

**Wisconsin Department of Transportation**  
**Statewide Multi-modal Improvement Program (SMIP) includes:**  
Transportation Enhancements (TE) Program  
Bicycle and Pedestrian Facilities Program (BFPF)

**Guidelines: Calendar Year 2008 Submittal for FYs 2009-2011 Funding**

*What is the program all about and how much money is available?*

**Please Note:** This is not a grant program – the Public Sponsor is reimbursed for 80% of approved project costs incurred provided all federal project requirements are met.

Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 as re-authorized in 2005 under the Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users (**SAFETEA-LU**), the Wisconsin Department of Transportation (WisDOT) receives federal funds to provide a variety of improvement programs, including the local Transportation Enhancements (TE) program. The program is designed to fund projects that increase multi-modal transportation alternatives and enhance communities and the environment.

Funding for the former STP-Discretionary program was converted into the Bicycle and Pedestrian Facilities Program (BFPF) in the 2007-09 state biennial budget. This means that there will be greater funding available this cycle, particularly for bicycle and pedestrian facilities. Bicycle system planning projects will again be eligible. Per state statute, pedestrian-only projects such as sidewalks and ped-only bridges are not eligible under BFPF but remain TE eligible. Unlike the former STP-D program, non-bicycle/pedestrian projects to reduce single-occupant vehicle travel, such as public transit bus acquisitions, are not eligible.

As indicated in past applications, we make our projections under the assumption that the State Legislature will continue existing programs at the same funding level that existed at the time projects are requested. We undertake multi-year programming commitments to all types of transportation projects to make sure that projects are ready to use Wisconsin's federal funding resources when they become available and because of the long lead time needed to select and approve projects, obtain local funding commitments, undertake design, acquire real estate (if needed) and construct the projects. The 2007-2009 budget includes \$6.25 million per year for the TE program and \$2.72 million for BFPF starting in State Fiscal Year (SFY) 2009. We commit two years of funding per application cycle. Our best estimate is that \$18 million in new federal funding will be available in 2008 for SFYs 2010 and 2011, assuming that no changes are made to the 2009-2011 state budget affecting TE or BFPF and no changes are made to the federal transportation act that replaces SAFETEA-LU.

SAFETEA-LU did not make major changes to the TE program guidelines. The federal transportation act added a new program called **Safe Routes to School (SRTS)**. The program is to promote increased bicycle and walking to school by grades K-8. The program comes with federal funding that will cover 100% of a project's cost. The amount available will be modest compared to the TE program. Projects will be for education and promotion as well as infrastructure. WisDOT held its first SRTS program cycle in 2007 and is undertaking another cycle in close tandem with this program. If you anticipate having a bicycle and Pedestrian project that is within 2 miles of a K-8 school site and will promote biking and walking to school, consider applying for

the SRTS program this year. Decisions on those projects will be made slightly ahead of this program. Note that both the TE and SRTS programs will be up for review for the federal transportation act that replaces SAFETEA-LU after 2009.

We are soliciting projects in calendar year 2008 primarily for SFYs 2010-2011. Because we have already programmed funds in SFY 2009 for projects solicited in calendar 2006, most of the new funding will be primarily targeted to projects in SFY 2010 (begins July 1, 2009) and SFY 2011 (begins July 1, 2010). We may have limited funds for Design work starting in SFY 2009 (begins July 1, 2008). Construction will need to wait until SFY 2010 or more likely 2011 to 12 because of the large backlog of previously approved projects. If your project cannot wait until these time frames, you should NOT apply for funding.

### ***What projects are eligible for funding?***

We will now cover the eligibility funding categories for the TE program that are regulated by federal guidelines. The **first requirement of a Transportation Enhancements project** is that it must fit in to one of the following twelve categories.

- Provision of facilities for pedestrians/bicycles + (see note below)
- Provision of safety and educational activities for pedestrians & bicyclists
- Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails) +
- Historic Preservation\* (see note below)
- Rehabilitation/operation of historic transportation buildings (including historic railroad facilities and canals)\*
- Establishment of transportation museums
- Acquisition of scenic easements and scenic or historic sites
- Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
- Landscaping and other scenic beautification
- Control and removal of outdoor advertising
- Environmental mitigation of water pollution due to highway run-off or reduce vehicle caused wildlife mortality while maintaining habitat connectivity
- Archeological planning and research

\*In Wisconsin, historic projects must meet the additional test of being on or eligible for the National or Wisconsin Register(s) of Historic places or on an official local historic register based on an adopted local landmarks ordinance. If a project does not already have register status, forms can be submitted to the Wisconsin Historical Society to determine if it would be deemed eligible for such status. The form for requesting a determination of eligibility is available at:

[http://www.wisconsinhistory.org/hp/buildings/property\\_eligible.asp](http://www.wisconsinhistory.org/hp/buildings/property_eligible.asp)

Call Daina Penkiunas at (608) 264-6501 or by e-mail

[daina.penkiunas@wisconsinhistory.org](mailto:daina.penkiunas@wisconsinhistory.org) to obtain information. Project proposals that involve either historic preservation or the rehabilitation and operation of historic transportation buildings, structures or facilities must provide proof at the time of application that the proposed project meets one of these criteria.

