WisDOT 2024-2028 TAP Application Instructions

NOTE: An application is required for each new potential 2024-2028 program cycle project. Please review and utilize instructions when completing the application.

Project Eligibility

Please refer to the WisDOT 2024-2028 TAP Guidelines for extensive eligibility discussion. Eligible TAP projects must:

(1) Fit within one of the federal eligibility categories and must comply with all WisDOT TAP policies as outlined in WisDOT TAP guidelines;
(2) The project must relate to surface transportation;
(3) The project must have an eligible sponsor; and
(4) The project must be selected through a competitive process.

WisDOT region staff may request revised or additional information from project applicants in order to resolve any eligibility issues prior to submitting applications for funding consideration. **Failure to provide a complete application or to provide supplementary information requested by WisDOT may preclude an application from consideration for receipt of TAP funding.**

Applicants can minimize potential eligibility issues by submitting applications and attachments as early as possible to allow WisDOT region staff to provide substantive technical assistance. WisDOT will approve or deny budget items after project sponsors submit detailed engineering work for WisDOT review.

Direct questions regarding the application process to the Wisconsin Department of Transportation (WisDOT) regional contact.

WisDOT Region	Contact	Phone	Email
SE Region	Jacob Varnes	(262) 548-8789	jacob.varnes@dot.wi.gov
SW Region	Rob Winterton	(608) 789-7879	robert.winterton@dot.wi.gov
NW Region	Randy Kirk	(715) 392-7860	randall.kirk@dot.wi.gov
NC Region	Jordan Kelbley	(715) 421-8041	jordan.kelbley@dot.wi.gov
NE Region	Kelsey Lorenz	(920) 492-5681	kelsey.lorenz@dot.wi.gov

Application Submission and Deadline

Project application deadline is no later than **5:00 pm on Friday, October 27, 2023.** Submitting applications prior to the deadline will allow WisDOT to review applications and communicate with sponsors. *Late applications will not be accepted.*

Include the name of the local unit of government in the file name and email completed application(s) to the appropriate WisDOT Region email address. If your project is within the boundaries of an MPO you also need to email your application to the MPO as listed on page 21 of the TAP Local Program Guidelines. The email address to send your application to are as follows:

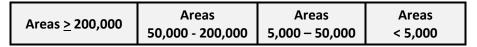| WisDOT Region	Email
SE Region	DOTDTSDSETEBPFP@dot.wi.gov
SW Region	DOTDTSDSWTEBPFP@dot.wi.gov
NW Region	DOTDTSDNWTEBPFP@dot.wi.gov
NC Region	DOTDTSDNCTEBPFP@dot.wi.gov
NE Region	DOTDTSDNETAP@dot.wi.gov

Application Highlights & Tips

- Project sponsors must fund a portion of total project costs. TAP project costs are funded with maximum 80% federal and minimum 20% local funds.
- There is no requirement to consider all eligible TAP activities equally. Therefore, each type of eligible activity is rated against all other types. The final project scope, cost, and delivery schedule are the responsibility of the sponsor.
- Only one primary project sponsor is allowed per project. Ineligible sponsors may coordinate with eligible applicants to submit project funding requests, but the State Municipal Agreement (SMA) is with the primary project sponsor.
- Print and use instructions to assist in completion of application(s).

Application Format

WisDOT only accepts applications in Microsoft Word format. Applications saved in PDF format will not be accepted. Handwritten signatures are not required. Sponsors should send any necessary attachments in Microsoft Word, Excel or Adobe PDF format.

Application Type

Project sponsors must select one of four discrete application types:

Areas ≥ 200,000	Areas 50,000 - 200,000	Areas 5,000 – 50,000	Areas < 5,000

For Areas ≥ 200,000, which include Appleton, Green Bay, Madison, Milwaukee, and Round Lake Beach, each will be given a sub allocation, the MPO in consultation with WisDOT and using a competitive process will select their own projects. Projects which are within the boundaries of TMA may only compete locally within the TMA for which their project is located.

For < 5,000, 5,000-50,000, and 50,000-200,000, the selection will be administered by WisDOT through a statewide competitive process. The statewide process will involve ranking all eligible projects regardless of area size, then sortation into population-based categories. A selection committee picks the projects. This process ensures projects are assessed fairly on a statewide basis.

Project Applicant

Name, Location of Public Sponsor and Sponsor Type: Type the name of sponsor. Indicate sponsor type by checking the appropriate box.

NOTE: Projects that are sponsored by Wisconsin Department of Natural Resources (WDNR) for projects on state-owned land, the DOA must co-sign the Project Agreement. Contact DOA immediately to coordinate on the project.

