



WisDOT CY 2010 (FY2011-2014) SMIP Application

Sample Only, Do Not Use

Project Eligibility

- The project must be submitted by an eligible local sponsor.
- The project must fall within one of 12 qualifying TE categories and/or BFPF requirements.
- The project must relate to surface transportation.

Recommendations for completing the application

- **This application packet is required for each new potential 2011-2014 program cycle project, and must include the following information:**
 - Application instructions (pages 2-6)
 - Application (pages 7 -14)
- Print the instructions (pages 2-6) and use them to assist you in filling out the application.
- The Tab key can be used in the application to move to the next box.
- Questions on the application process should be directed to the appropriate WisDOT regional contact listed below:

SE Region	Bob Schmidt	robert1.schmidt@dot.wi.gov
SW Region	Marilyn Daniels	marilyn.daniels@dot.wi.gov
NW Region	Glenn Landis	glenn.landis@dot.wi.gov
NC Region	Joe Benbenek	joseph.benbenek@dot.wi.gov
NE Region	Kathy Drews	kathleen.drews@dot.wi.gov

- Additional project information is available on the following WisDOT Web pages:
 - <http://www.dot.wisconsin.gov/localgov/aid/te.htm>
 - <http://www.dot.wisconsin.gov/localgov/aid/bike-ped-facilities.htm>
- When you have completed the application, save the entire document (including the instructions). Include the name of the local unit of government in the file name, and email it to one of the following WisDOT Region email addresses and to the MPO contact, if applicable (noted on page 14 of Program Guidelines):

SE Region	DOTDTSDETEBPFP@dot.wi.gov
SWE Region	DOTDTSWSWTEBPFP@dot.wi.gov
NE Region	DOTDTSNETEBPFP@dot.wi.gov
NC Region	DOTDTSNCTEBPFP@dot.wi.gov
NW Region	DOTDTSNWTEBPFP@dot.wi.gov

- **Project application deadline is no later than 5:00 pm on Monday, August 2, 2010.** Submitting applications prior to the deadline will allow for quick review and communication with locals on any outstanding questions.
- **WisDOT will only accept applications in electronic form such as a Microsoft Word document or a PDF.**
- **The final project scope, cost, and delivery schedule are the responsibility of the sponsor.**

- Only one project sponsor is allowed per project.

Instructions WisDOT 2011-2014 SMIP Application

Project Description

Project Name Provide a clear and descriptive name for the project.

Project Location Choose municipality type from the drop down list, type in municipality name, and county name. Type the street address if the project is located on a highway or road. Describe the location, boundaries, and length of the project.

MPO Name Refer to the WisDOT Website for the MPO contact information if your project takes place in an urbanized area (<http://www.dot.wisconsin.gov/projects/planorg/docs/map.pdf>). Select the name of the MPO your project is represented by, if applicable. **MPO review** applies **only** to projects within urbanized areas with a population of 50,000 or more.

Name, Location of Public Sponsor and Sponsor Type Type the name and location of sponsor. Indicate sponsor type by checking the appropriate box. State agencies may apply for TE funds but are not eligible to apply for BFPF funds. Projects that are sponsored by a State Agency for projects on state-owned land will be administered by the Department of Administration (DOA) - Division of Facilities Development. Since the DOA must co-sign the Project Agreement, contact the DOA immediately to coordinate on the project.

Project Prioritization If a sponsor is submitting more than one project in an urbanized area within an MPO, the sponsor will rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. MPO staff will use the local ranking as a guide for their review and prioritization decision. MPO staff will complete this ranking before the review committee meets. Local sponsor prioritization for projects outside of MPO areas is also strongly recommended.

Project Representative Contact Person(s) Information Provide contact information for the **primary public sponsor agency**. In cases where **the public sponsor is acting on behalf of a private organization**, also provide contact information for the secondary organization on the project application form.

Project Activity

SMIP Category Indicate the SMIP (TE and/or BFPF) category and programs for which you are applying by checking the appropriate boxes. **Bicycle and pedestrian** projects eligible under the TE program will **also** be eligible for Bicycle and Pedestrian Facilities Program (BFPF) with **some exceptions**.

Project Summary

In 100 words or less, describe the project as succinctly as possible **in the space provided**. This summary is particularly helpful to the review committee. You may copy and paste your response from a Word document.