+Federal guidelines provide wide latitude on the type of bicycle facilities that can be TE funded. For Wisconsin's program, we place an emphasis on bicycle and pedestrian facilities that will serve at least some utilitarian trips, e.g., for work, school, and shopping that might otherwise be made by automobile.

The **second requirement** for a project to be eligible for TE is that **the project must “relate to surface transportation”**. This second federal requirement is subject to considerable interpretation, particularly for some project categories. The burden of proof is on the applicant to demonstrate that their project relates to surface transportation. Our experience is that historic projects will need to be handled on a case-by-case basis. Historic related projects will generally need to justify their relationship to surface transportation by citing project characteristics other than just being visible from a highway or road. Historic preservation and restoration projects will usually involve the rehabilitation of a historic transportation related structure. Historic planning or research related activities - except in the case of archeology - generally do not meet federal TE guidelines unless they are part of an overall project that results in actual rehabilitation work. Categories such as tourist and welcome centers and transportation museums are also likely to raise a considerable number of questions regarding eligibility.

With so many questions likely to arise as to the eligibility of projects, it is impossible to address every one of them in this document. We recommend that you call the WisDOT Region or Central office contact on page 11 to discuss your project if you have concerns about its eligibility. They can also supply you with copy of the **Federal Highway Administration (FHWA)** Transportation Enhancements guidance and recent “Q & As” that address a number of project category specific issues and questions. You can find a copy of the federal guidance on the following website: <http://www.fhwa.dot.gov/environment/te/index.htm>

All projects will be screened for eligibility based on the above noted requirements and only eligible projects will be considered for funding. Applicants should also make sure that all the elements of their project are eligible and integral to the project and that they do not “pad-in” irrelevant or ineligible project components. This is most often the case with landscaping and streetscaping type projects, or for bicycle and pedestrian facilities where the applicant wants to include trail amenities. Projects will be reviewed for inappropriate cost items by WisDOT staff. Streetscaping projects that are on state highways need to be coordinated with the Regional office. Applicants may be requested to resubmit applications omitting the problem line item expenses before they can be considered eligible for funding. It is in the interest of applicants that we determine ineligible items **PRIOR** to project approval. WisDOT will reserve the right to deny ineligible items even if they are not determined until later detailed engineering work is submitted for review. If you submitted a project in 2006 and it was not approved, it must be re-submitted.

### ***Bicycle and Pedestrian Facilities Program (BFPF)***

Bicycle and pedestrian projects eligible for the TE program will generally also be eligible under the BFPF with some minor difference resulting from differences in the state enabling legislation. These restrictions apply to BFPF.

- Pedestrian-only projects like sidewalks or pedestrian-only bridge are NOT eligible, even if only a portion of the total project.
- Streetscaping projects are NOT eligible, even though they contain some bike/ped elements.
- **Local Force Account (LFA) work is prohibited.** ALL work must be competitively let.
- State agencies are NOT eligible applicants, only local government units & Indian Tribal Nations.
- Bike/ped Planning projects are eligible under BFPF.

Federal funding is used in all cases, so all federal and state requirements described below are applicable.

### ***Who can apply for funding?***

Counties, cities, villages, towns and Indian Tribal Nations may apply for funding. State agencies can apply for TE funding but not BPDF. Sponsors must generally be public agencies with taxing authority that can guarantee matching funds. WisDOT will administer the program for the state as an agent of FHWA. The sponsor will finance the entire project until the federal government share, up to 80% of the approved project amount, is reimbursed by WisDOT. State agencies applying for projects on state-owned land should plan on the participation of the Department of Administration (DOA) in project management and as co-sponsors of the Project Agreement.

Private entities can apply for funds indirectly through an eligible public sponsor, e.g., local unit of government or state agency that can guarantee the matching funds. This action is needed to ensure that the money will be available to match the federal aid when the project is ready to be built. If the private entity is providing the matching funds, it should reach an agreement with the sponsor on how the private group will transfer funds to the public sponsor. Reimbursement of funds cannot be made directly to private organizations or individuals and must be made to the sponsor. Federal regulations require that the project be **under public ownership and/or control** and the sponsor guarantee the **project will be maintained for the useful life of the facility.** Experience indicates that private-for-profit agencies will have difficulty meeting these provisions and we therefore recommend that the private entities be non-profit corporations. Portions of projects that relate to the development of for-profit enterprises are **not** eligible for federal funding under this program.