Project Title: Provide a clear and descriptive project title.

Project Location: Describe the location, boundaries, and length of the project. Provide the county name and street address if the project is located on a highway or road.

NOTE: For infrastructure projects, please attach one black and white, 8½ by 11 map showing the project location.

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. Also provide contact information for the official head of government who would formally receive notification of any potential award.

MPOs

If this project takes place in an area represented by an MPO, then it must be ranked by that MPO. Refer to the WisDOT Web site for contact information if your project takes place in an urbanized area represented by an MPO. **MPO ranking is due by January 26, 2024.**

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

Project Activity

TAP Eligibility Category Indicate the most pertinent category by checking the appropriate box.

Project Summary

In 100 words or less, succinctly describe the project in the space provided. A project summary should describe the project well enough that the reader could hypothetically make a decision without reading the rest of the application. Prepare a project summary in a Word document, complete a spell check, and cut and paste the summary into the application form. This information should adequately describe the basic scope of your project.

Project Benefit

Indicate the project benefit. Make sure that this benefit is fully supported in the project narrative.

Local Resolution of Support

There must be a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor (i.e., County Board, City Council, or Regional Planning Commission Policy Board). This resolution must be submitted prior to award. Applicants must indicate there is a resolution or that there will be a resolution. **A copy of the resolution is due to the region no later than December 29, 2023.**

WisDOT History of the Project Area

Check *Yes*, *No* for each question regarding the location of the proposed improvement. Where it requests the name of a state highway, note that many state highways are given a local street name. Please use the name of the state highway. For questions regarding past, current or future road improvement projects please be as descriptive as possible. Use WisDOT project IDs if known.

Existing Facilities and Projects

Does a railroad facility exist within 1000 feet of the project limits? Check *Yes* or *No*. **If yes, specify** by selecting: *At-grade Crossing*, *Roadway Underpass/Overpass*, *Longitudinal Encroachment*, or *Parallel*.

Does the project physically cross an existing railroad facility? Check *Yes or No*.

   If Yes, include the name of the railroad facility owner in the provided field

   To ensure compliance with both state and federal law and policy, all projects with any of the following conditions must be evaluated for rail issues:

   - A railroad crossing located within the project limits or within 1,000 feet of the project location and/or on the designated detour route.
   - Grade separations between a highway and a railroad.
   - Projects that parallel a railroad on adjacent right of way.
   - Projects that use railroad properties.
   - Projects that involve adjustments to railroad facilities.
   - Projects that will impact a corridor reserved under an applicable recreational trails program.

Evaluation may require coordination with the railroad company at an early stage (sometimes even prior to submitting the project application). The WisDOT Railroad and Harbors Section and the Region Railroad Coordinator are available to assist with coordination.

Known safety issues? Check *Yes* or *No*. **If yes, specify**, and consider applying for Highway Safety Improvement Program (HSIP) funding. Please refer to the following link for additional information on HSIP: http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx.

Check *Yes*, *No* for other questions regarding existing facilities. For projects on or parallel to a local road or street provide the name of that road or street and provide a brief description to any exceptions to standards that may be requested.

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

TAP project sponsors must locally fund any real estate costs under $100,000. Compliance with state and federal real estate laws is less complicated when a local sponsor owns the land for the proposed project. Applicants and sponsors should consult with the Local Public Agency (LPA) coordinator in the appropriate WisDOT region to ensure compliance with all requirements of the real estate acquisition process, especially when a project involves private property owned by third parties. Failure to follow proper real estate procedures will jeopardize reimbursement of eligible project costs. TAP applicants for projects that involve real estate should thoroughly address project cost and timeline implications in the appropriate fields within the WisDOT TAP application. WisDOT Real Estate contacts are listed at the end of the TAP 2024-2028 Guidelines.

Check *Yes*, *No* for other questions regarding real estate and right of way. Check the appropriate box for the type of ROW acquisition and list any funding used past or present within the limits of the projects two acquire RE or ROW (i.e. DNR Stewardship Funds).

Please see the following WisDOT webpage for information about ROW issues: https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx. Attach a detailed list of available, completed project and parcel acquisition documentation. Refer to Section 11.2, Records Management, found in the *LP RE Manual for RIGHT OF WAY ACQUISITION:* https://wisconsindot.gov/dtsdManuals/re/lpa-manual/lpa-manual.pdf.

Environmental/Cultural Issues

Check *Yes*, *No* or *Not Investigated* for each environmental/cultural issue. If *Yes* is checked, provide a brief description of the issue in the *Comments* box.

