants must submit 10 copies of the completed application, supporting materials and pictures.

Multiple applications may be submitted within a single county. In this case, the MSIPLT committee must assign a ranking (1st choice, 2nd choice, etc.). While the MSIP-D committee takes into consideration the MSIPLT committee's recommendations related to ranking, their final decision is based on their independent evaluation of the applications. Only one project per county may be selected by the MSIP-D committee each program cycle to ensure fair statewide distribution.

Applications submitted by MSIPGT communities are forwarded to the county highway commissioner.

MSIP-D Selection Criteria

The MSIP-D committee, consisting of six League of Wisconsin Municipalities (LWM) and the Wisconsin Alliance of Cities (WAC) members at large nominated by the LWM and WAC and appointed by the WisDOT Secretary make MSIP-D recommendations. Nominees will receive a letter from WisDOT confirming their selection. MSIP-D committee members may not submit projects during the term of their assignment on the committee. The committee has a goal of fair geographic distribution, approving no more than one project per county.

The four criteria for MSIP-D selection are:

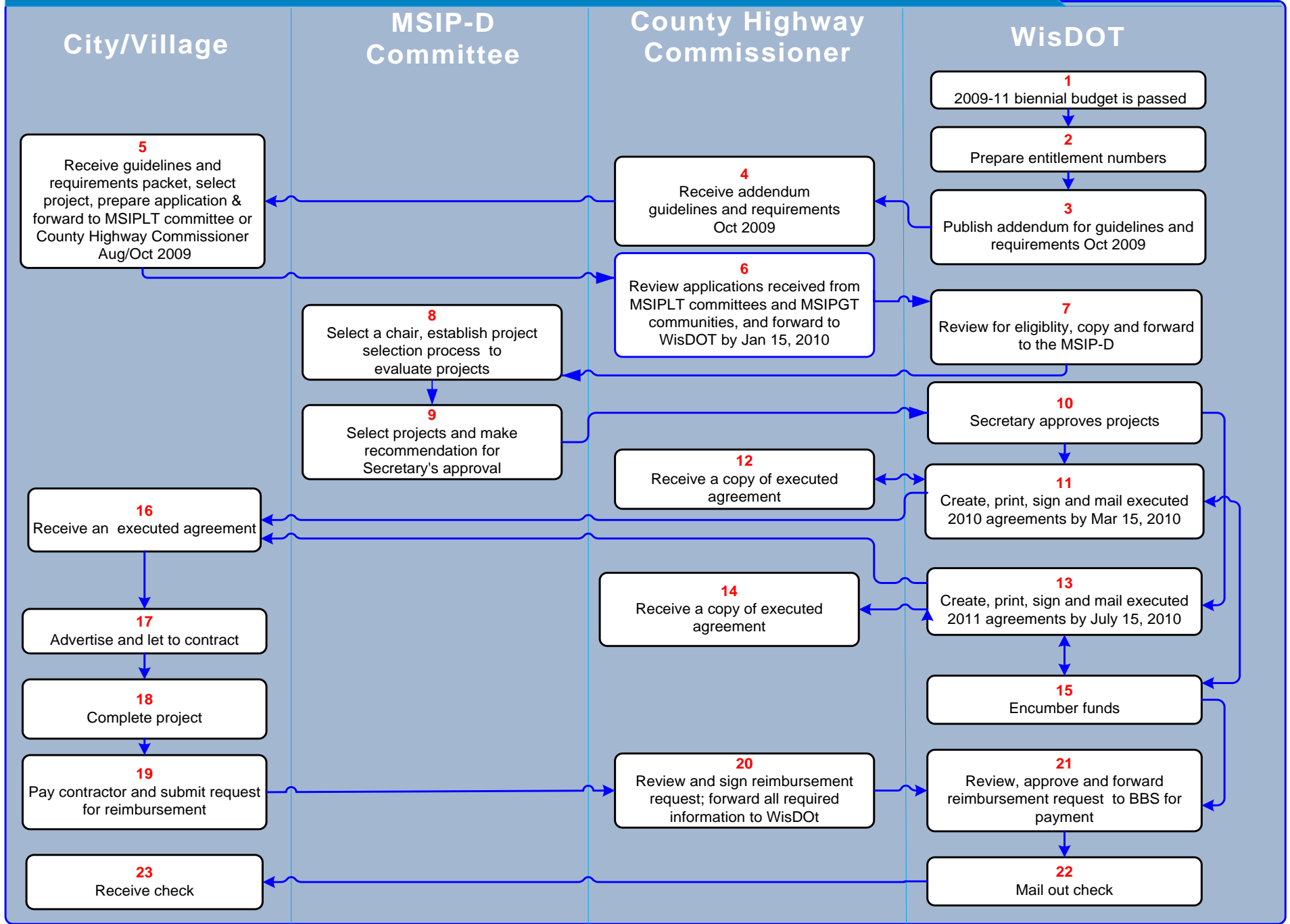
- Safety: The highest priority is given to projects that improve safety or correct an existing traffic hazard. Applicants should submit information detailing the hazard, accident history or risk factors. Other relevant information, such as the volume and type of traffic that supports the need for the safety improvement should also be submitted. The municipality 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: The second highest priority is given to reconstruction 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. Note: the MSIP-D committee has never recommended a hot mix asphalt purchase project for approval.
- High Traffic Volume Projects: The third highest 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 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, provided the heavy traffic volume or truck traffic is explained.
- Comprehensive Planning: The fourth highest priority is given comprehensive planning. 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). 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.
- Unique characteristic of the street, such as tourist sites, historic sites, or any other factor that will make the project unique.