### ***Is there a minimum or maximum project amount that we can apply for?***

To ensure efficient utilization of local and state administrative resources and to promote more significant projects, the following minimum project sizes have been established for both programs. **Construction projects must be \$200,000 total or over**, including any design work. A new change started in 2004. Because of the major time and effort needed to comply with FHWA real estate requirements, sponsors should plan on covering real estate costs under \$100,000 with 100% local funds. These guidelines apply to both Locally Let and State Let projects. It is assumed the projects will be Locally Let, unless the local sponsor and WisDOT Region agree to undertake the project as a State Let. Equipment and materials acquisition are allowable but may be considered construction related because federal reimbursement will only occur after installation of the materials ensures that the project is completed. We have not set an upper limit to the amount of funding requested for an individual project. With the amount of funds available, our ability to fund projects requesting \$1 million or more is very limited.

Stand-alone preliminary engineering work such as developing project specific design, environmental documents and **Plans, Specifications and Estimates (PS&Es)** to construct a project at a future date is also eligible for a project minimum of \$25,000 federal/\$31,250 total cost. It is assumed that a stand-alone design project will ultimately result in a construction project unless the engineering study indicates that the project is not feasible to build. Applicants may again apply for system-wide (regional, city, county) bicycle planning activities under with a project minimum of \$50,000 total.

### ***Will the Department help the sponsor with the project?***

WisDOT Region offices will have application materials available. Region staff will help screen applications for project and cost eligibility, reasonable cost and schedule estimates and to make sure the project meets various guidelines. Region staff will be available to provide technical assistance, but will not review completed applications prior to submittal or become involved in the local priority setting process. Sponsors are responsible for accurate cost estimates. It is the responsibility of the sponsor to read and follow the steps and requirements outlined in the **Sponsor's Guide to Non-Traditional Transportation Project Implementation**. The guide includes links to many other relevant documents and can be found at this internet location:

<http://dotnet/consultants/standguide.shtm>

The sponsor should note that the project must meet all federal state laws and regulations, including federal and state environmental regulations, for each phase of their project. See pages 7-9 for a brief outline of relevant requirements. Region office staff or their representative can provide technical help and documentation examples for these requirements. Major references include the Sponsor's Guide, appropriate sections of WisDOT's Facilities Design Manual (FDM), the United States Code, Title 23 of the Code of Federal Regulations and other documents. Bicycle and pedestrian projects must be consistent with the WisDOT's *Bicycle Facilities Handbook*. Close attention should be paid to limitations on building separated paths adjacent to urban and suburban roadways. Projects must comply with the Americans with Disabilities Act (ADA). Historic building rehabilitation must meet U.S. Department of the Interior standards. While Region staff and WisDOT representatives under contract can refer you to the relevant portions of these documents, the sponsor is ultimately responsible for having staff or hiring consultants with the expertise to make sure their project meets these requirements.

### ***What kind of approvals do we need to receive funding for a project?***

**First**, the sponsor will accept and review requested projects from all individuals, groups or organizations and prioritize proposed projects. Each sponsor will have to consider the project(s) as part of its own budget process so the matching funds and the initial expenditures can be guaranteed.

**Second**, the sponsors will send proposed project applications to the Regions and their Metropolitan Planning Organization (MPO), if applicable. If you are in an urbanized area of 50,000 or more population, your local MPO is required to assign priority rankings to projects within their jurisdiction and these will be factored into the overall state ranking of projects. We encourage local governments to work with their WisDOT Region, and MPOs if you are in an urbanized area, to develop projects. The Region office will ensure that the application is complete, all of the costs are eligible and the project has a reasonable implementation schedule. If a sponsor is sponsoring more than one project in an urbanized area with a MPO, it should rank each project in priority order, e.g., 1 of 5 for the highest priority among five projects, etc. With your local priorities, MPOs will be better able to develop urbanized area priorities. This ranking is highly recommended, but not required, for communities outside of urbanized areas. MPOs will need to complete this ranking before the review committee meets to review the projects so these rankings can be factored into the committee's list of recommended projects.

**Third**, the Region will forward the applications to the Central office in Madison where projects will receive a final review for eligibility with the help of FHWA.

**Fourth**, the Central office will prepare a list of eligible projects for review by the committee that reviews and ranks all eligible projects. We expect that the committee reviewing the applications will include a mix of state officials and citizens from around the state. The exact committee membership has not yet been determined. In 2006 it included four representatives from the Legislature, various state agencies including the Wisconsin Historical Society, Departments of Natural Resources, Tourism, Commerce and Transportation, and various citizen representatives. Appointments are made through consultation between the WisDOT Secretary and the Governor's office. The make-up of the committee could change in 2008.