> **Section 4(f)** refers to the use of <u>publicly owned</u> park and recreational lands, wildlife and waterfowl refuges and significant historical or archaeological sites in transportation project development.
>
> **Section 6(f)** of the Land and Water Conservation Fund (LWCF) Act refers to the conversion to other use of lands or facilities acquired with LWCF Act funds and requires replacement of used land with lands of equal value and use.
>
> **Section 106** requires Federal agencies to take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) with a reasonable opportunity to comment. In addition, Federal agencies are required to consult on the Section 106 process with State Historic Preservation Offices (SHPO), Tribal Historic Preservation Offices (THPO), and Indian Tribes (to include Alaska Natives).

Miscellaneous Issues

Construction Schedule Restrictions (trout, migratory bird, local events) Provide information and details concerning any natural or manmade events that may restrict when or how the project is constructed.

Local Force Account (LFA): Is LFA work expected to be requested on this project? Check *Yes* or *No*.
If yes, explain the desired LFA portion of the project. Please note that WisDOT is limited in its ability to approve certain TAP LFA activities.

> **NOTE:** Before an LFA is eligible, a cost-effectiveness finding is required to justify doing the work. LFA work must include labor, equipment and materials. The purchase of materials only is not considered to be a legitimate project. Refer to the following links for additional LFA information:
> - https://wisconsindot.gov/rdwy/fdm/03.pdf
> - http://wisconsindot.gov/rdwy/fdm/fd-03-01.pdf#fd3-1-3
> - http://wisconsindot.gov/rdwy/fdm/fd-03-20.pdf#fd3-20-11

Maintenance: Check *Yes* or *No* for each maintenance issue. If *Yes* is checked, provide a brief explanation in the *Comments* box.

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

School Demographics and Safe Routes to School (SRTS) Plan

Complete these two sections only if applying within the TAP SRTS eligibility category.

Project Costs and Dates

Application Project Costs Guidelines: Applicants must demonstrate an ability to provide 20% in matching funds and finance the entire project until the Federal Highway Administration (FHWA) reimburses the federal share of 80% of project costs. Total dollar amounts must correlate to percentage totals.

Most projects are reimbursed monthly or quarterly on the basis of progress invoices.

Minimum / Maximum Project Funding Amounts: To ensure efficient utilization of local and state administrative resources and promote projects with significant impacts, WisDOT established the following minimum project funding amounts for TAP projects:

- **Infrastructure projects must cost $300,000 total or more,** including any design work. These guidelines apply to both Locally Let and State Let projects. It is assumed 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.

- **Non-Infrastructure, planning, and design Projects,** such as SRTS or system-wide bicycle planning activities, **must cost $50,000 total or more**.

- **TAP STARS Non-Infrastructure,** For rural schools seeking to implement SRTS programing or planning study efforts, WisDOT has established a minimum cost of $20,000 or more

Project Costs

Complete the Project Costs and Dates table for the appropriate fiscal years of the application/project cycle (2024-2028). If you will construct your project in phases throughout multiple years, schedule the project costs as appropriate and describe the distribution the project description.

In addition to the application table, Sponsors must include a detailed breakdown of project costs. Attach a detailed breakdown of project costs in Microsoft Excel. This detailed breakdown must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions. Applicants should reference the Cost Estimate Tool at http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx for assistance and information regarding estimating accurate project costs for the below project phases.

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.

Some important things to remember when completing a detailed cost breakdown are to make sure to:

- Check your math more than once.
- Your project costs are accurate and realistic.
- Your cost estimate detail attachment totals match any supporting documentation.

CONFIDENTIAL INFORMATION
(Do not include pages A-7 through A-9 in the Concept Definition Report [CDR] for infrastructure projects)

Applicants should reference the following WisDOT Web page prior to completing this section of the application: http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx

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

Check each phase of the project (e.g., construction, design) for which you are requesting federal funds.

Project Priority for each project shall be relative to your <u>entire</u> 2024-2028 program cycle submittal. **Enter priority numerically** (examples: 1 or 6).

All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.

Design

Check the box to indicate if design will be 100% locally funded or 80% federally funded. 100% locally-funded design projects must meet all applicable federal design standards.

> **Check the state fiscal year** in which you request the phase be scheduled (i.e., FY 2024 is July 1, 2023 – June 30, 2024). Please note that WisDOT has final authority to select the year in which the project is scheduled.
>
> **A. Plan Development:** Use the Subtotal Construction Costs (line A in the Construction section above) to determine the Construction Cost Estimate Range in Table 1 (above) and apply the Plan Development (Design) percentage to calculate an estimated dollar amount. Enter both the percentage and the dollar amount in the application.
>
> **B. State Review for Design:** Coordinate with your WisDOT Regional Local Program representatives to determine the State Review Cost Estimate Range.
>
> **Design with State Review Cost Estimate:** Sum Lines A and B of the Design section.