Project Costs and Dates

Project Costs Complete the Project Costs table for the appropriate fiscal **years of the application/project cycle (2011, 2012, 2013/14)**. If your project will be constructed in phases throughout multiple years, schedule the project costs as appropriate and describe them in the project description. For complex projects that contain many construction cost elements, such as streetscaping and landscaping, attach a

detailed breakdown of project costs as part of responding to the **Narrative Response/Attachment 1**. This will not count against your 3-page text limit.

Project Dates Indicate the estimated month and year in which the project will begin according to each phase of the project. Design work is typically completed in six months, real estate transactions take at least a year to complete, and projects should be built within one construction season unless the project is very large.

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

Application Project Costs Guidelines

(Typically projects are funded with 80% Federal and 20% Local Funds. Indicate clearly any percentages differing from this. Total dollar amounts must correlate to percentage totals.) **Minimum / Maximum Project Funding Amounts** To ensure efficient utilization of local and state administrative resources and to promote projects with significant impacts, the following minimum project funding request amounts have been established for SMIP projects: **Construction projects must be \$200,000 total or over**, including any design work. We have not set maximum funding amounts for an individual project, but WisDOT's ability to fund projects requesting \$1 million or more is very limited. 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 to ensure that the project is completed. 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.

Planning and Design Projects Applicants may again apply for system-wide (regional, city, county) bicycle planning activities with a project minimum of \$50,000 total. Projects below \$50,000 will only be considered if reviewed and approved by WisDOT region or MPO staff before the application is submitted. In addition, 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 \$40,000 federal/\$50,000 total cost. Stand-alone design projects are assumed to be constructed at a later date unless the engineering study indicates that the project is not feasible to build. Otherwise, payback of federal funds is required.

Project Costs and Timeline Recommendations If your project will be constructed in phases throughout multiple years, schedule the project costs as appropriate and describe them in the project description. Do not repeat the same costs in more than one column. Due to previous financial commitment made to projects submitted in calendar year 2008 for funding in state Fiscal Years (FYs) 2009-2011, funds for major Construction and Real Estate phases of a project probably cannot be made available sooner than FY 2012 (begins July 1, 2011). Check with appropriate WisDOT Region staff to determine if commitments to previous years' projects permit scheduling work if your project will be constructed in phases throughout multiple years, then schedule the project costs as appropriate and describe them in the project description. For complex projects with many Construction cost elements, such as streetscaping projects, we recommend attaching a detailed breakdown of project costs as part of the additional allowed attachments.

Narrative Response/Attachment 1

Please note this change in the format from last cycle's application. The Narrative Response used to be part of the application form but now we are asking you to submit it as Attachment 1 along with the other attachments via email.

Narrative Response/Attachment 1 Provide up to **three** pages of **double-spaced** narrative (**minimum 11 point font size**) describing your project. **Respond to the following questions as they relate to your project:**

- 1. For bicycle and/or pedestrian facilities, clearly indicate the location, length, width and surface materials and any connections to existing or planned facilities.** Also answer or respond to the following as applicable to your project:
 - Does your community have a bicycle or pedestrian plan?
 - Summarize the bicycle and pedestrian projects that you have developed over the past five years being sure to include any bicycle and pedestrian projects that have been incorporated into larger street or highway projects (such as paved shoulders and bike lanes). A one-sentence description including the project length is sufficient.
 - Summarize any other non-project bicycle and pedestrian efforts currently being held in your community such as Bike-to-Work Week, bike rack installation, bike safety courses, pedestrian road-shows, police on bikes, and Safe Routes to School programs.
- 2. For historic related projects, how does the project relate to Wisconsin's past or present surface transportation system?** Document that the project is on or eligible for the National and/or State Register of Historic Places or a local landmark designated under a locally adopted landmarks ordinance. If not already on a register, provide documentation from the Wisconsin Historical Society that the project meets eligibility standards for the register. Provide details on the historic, architectural and other significance of the project. Including a picture with the application is particularly helpful for evaluating historic projects.
- 3. For landscaping/streetscaping applications, clearly detail the types of amenities and improvements that will be part of the project.** Indicate how the improvements will promote opportunities for walking and biking. Exclude costs related to parking improvements, street work not related to bicycle and pedestrian usage, utilities like sanitary sewer and other items not strictly related to the proposed project. If your project includes street light fixtures they are expected to be of a decorative, antique style.
- 4. Provide a realistic estimate of how much the proposed facility will impact usage by estimating how many bicycle or pedestrian users, visitors, or viewers will visit the facility on an annual basis.** Bicycle and pedestrian facilities should comprise a significant non-recreational usage of the trail for everyday activities such as shopping, work, and school trips in order to reduce automobile usage.
- 5. Broadly describe other project benefits, not already covered above, that relate to any of the following:** improvement to Wisconsin's multi-modal transportation system (bicycle, pedestrian or transit), preservation of state historic, environmental and scenic resources, and promotion of economic development, tourism, and safety.
- 6. Reference Project Costs and Dates on this application form and provide detail if applicable or appropriate.**