The selection committee meets to review and rank projects based on guidelines provided by WisDOT staff, the quality of responses to the major application questions and the priorities provided by MPOs to urbanized projects in their area. WisDOT Central and Region staff with knowledge and expertise on many of the program projects are on hand at the meeting to answer informational questions but not to make recommendations. Based on the average ranks of all the projects among the committee members, a program of projects for FYs 2009-2011 is developed within funding and obligation authority restraints. If you have questions concerning any changes to the selection process or committee membership, please call the Multi-modal Program Manager in Madison at 608-264-8723.

**Fifth**, the review committee's recommendations for expending the available TE/BPFP funds will be acted on by the WisDOT Secretary who generally accepts the recommendations of the committee. The Secretary makes final approvals for TE/BPFP projects that are announced to locals through letters from the Governor's office.

**Lastly**, you will sign a Project Agreement that you receive from a WisDOT representative. Each phase of the project must be authorized for charges by FHWA before reimbursable costs can be incurred. The Region's representative will notify you when you can proceed with each phase of your project. The sponsor will pay for costs as they occur and then seek reimbursement through the Region's Management Consultant for the expenses.

### ***How much money do we need to put up and when do we get the federal money?***

This is a REIMBURSEMENT program – not a grant program. The public sponsor must pay for the initial project cost prior to requesting reimbursement. The public sponsor will be required to commit at least 20% of the project's cost through their local budget process so that money will be available when the project is executed. Any project costs in excess of the approved program amount will be 100% local sponsor responsibility. The matching funds may come from local funding sources, private contributions or in-kind services if certain conditions are met. You may also use some categories of federal funds received by a community as match. Generally, these should not be other sources of federal or state transportation funds. Communities may choose to provide overmatch for a project, but this is usually not a consideration in selecting projects.

After paying the contractor, the sponsor submits a request for reimbursement with supporting documents to the state for payment of the federal share of the project. The sponsor can submit requests to the state on a periodic basis (e.g., quarterly) to receive reimbursement for the federal share of up to 80% of the money the sponsor has spent to date. The state, then in turn bills the federal government for the reimbursement of the money paid to the sponsor. This is the normal process used for the FHWA program that is the source of TE/BPFP. Federal financial procedures require the sponsor to pay the full amount of the contractor's interim billing as the project progresses. In many other federal programs, the sponsor gets the money up front from a grant

and does not have to use its own funds for the project until reimbursed by the federal government. **This is NOT the case for FHWA funded TE projects.**

***Who is responsible for the project and what are the requirements?***

The sponsor is responsible for completing the entire project in accordance with federal and state laws and regulations. If a project is sponsored on behalf of a private organization, the public sponsor may enter into a legal agreement with the private organization to ensure that the private party complies with the requirements and provides the funds for the local match, but the public sponsor bears ultimate responsibility for the project.

Once the project is in the sponsor's budget and approved in the local MPO's Transportation Improvement Program (TIP) if it is in an urbanized area listed on page 13 (or State TIP in the case of non-urbanized area project), the sponsor must enter into a Project Agreement with the WisDOT Region where the project is located. The Region will then initiate the paperwork needed to authorize the project for federal charges. This is a key step because the **federal government will not reimburse for costs incurred prior to their authorizing a project.** Sponsors will be responsible for any costs incurred prior to federal authorization and notification by the Region that they can proceed to work on each phase of the project. Please note that receipt of the Governor's letter announcing the project award does **not** carry with it the authority to begin work on the project.

Some of the issues you should watch out for before applying, and then during each phase of a project you are awarded, are detailed below. Our experience is that projects often experience cost overruns and delays. The **helpful hints below** should assist you with avoiding some of the most common problems.

- Make sure you have an eligible project that has local political and financial support to cover the 20% match. If multiple local governments are involved or the public sponsor is working with private non-profit agencies, be sure all the parties involved have agreed to the project, local match shares, roles and responsibilities, etc., beforehand rather than waiting until after the project is approved.
- Develop an accurate cost estimate with the help of your professional staff or hiring expertise if necessary. If you are applying for a bicycle or pedestrian project, develop cost estimates after considering ADA standards and WisDOT's *Bicycle Facilities Handbook*. Because cost overruns are the responsibility of sponsors, it is important to have an accurate cost estimate that takes into consideration foreseeable problems that could add to your costs. Recent increases in items such as fuel, asphalt, concrete and steel have added considerably to project costs. If real estate is involved, contact Region staff in charge of real estate for advice on cost and compliance issues.
- **Watch out for the following issues** - Depending on the proposed site and type of project, these may include: the presence of protected historical, natural resource (e.g., wetlands) or archeological resources, contaminated soils and anything requiring the purchase or use of railroad right-of-way including crossing railroads. Railway right-of-way issues are one of the most common sources of delay for projects!