The selection committee’s goal is to maintain as close to a 50 percent state / 50 percent local match as possible.

Municipal Street Discretionary Improvement Program (MSIP-D)



MUNICIPAL STREET DISCRETIONARY IMPROVEMENT (MSIP-D) PROCESS

The flowchart identifies the general procedures utilized for the Municipal Street Discretionary Improvement Program (MSIP-D). The following is a step-by-step description of the process.

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

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

Step 5: Cities and villages review program requirements in the *Guidelines and Requirements* and prepare a project application, including a signed copy of the *Terms and Conditions* statement, a project location map, a copy of the city's or village's *Improvement Plan* (minimum of 5-years) and additional documentation supporting the criteria to qualify for a discretionary project. For cities and villages with a population of less than 20,000 (MSIPLT), forward the information to the MSIPLT committee. By November 1, 2009, the MSIPLT committee reviews MSIP-D applications for eligibility and forwards project application(s) and supporting materials to the county highway commissioner. If multiple applications are submitted, the committee must assign a ranking (1st choice, 2nd choice, etc.). For cities and villages with a population of 20,000 or more (MSIPGT), forward applications to the county highway commissioner. Only one project will be selected from each county.

Step 6: The county highway commissioners review the project application(s) and supporting material for completeness and compliance with applicable statutory law, administrative policy and program rules. County highway commissioners forward the prioritized project application(s) to WisDOT by January 15, 2010.

Step 7: WisDOT reviews the applications. After receiving all MSIP-D applications statewide, hard copies of each eligible application are forwarded to the MSIP-D committee members for independent review before the committee meets.

Steps 8 & 9: The MSIP-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.

Steps 10: The WisDOT Secretary approves projects in March 2010. The Governor's office announces approved projects shortly thereafter.

Steps 11 through 15: 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*. Copies of these documents are also mailed to the city or village clerk and county highway commissioner. The LRIP Program Manager forwards the approved project to WisDOT's Bureau of Business Services to encumber the funds.

Step 16: Cities or Villages receive an executed *State/Municipal Agreement* from WisDOT.

Step 17: Once the applicant has an original, 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 18: Complete the project. *Ch. Trans 206* (located 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 MSIP-D applicants to abide by all environmental requirements when making an improvement with MSIP-D funds. Contacts at the Wisconsin Department of Natural Resources are included in the Appendix G. These contacts can help scope the project, review the design and explain pertinent environmental regulations.

Steps 19 and 20: The city or village pays the contractor(s) in full. Once the contractor(s) has been paid, complete and sign the *Request for Project Reimbursement* and forward to the county highway commissioner, along with the following documents:

- Proof of advertisement for bid,
- Bid award or rejection notices, or dated city or village board minutes verifying action taken,
- Engineer's certification,
- Exception to standards, if required, and
- Documentation to confirm contractor payment, including either a copy of project invoices showing payment to the contractor(s), OR dated board minutes identifying board action approving payment to the contractor(s).

The commissioner will not sign or forward the *Request for Project Reimbursement* to WisDOT until they receive all required documents. After reviewing the *Request for Project Reimbursement*, the commissioner will sign and forward the document to WisDOT, if complete.

Steps 20 through 23: The LRIP Program Manager reviews the *Request for Project Reimbursement* and either approves it or requests additional information. Once the *Request for Project Reimbursement* has been approved by the Program Administrator, the LRIP Program Manager works with the Bureau of Business Services to process the payment. The reimbursement check is sent to the city or village treasurer within 30 days of receipt at WisDOT.

Post-Project Agreement Activities (not included on flowchart.)