Existing Facilities and Projects

Does this project cross a railroad or is it within 1,000 feet of a railroad? Check *Yes* or *No*

Is this project tied to an existing state highway project? Check *Yes* or *No*. If *Yes*, type project ID in box.

If the project is tied to a state highway project, is it funded with Community Sensitive Design (CSD) / Contest Sensitive Solutions (CSS) money? Check *Yes* or *No*. If *Yes*, indicate amount in box.

Is the project on an existing right of way? Check *Yes* or *No*

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

Is this project on or parallel to a local road or street? Check *Yes* or *No*. If *Yes*, provide the name of the road or street.

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

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

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

Does this project include funds to build sidewalks? Check *Yes* or *No*. If *Yes*, does the municipality have a sidewalk ordinance? If *Yes*, provide a brief description of the ordinance. This should include both ordinances related to the provision of sidewalks as well as ordinances related to sidewalk maintenance.

Will any exceptions to standards be requested? Check *Yes* or *No* if you are applying for a TE bike/ped project or the BPPF program. If *Yes* to the previous question, provide a brief description.

Will the project use municipal employees to complete any of the construction activity? Check *Yes* or *No*

Recreational Trail Facilities

If the project is a multi-use path, will the facility be snowplowed in the winter? Check *Yes* or *No*. Provide comment if necessary.

If *No* to the above question, will the facility be open to snowmobile use in the winter? Check *Yes* or *No*. Provide comment if necessary.

If the project is a multi-use trail, will a fee be charged for use? Check *Yes* or *No*. Provide comment if necessary.

If the project is a multi-use trail, will it be open to equestrian use? Check *Yes* or *No*. Provide comment if necessary.

Real Estate Issues

Does the project sponsor own all of the property on which the project is located? Check *Yes* or *No*

Will this project require an easement? Check *Yes* or *No*. Provide comment if necessary.

Will this project require a real estate transaction? Check *Yes, No* or *Unknown*. Provide comment if necessary.

Environmental/Cultural Issues

Will any recreational areas be impacted by this project? This could include parks, playgrounds, recreation areas, wildlife and waterfowl refuge, or any significant historic site. Check *Yes, No* or *Unknown*. Provide comment if necessary.

Will wetlands be impacted by this project? Check *Yes, No* or *Unknown*. Provide comment if necessary.

Will endangered/threatened/migratory species be impacted by this project? Check *Yes, No* or *Unknown*. Provide comment if necessary.

Are hazardous materials present in the construction corridor of the project location? Check *Yes, No* or *Unknown*. Provide comment if necessary.

If submitting a bicycle/pedestrian project, will the project impact historic and/or archeological resources? Check *Yes, No* or *Unknown*. Provide comment if necessary.

If this is a streetscaping project, is it located in a recognized historic district? Check *Yes, No* or *Unknown*. Provide comment if necessary.

If this is a streetscaping project, is it located in a designated Main Street area? Check *Yes, No* or *Unknown*. Provide comment if necessary.

If submitting a historic facilities project, is the property on the national, state and/or historic register? Check *Yes, No* or *Unknown*. Provide comment if necessary.

If *No* to the above question, has the applicant checked the property's eligibility status with the Wisconsin Historical Society? Check *Yes, No* or *Unknown*. Provide comment if necessary.

Key Program Requirements Confirmation

Please confirm your understanding of the following project conditions by ***typing your initials*** in the boxes after each paragraph. ***The person's initials and signature on the application must have fiscal authority for the public sponsor.***

Fiscal Authorization and Signature

A public sponsor official with fiscal authority must be named on the signature line.