Construction

> **Basis for Construction Estimate:** Indicate the method used for estimating the construction cost of the project by checking the appropriate box for *Itemized* Costs, Cost P*er Mile, Past Projects* Cost, *WisDOT Cost Estimate Tool,* or if *Other, specify*. Please submit construction cost estimate documentation (e.g., electronic spreadsheet) to the appropriate WisDOT Region along with the completed application.
>
> **Check the state fiscal year** in which you request the phase be scheduled (i.e., SFY 2025 is July 1, 2024 – June 30, 2025). Please note that WisDOT has final authority to select the year in which the project is scheduled.
>
> Enter the **Federal Share of the Participating Construction Cost (80%)**, the **Local Share of the Participating Construction Cost (20%),** and the **Non-Participating Construction Cost (100% Local)** for the Roadway category. **NOTE: Temporary traffic/pedestrian control items should be included in the construction estimate. Projects selected by a TMA may be funded at 50% federal share.**
>
> **A. Subtotal Construction Costs**
>
> **B. Construction Engineering Costs**
>
> **C. State Review for Construction:** Coordinate with your WisDOT Regional Local Program representatives to determine the State Review Cost Estimate Range.
>
> **Construction with State Review Cost Estimate:** Sum Lines A, B, and C of the Construction section.

Real Estate

Check the state fiscal year in which you request the phase be scheduled. Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Real Estate Cost: Provide a total cost for the real estate project.

NOTE: TAP project sponsors must locally fund any real estate costs under $100,000.

Utility

Check the state fiscal year in which you request the phase be scheduled. Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Utility Cost: Provide total cost for the utility project.

NOTE: Compensable utility costs must be a minimum of $50,000 per utility. Link to WisDOT Utility Policy: http://wisconsindot.gov/rdwy/fdm/fd-18-00toc.pdf

Other (Non-Infrastructure [including Safe Routes to School] Planning, Administration, etc.)

Check the state fiscal year in which you request the phase be scheduled. Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Other Cost: Provide total cost for the planning, administration, or other non-infrastructure project.

TAP STARS APPLICATION

Confirm Eligibility and Review Template Program Packages

TAP STARS MAP:
https://wisdot.maps.arcgis.com/apps/webappviewer/index.html?id=381e0ea4576f48c3bd302e60cf291384

TAP STARS Proposal Addendum Templates:
Wisconsin Department of Transportation Transportation Alternatives Program (TAP) (wisconsindot.gov)

Check the state fiscal year in which you request the phase be scheduled. Please note that WisDOT has final authority to select the year in which the project is scheduled.

TAP STARS OPTION INDICATOR

Total TAP STARS Cost: Provide total cost estimate for TAP STARS activities.

Narrative Response/Attachment

Provide up to **three double-spaced pages** of narrative (**minimum 11-point font size, 1-inch margins**) in response to questions one through six. Review committees will rely upon these narrative responses to rate and rank applications.

Key Program Requirements Confirmation

Confirm understanding of project condition(s) by typing a name, title, and initials in the boxes at the bottom of the page. The individual providing initials and signature on the application (i.e., Head of Government or Designee, not a consultant) **must have fiscal authority** for the project sponsor.

Fiscal Authorization and Signature

REMINDER: For infrastructure projects, attach an 8 ½ x 11 map (PDF) showing the project location.

Application prepared by a consultant? Check *Yes* or *No*.

If *Yes*, please provide the **Consultant Company Name** and **Company Location (City, State)**, **Consultant Signature**, and signature **Date**. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

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

a.) uses a one-step qualification based selection (QBS) process with the scope of work to include the grant application and the design services, if authorized; or

b.) uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

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

Sponsor Agency responsible for completing application. The Sponsor Agency is the local unit of government that is financially responsible for the federal-aid improvement.

Contact Person: Must be a Head of Government or Designee (e.g., County Highway Commissioner).

Title of the Contact Person.

Address of the Contact Person.

Telephone number of the Contact Person.

Email address of the Contact Person.

Head of Government/Designee Signature: A local official, not a consultant, must sign the application. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

Date the application was signed.

Attachments

Refer to application form for details. Check appropriate boxes to indicate attachments to the application.

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

WisDOT staff will enter the information in the top portion at application review and enter the project ID(s) after project approval.