Substitutions and changes are not allowed on MSIP-D projects. Applicants compete for discretionary funds on a statewide basis and projects are selected for recommendation by the MSIP-D committee and approved by the WisDOT Secretary based upon information provided in the city's or village's application and supporting documentation. **If the applicant is unable to complete the project as it was approved by the MSIP-D committee, the funds will be returned to the appropriation for statewide competition in the next biennium.**

MSIP-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 city's or village's *Improvement Plan*. All application materials must be submitted to the county highway commissioner by November 1, 2009.
- To apply for a MSIP-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:

- Name of city or village.
- County.
- City mayor or village president, address, phone, fax, if applicable.
- City or village clerk, 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 city or village 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 city or village 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 city or village is using their LRIP funds for hot mix asphalt purchase only, also check the Hot Mix Asphalt Purchase Only 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 filing 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 city's or village's Improvement Plan (minimum of 5-years)? (Check Yes or No) – If the project is *not* part of the city's or village's *Improvement Plan*, it is ineligible to receive LRIP funds.

Does this project meet the standards in WisDOT Facilities Development Manual? (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. Municipal street standards may be found in the *WisDOT Facilities Development Manual (FDM), Chapter 11-20-1*.

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

- The MSIPLT committee chair must sign the MSIPLT application and confirm the approved LRIP amount.
- For MSIP-D 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 Aging (<1" Wearing Surface)	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.

LRIP need type	LRIP need type description
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.
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 name of the community and 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 the county highway commissioner by November 1, 2009:

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

ADDITIONAL MSIP-D REQUIREMENTS

Any supporting materials or pictures which highlight how the proposed project meets the selection criteria should be attached to the project application. Submit the application, along with no more than five additional 8.5" x 11" sized pages per project, including pictures.

Please provide 10 copies of the required documents. Each member of the MSIP-D committee will receive a complete copy of the application packet for review.

2010-2011 MUNICIPAL STREET DISCRETIONARY IMPROVEMENT PROGRAM APPLICATION

DT2200 7/2009 s. 86.31, Stats., ch. Trans 206

Wisconsin Department of Transportation

CHOOSE ONLY ONE FUNDING YEAR

MSIP-D <input type="checkbox"/> State FY 2010 Funding		<input type="checkbox"/> State FY 2011 Funding		DOT Office Use Only	
<input type="checkbox"/> City or <input type="checkbox"/> Village – Check One of		County		Project ID No.	
City Mayor or Village President		City or Village Clerk		Date	Initials
Address		Address			
Area Code – Telephone Number	Area Code – FAX Number	Area Code – Telephone Number	Area Code – FAX Number		

Project Improvement Type - CHOOSE ONLY ONE

<input type="checkbox"/> Reconstruction (<input type="checkbox"/> Hot Mix Asphalt Purchase <i>Only</i>)	<input type="checkbox"/> Reconditioning (<input type="checkbox"/> Hot Mix Asphalt Purchase <i>Only</i>)	<input type="checkbox"/> Resurfacing (<input type="checkbox"/> Hot Mix Asphalt Purchase <i>Only</i>)	<input type="checkbox"/> Structure Roadway Improvement Type <input type="checkbox"/> Reconstruction <input type="checkbox"/> Reconditioning <input type="checkbox"/> Resurfacing
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Proposed Improvement

Pavement Type	Pavement Thickness	Typical Lane Width	Typical Shoulder Width/ Curb and Gutter
Structures Projects Only	<input type="checkbox"/> Replacement <input type="checkbox"/> Rehabilitation	Structure Size <input type="checkbox"/> less than or equal to 20 feet in length <input type="checkbox"/> greater than 20 feet in length (eligible for federal funding)	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this project part of the city's or village's <i>Improvement Plan</i> (minimum of 5 years)?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Does this project meet the standards in <i>WisDOT Facilities Development Manual</i> ?			
Note: If project does not meet road standards, community understands an exception will be required.			

Eligible Program Costs (Estimated)		Eligible Costs for Hot Mix Asphalt Purchase <u>Only</u> (Estimated)	
Preliminary Engineering	\$	Hot Mix Asphalt Purchase Only (Costs must be at least twice the reimbursement amount requested.)	\$
Right of Way Acquisition	\$	Ineligible Improvement Costs	\$
Construction	\$	Total Improvement Costs	\$
Ineligible Improvement Costs (If any).	\$	Reimbursement Amount Requested (Not to exceed 50% of Hot Mix Asphalt Purchase)	\$
Total Improvement Costs	\$		
Reimbursement Amount Requested (Not to exceed 50% of Eligible LRIP Project Costs)	\$		

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.(s)**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.(s)**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.(s)**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.(s)**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.

City or Village – Check One

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	10,276,340.76

Town Road Improvement Program (TRIP-D)

	Allocation
Statewide Total	\$1,787,563.01

Municipal Street Improvement Program (MSIP-D)

	Allocation
Statewide Total	\$1,215,000.00

Grand Total	\$13,278,903.77
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