WisDOT 2011-2014 SMIP Application

Project Description

Project Name

Project Location

Municipality: **SELECT** Municipality Name: County:

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

Describe location, boundaries and length of the project:

MPO Name

Name of the MPO the project is represented by: **SELECT**

Name, Location of Public Sponsor and Sponsor Type

Sponsor Name:

Sponsor Location:

Sponsor Type: ☐ State ☐ County ☐ City ☐ Village ☐ Town ☐ Tribal Nation

(Check appropriate box)

Project Prioritization If a sponsor is submitting more than one project in an urbanized area within an MPO, the sponsor will rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. MPO staff will use the local ranking as a guide for their review and prioritization decision. MPO staff will complete this ranking before the review committee meets. Local sponsor prioritization for projects outside of MPO areas is also strongly recommended. This project's rank is: of .

Project Representative Contact Person(s) Information

Primary Public Sponsor Agency Contact Information

Name: Title: Street Address: Phone : () -

Municipality: State: **WI** Zip:

FAX :() - E-mail:

Secondary Public Sponsor Agency or Private Organization Contact Information

Organization / Agency Name:

Name: Title: Street Address: Phone :() -

Municipality: State: **WI** Zip:

FAX : () - E-mail:

Project Activity

SMIP Category

Check the appropriate boxes to indicate the program(s) for which you are applying:

☐ **Transportation Enhancements (TE) Program**

TE Projects must fit into one of the following **12 categories** AND **relate to surface transportation**.

Historic projects must be on or eligible for **the Wisconsin or National Register(s) of Historic Places**, or **officially designated as a local landmark**. If you are unsure, check with the Wisconsin Historical Society.

Indicate which ONE of these twelve categories best identifies your project:

- ☐ Provision of facilities for pedestrians/bicycles.
- ☐ Provision of safety and educational activities for pedestrians and bicyclists.
- ☐ Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
- ☐ Historic Preservation.
- ☐ 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 runoff or reduce vehicle caused wildlife mortality while maintaining habitat connectivity.
- ☐ Archeological planning and research.

Bicycle and pedestrian projects eligible under the TE program will **also** be eligible for Bicycle and Pedestrian Facilities Program (BPFP) with **some minor differences**, as indicated in the Program Guidelines. Check the **BPFP box below** if your project meets BPFP requirements.

☐ **Bicycle and Pedestrian Facilities Program (BPFP)**

Project Summary (100 words or less, you may copy and paste your response from a Word Document)

Project Costs and Dates

Project Costs Complete the Project Costs table for the appropriate fiscal years of the application/project cycle (2011, 2012, 2013/14). If your project will be constructed in phases throughout multiple years, schedule the project costs as appropriate and describe them in the project description. For complex projects that contain many construction cost elements, such as streetscaping and landscaping, attach a detailed breakdown of project costs as part of responding to the **Narrative Response/Attachment 1**. This will not count against your 3-page text limit.

Project Dates Indicate the estimated month and year in which the project will begin according to each phase of the project. Design work is typically completed in six months, real estate transactions and railroad crossing approvals take at least a year to complete, and projects should be built within one construction season unless the project is very large.

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

	FY 2011 (Begins 7/1/10)	FY 2012 (Begins 7/1/11)	FYs 2013-2014 (7/1/12 and 7/1/13)	FYs TOTALS
PE / Design	\$	\$	\$	\$
Real Estate (\$100,000 minimum)	not available	\$	\$	\$
Railroad Crossing	not available	\$	\$	\$
Construction (\$200,000 minimum)	not available	\$	\$	\$
FY Project Cost Totals	\$	\$	\$	\$
Project Match Amounts Indicate Public Sponsor and Federal Funds designation of the total project cost per FY year. The total cost should be the same as the amounts indicated in the table above.				
Public Sponsor Funds	\$	\$	\$	\$
Federal Funds	\$	\$	\$	\$
Total	\$	\$	\$	\$
Funding Type Percentage/Ratio (Typically projects are funded with 80% Federal and 20% Local Funds. Indicate clearly any percentages differing from this. Total dollar amounts must correlate to percentage totals below)				
Total % (Public Sponsor)	%	%	%	%
Total % (Federal)	%	%	%	%
Project Dates Select the estimated month and year to begin each applicable phase.				
PE / Design	MONTH	SELECT FY YEAR		
Real Estate	MONTH	SELECT FY YEAR		
Railroad Crossings	MONTH	SELECT FY YEAR		
Construction	MONTH	SELECT FY YEAR		

Narrative Response/Attachment 1

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- Does your community have a bicycle or pedestrian plan?
- Summarize the bicycle and pedestrian projects that you have developed over the past five years being sure to include any bicycle and pedestrian projects that have been incorporated into larger street or highway projects (such as paved shoulders and bike lanes). A one-sentence description including the project length is sufficient.