**Important information for bicycle facility projects** - Because federal transportation funds are the source of the programs, projects are targeted to transportation uses rather than purely

recreational activities. All Terrain Vehicles (ATVs) are *not allowed* on TE trails and **snowmobiles are allowed only by local ordinance**. Sponsors will need to decide on whether or not they want to allow snowmobiles and factor this into the surface type chosen for the facility and their maintenance policies. Shared equestrian usage is not forbidden by FHWA but from WisDOT's perspective should be avoided. FHWA has determined that trail fees are permissible only if all fees are used to maintain the trail facility. As a matter of policy, WisDOT considers fees as discouraging the use of a trail for transportation purposes. Applicants should indicate whether they intend to charge fees on the facility they are applying for.

In recent years, questions have arisen concerning whether snowplowing should be a required maintenance practice for paved paths and trails in urban and suburban locations. Obviously if a community intends to allow snowmobiling, it is an indication that the community will not be keeping the facility clear of snow in winter months. Conversely, a community that indicates in its application that it will clear snow from a bicycle and pedestrian facility, it is a sign that there is a greater level of local commitment to providing the facility as a year round transportation alternative to auto travel. In certain circumstances, WisDOT will reserve the right to include winter snowplowing as a required part of maintenance where year round bicycle and pedestrian use seems particularly warranted. An example is a facility that serves a school. The Safe Routes to School (SRTS) requires this policy on all of its facilities.

Once you are awarded an approved project, your project will involve one or more of the following project phases, each with their own special requirements and issues.

**Preliminary Engineering and Design:** Because these projects are let for competitive bid, you will need to develop a plan for the project that allows it to be properly constructed. Local governments may use their own staff if they are qualified to do the work or the staff of other government units, including planning agencies, if they have staff qualified to do the work. If the sponsor does not have adequate staff of its own available to prepare the Plans, Specifications and Estimates (PS&E), a qualified private consultant who is familiar with state and federal laws, regulations and procedures must be hired by the sponsor to do the job. This will usually be an engineer for projects such as constructing bicycle facilities or an architect for historic rehab type work. The same consultant firm often does the Construction Engineering work.

The sponsor must follow federal procedures for hiring a private consultant. These require that a **Qualifications Based Selection (QBS)** process be used to make the decision, unless 100 % locally funded. You may not just hire a local firm or one that has routinely performed work for you. Region staff will be able to provide you with assistance and examples of guidelines that will help you meet federal and state requirements such as filling out the Environmental Checklist, one of the first steps you need to undertake before proceeding on a project.

**Real Estate:** This is one of the most complicated areas for complying with federal and state laws and can be a source of delay for a project. Because of this, in 2004 we added a new requirement that real estate costs under \$100,000 be entirely locally funded. It will be preferable if the sponsor already owns the land needed for the project or acquires the land using local rather than federal funds. This will reduce the level of compliance requirements. In either case, the Uniform Act must be followed. If federal funds are to be used for the project, you should consult with the Local Public Agency (LPA) coordinator in the Region to make sure you comply with all requirements for each step of the real estate acquisition process. It will help if the sale is voluntary and without the threat of condemnation by the sponsor. Utility relocation costs may

also be required. If the proper procedures are not followed, reimbursement of eligible project costs may be jeopardized.

**Railroad Crossing:** If your project, such as a bicycle or pedestrian trail, crosses an active rail line then a separate project will be required to handle construction related work involving the railroad's tracks and right-of-way. This work will be undertaken by the railroad directly or by contractors the railroad hires to do the work. Any work involving railroad facilities should be coordinated through the Region Railroad Coordinator.

**Construction:** Most projects will be Locally Let to the lowest cost qualified bidder. Consult with the Region office representative for the procedures you need to follow such as advertising, meeting Disadvantaged Business Enterprise (DBE) goals if assigned to the project, complying with federal and state wage rates and awarding the bid. If the project is in federal highway right-of-way (which many TE projects will not be), locals must follow Davis-Bacon wage rate requirements that generally require paying prevailing union wage rates for labor. Even on projects where Davis-Bacon wage rates do not apply, the so-called state "white sheet" rates apply and these similarly require paying prevailing union wage rates in parts of the state where the project is located. Sponsors should be careful to consider the cost impact of these requirements on their project when developing the budget in Question # 9 of the application.

There may be cases where WisDOT administers the local project, such as when the project may be done more efficiently as part of a larger state highway project. A typical example would be installing a local bicycle or pedestrian facility in conjunction with a state highway project. For large (e.g., \$1,000,000 +) or complex projects, a State Let may be required. Locals are allowed to perform construction work with their own forces on TE funded projects but not BFPF because of state statute limitations. However, they must obtain approval from the Regions through a federally required Cost Effectiveness Finding that demonstrates that they can do the work for less and it is in the public interest to have local forces do the work. New FHWA restrictions placed increased limitations on this work starting in 2007. It is possible to use voluntary labor if appropriate guidelines are followed.

If WisDOT does the local project as a State Let, it will charge the locals for design review and other services accordingly. Starting in 2008, various state costs of reviewing and administering Local Let TE & BFPF projects also need to be incorporated into project budgets.

The project is subject to audit and the sponsor will need to keep accurate records and reports, such as payroll documents and material specifications pertaining to construction activities. All projects must receive a final field certification to verify that the work was completed in accordance with project requirements before final payment can be made. Design firms hired to prepare plans can provide construction oversight only if there is a responsible local official in charge who can certify that the project was completed according to plan. Significant effort should be made to complete the project **within three years of project approval**. Extensions may be granted for extenuating circumstances on a case-by-case basis. Sponsors are then required to maintain the project for its useful life. Failure to do so - or the sale of a property prior to the end of the federally funded improvement's useful life - will require partial repayment of the federal funds or legal guarantees and will protect the public benefits of the projects for its useful life.

## ***Who do I call if I have any other questions?***

### Region Office Contacts

Please refer to the list on page 11 for your community's Regional staff contact (listed by county).

### Central Office Contact

John Duffe (608) 264-8723 / e-mail address: [john.duffe@dot.state.wi.us](mailto:john.duffe@dot.state.wi.us)

Information is available on our WisDOT website noted below. For a paper or electronic version of the application you can fill out on your computer, contact your Region or the Central office.

[www.dot.wisconsin.gov/localgov/aid/te.htm](http://www.dot.wisconsin.gov/localgov/aid/te.htm)

For the Safe Routes to School Program (SRTS) check the contacts listed below:

Website: [www.dot.wisconsin.gov/localgov/aid/saferoutes.htm](http://www.dot.wisconsin.gov/localgov/aid/saferoutes.htm)

Renee Callaway (608) 266-3973 / e-mail address: [renee.callaway@dot.state.wi.us](mailto:renee.callaway@dot.state.wi.us)

Rachel Martin (608) 266-9911 / e-mail address: [rachel.martin@dot.state.wi.us](mailto:rachel.martin@dot.state.wi.us)

## **Transportation Enhancements / BFP Development Schedule**

**January 2008 through early April 2008:** Sponsors develop projects for submittal with help available from WisDOT Region Offices and Metropolitan Planning Organizations (MPOs).

**April 18, 2008:** The TE/BFP applicants submit applications to WisDOT Regions and forward copies to their MPOs.

**Late April through June 2008:** WisDOT compiles a list of proposed projects along with MPO priority listings.

**July 2008:** A review committee, consisting of citizens, and staff members from other state agencies and WisDOT, meet to recommend a program of projects for approval by the WisDOT Secretary.

**September 2008:** Project fund recipients and MPOs are notified of TE/BFP project approval.

**October-November 2008:** Projects programmed in WisDOT's financial system and Project Agreements developed. Sponsors may request Regions to consider whether Design work can be scheduled before July 1, 2009

**July 1, 2009:** New state funds become available for 2009-2011 state biennial budget. We program funds based on the assumption the State Legislature will continue the program at the current funding levels in the 2007-2009 biennial budget.

**WisDOT Transportation Enhancements / BFPF Contacts by County**

<b>SW Region</b> - Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, La Crosse, Lafayette, Monroe, Richland, Sauk, Rock, Vernon	Marilyn Daniels (608) 246-3864 / 2101 Wright St. Madison, WI 53704-2583 <a href="mailto:marilyn.daniels@dot.state.wi.us">marilyn.daniels@dot.state.wi.us</a>
<b>SE Region</b> - Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha	Scott Ahles (262) 548-8789 / 141 Barstow St. NW Waukesha, WI 53187-0798 <a href="mailto:scott.ahles@dot.state.wi.us">scott.ahles@dot.state.wi.us</a>
<b>NE Region</b> - Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan, Winnebago	Pam Deneys (920) 492-5679 944 Vanderperren Way / Green Bay, WI 54324 <a href="mailto:pamela.deneys@dot.state.wi.us">pamela.deneys@dot.state.wi.us</a>
<b>NC Region</b> - Adams, Florence, Forest, Green Lake, Iron, Lincoln, Langlade, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas Waupaca, Waushara, Wood	Joe Benbenek (715) 365-5714 510 Hanson Lake / Rhinelander, WI 54501 <a href="mailto:joseph.benbenek@dot.state.wi.us">joseph.benbenek@dot.state.wi.us</a>
<b>NW Region (south)</b> - Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix, Taylor, Trempealeau	Mohamad Hayek (715) 836-2065 718 W. Clairmont Ave. / Eau Claire, WI 54701 <a href="mailto:mohamad.hayek@dot.state.wi.us">mohamad.hayek@dot.state.wi.us</a>
<b>NW Region (north)</b> Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	Glenn Landis (715) 392-7994 1701 N. 4 <sup>th</sup> Street / Superior, WI 54880 <a href="mailto:glenn.landis@dot.state.wi.us">glenn.landis@dot.state.wi.us</a>

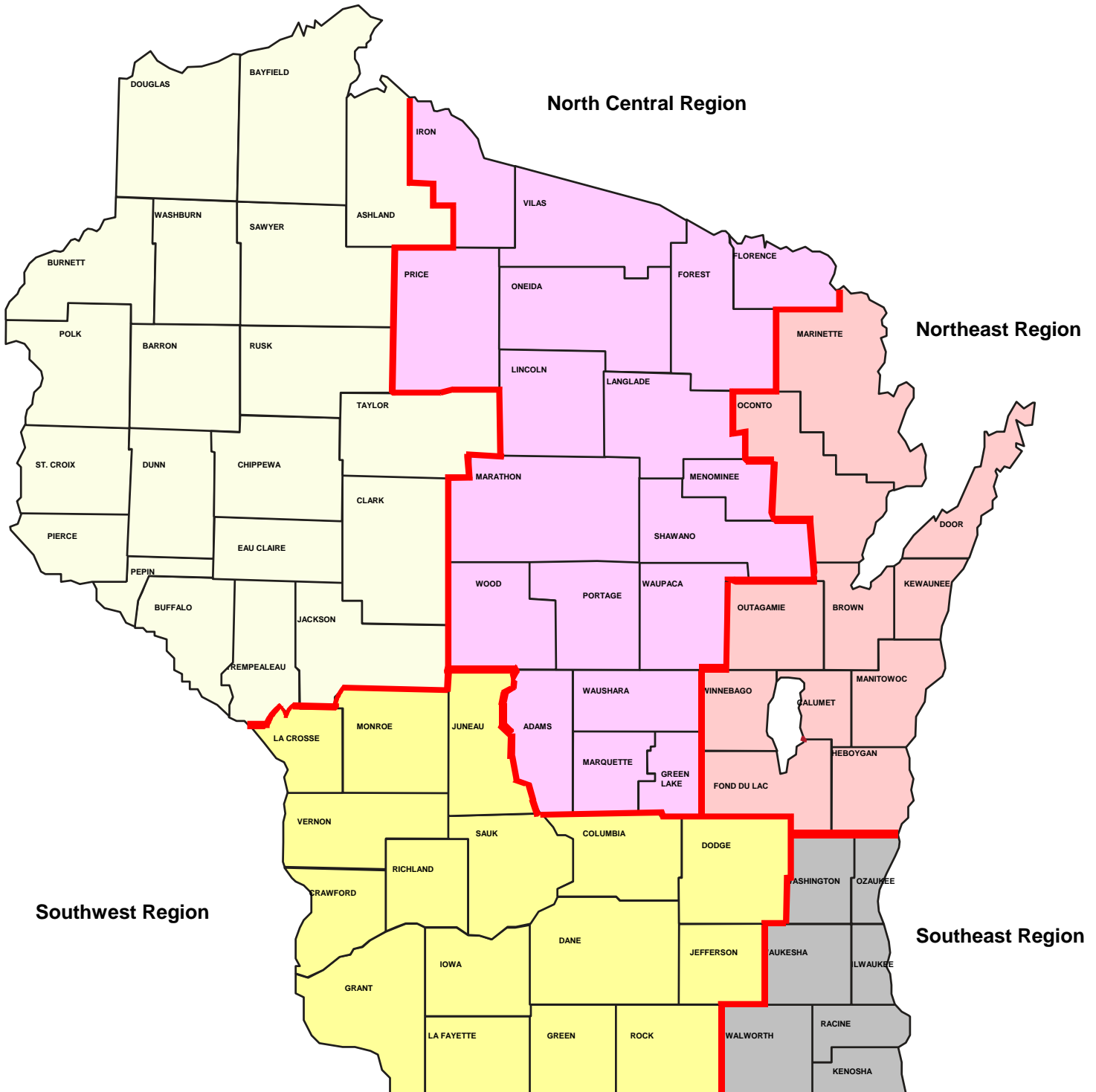
**For an electronic copy of the TE/BFPF application form that you can fill out on your computer, please contact the appropriate office listed above or John Duffe at (608) 264-8723 and by e-mail at: [john.duffe@dot.state.wi.us](mailto:john.duffe@dot.state.wi.us). Paper copies are also available. The application forms are expected to be available by January 18, 2008 and due April 18, 2008.**

# WISCONSIN DEPARTMENT OF TRANSPORTATION REGION MAP

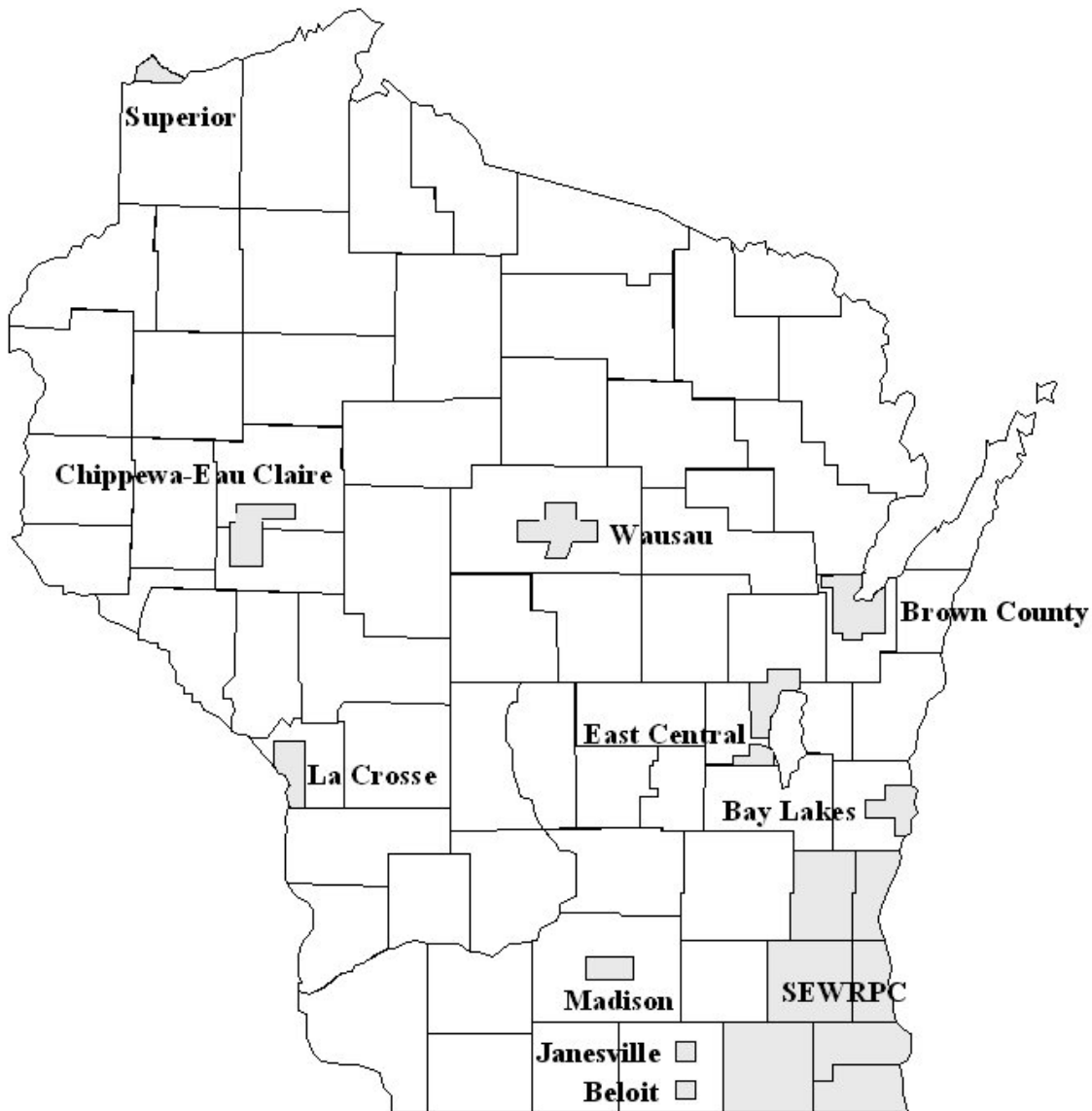
Northwest Region

North Central Region

Northeast Region



# Wisconsin Metropolitan Planning Organizations (MPOs)



* Southeastern Wisconsin RPC (SEWRPC) (Kenosha, Milwaukee, Racine)	(262) 547-6721
Madison Area MPO (Madison)	(608) 266-9115
Brown County Planning Commission (Green Bay)	(920) 448-6480
Duluth/Superior Metropolitan Interstate Committee (Superior)	(218) 529-7506
La Crosse Area Planning Committee (La Crosse)	(608) 785-6141
East Central Wisconsin RPC (Appleton, Oshkosh)	(920) 751-4770
Fond du Lac MPO (Fond du Lac)	(920) 751-4770
Janesville MPO (Janesville)	(608) 755-3095
State Line Area Transportation Study (Beloit)	(608) 364-6702
Chippewa-Eau Claire MPO (WCWRPC) (Eau Claire)	(715) 836-2918
Bay-Lake RPC (Sheboygan)	(920) 448-2820
Marathon County Metropolitan Planning Commission (Wausau)	(715) 261-6043

\* The Transportation Improvement Program (TIP) for SEWRPC covers seven counties, as show on the above map.