- Summarize any other non-project bicycle and pedestrian efforts currently being held in your community such as Bike-to-Work Week, bike rack installation, bike safety courses, pedestrian roadshows, police on bikes, and Safe Routes to School programs.

2. For historic related projects, how does the project relate to Wisconsin's past or present surface transportation system? Document that the project is on or eligible for the National and/or State Register of Historic Places or a local landmark designated under a locally adopted landmarks ordinance. If not already on a register, provide documentation from the Wisconsin Historical Society that the project meets eligibility standards for the register. Provide details on the historic, architectural and other significance of the project. Including a picture with the application is particularly helpful for evaluating historic projects.

3. For landscaping/streetscaping applications, clearly detail the types of amenities and improvements that will be part of the project. Indicate how the improvements will promote opportunities for walking and biking. Exclude costs related to parking improvements, street work not related to bicycle and pedestrian usage, utilities like sanitary sewer and other items not strictly related to the proposed project. If your project includes street light fixtures they are expected to be of a decorative, antique style.

4. Provide a realistic estimate of how much the proposed facility will impact usage by estimating how many bicycle or pedestrian users, visitors, or viewers will visit the facility on an annual basis. Bicycle and pedestrian facilities should comprise a significant non-recreational usage of the trail for everyday activities such as shopping, work, and school trips in order to reduce automobile usage.

5. Broadly describe other project benefits, not already covered above, that relate to any of the following: improvement to Wisconsin's multi-modal transportation system (bicycle, pedestrian or transit), preservation of state historic, environmental and scenic resources, and promotion of economic development, tourism, and safety.

6. Reference Project Costs and Dates on this application form and provide detail if applicable or appropriate.

Existing Facilities and Projects

Does this project cross a railroad or is it within 1,000 feet of a railroad? ☐ Yes ☐ No

Is this project tied to an existing state highway project? ☐ Yes ☐ No

If Yes to the previous question, type project ID:

If the project is tied to a state highway project, is it funded with Community Sensitive Design (CSD)/Context Sensitive Solutions (CSS) money? ☐ Yes ☐ No If Yes to the previous question, indicate amount:

Is the project on an existing right of way? ☐ Yes ☐ No

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

Is this project on or parallel to a local road or street? ☐ Yes ☐ No If Yes, provide the name of the road or street:

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

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

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

Does this project include funds to build sidewalks? ☐ Yes ☐ No If Yes, does the municipality have a sidewalk ordinance? ☐ Yes ☐ No If Yes, provide a brief description of the ordinance:
Will any exceptions to standards be requested? Yes or No if you are applying for a TE bike/ped project or the BFPF program. ☐ Yes ☐ No
If Yes to the previous question, provide a brief description:
Will the project use municipal employees to complete any of the construction activity? ☐ Yes ☐ No

Recreational Trail Facilities

If the project is a multi-use path, will the facility be snowplowed in the winter? ☐ Yes ☐ No
Comment:
If No to the above question, will the facility be open to snowmobile use in the winter? ☐ Yes ☐ No
Comment:
If the project is a multi-use trail, will a fee be charged for use? ☐ Yes ☐ No Comment:
If the project is a multi-use trail, will it be open to equestrian use? ☐ Yes ☐ No Comment:

Real Estate Issues

Does the project sponsor own all of the property on which the project is located? ☐ Yes ☐ No
Will this project require an easement? ☐ Yes ☐ No Comment:
Will this project require a real estate transaction? ☐ Yes ☐ No ☐ Unknown Comment:

Environmental/Cultural Issues

Will any recreational areas be impacted by this project? This could include parks, playgrounds, recreation areas, wildlife and waterfowl refuge, or any significant historic site. ☐ Yes ☐ No Comment:
Will wetlands be impacted by this project? ☐ Yes ☐ No ☐ Unknown Comment:
Will endangered/threatened/migratory species be impacted by this project? ☐ Yes ☐ No ☐ Unknown
Comment:
Are hazardous materials present in the construction corridor of the project location? ☐ Yes ☐ No
☐ Unknown Comment:
If submitting a bicycle/pedestrian project, will the project impact historic and/or archeological resources?
☐ Yes ☐ No ☐ Unknown Comment:
If this is a streetscaping project, is it located in a recognized historic district? ☐ Yes ☐ No ☐ Unknown
Comment:
If this is a streetscaping project, is it located in a designated Main Street area? ☐ Yes ☐ No
☐ Unknown Comment:
If submitting a historic facilities project, is the property on the national, state and/or historic register?
☐ Yes ☐ No ☐ Unknown Comment:

If No to the above question, has the applicant checked the property's eligibility status with the Wisconsin Historical Society? ☐ Yes ☐ No ☐ Unknown Comment:

Key Program Requirements Confirmation

Please confirm your understanding of the following project conditions by **typing your initials** in the boxes after each paragraph. ***The person's initials and signature on the application must have fiscal authority for the public sponsor.***

- a. The sponsor must provide matching dollar funding of at least 20% of project costs.
_____ **Accepted**
- b. This is a reimbursement program. The sponsor must finance the project until federal reimbursement funds are available.
_____ **Accepted**
- c. The sponsor must fund project costs in excess of the amounts indicated in Project Costs and Dates (i.e., cost overruns) at no expense to state/federal funding sources.
_____ **Accepted**
- d. The sponsor must not incur costs for any phase of the project, until that phase has been authorized for federal charges and the Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be reimbursable. Local Force Account (LFA) work only allowed on TE funded projects.
_____ **Accepted**
- e. The sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current Sponsor's Guide, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. Beginning with this program cycle, applicants who plan to implement their projects as Local Let Contracts using the Sponsor's Guide must become certified that they are capable of undertaking these projects.
_____ **Accepted**
- f. If applying for a bicycle facility, it is understood that All Terrain Vehicles (ATVs) are not allowed. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year round use by bicyclists and pedestrians is expected.
_____ **Accepted**
- g. The sponsor agrees to maintain the project for its useful life. Failure to maintain the facility, or sale of the assets improved with FHWA funds prior to the end of its useful life, will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project for its useful life.

_____ **Accepted**

- h. The sponsor agrees to State Delivery and Oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate Design standards, and other related review. These costs will vary with the size and complexity of the project. We will contact you if your project is approved for the additional amount, which could be 10% or more than the initial estimate. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

_____ **Accepted**

Fiscal Authorization and Signature

Name of person with fiscal authority: _____ (Head of Government or designee) Title: _____

Address: _____

Telephone: () - _____

Email: _____

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual on the signature line below confirms that the information in this project application is accurate. A local official with fiscal authority must be named on the signature line. I understand that completion of this application does not guarantee project approval for federal funding. Typing in the signature line (which will show as a cursive script) and the date is sufficient for this application.

Applicant Signature: _____

Date: _____

Attachments

There are six total attachments (three are optional).

Please note file formats for attachments in list below.

All attachments must be formatted to print on **8 ½"x11" paper**.

Make sure to consider file size when preparing your attachments for email.

Attachments must be **black & white**. However Attachment 3, a picture, may be in color. **Tip:** insert your photos or images in a word document to save space for allowed number of attachments.

Letters of support will not count against the three pages maximum for the project description.

Please note: **Narrative Response is attachment 1. This is a change from last application cycle.**

Required Attachment 1/Narrative Response Please provide **three** pages **double-spaced**. Format is Microsoft Word or PDF with a **minimum 11 point font**.

Required Attachment 2 - One black & white printable map of the project site on 8 ½ x 11 paper.

Attachment 3 - (Optional) One picture of the project site (Black and White or Color). Preferred formats are JPEG, GIF or a PDF. Consider inserting the picture into a Word document with a caption.

Attachment 4 - (Optional) No more than six additional one page attachments. These may include: a detailed project cost estimate, letters of support and additional photos or maps.

WisDOT Information – Shaded area to be completed by WisDOT staff only.

FOR WisDOT USE ONLY
Region Reviewer's Name:
Reviewer's Title:
Date Received:
Date Reviewed:
Comments:
Reviewer's Signature: