

## APPLICATION INSTRUCTIONS

### General Application Requirements:

- All text and data fields must be filled-in on the *Project Application* form.
- A typed application is preferred. Provide complete and accurate information to avoid delays in the processing of the application.
- Include a Wisconsin Information System for Local Roads (WISLR) map for each proposed improvement location on the LRIP *Project Application* form. The exact location(s) of the improvement should be highlighted.
- Provide an *Improvement Plan* (minimum of 2-years for towns and 5-years for cities, villages and counties).
- Provide additional information to support discretionary applications. (Refer to *Guidelines and Requirements*).
- All application materials must be submitted to the county highway commissioner by November 1, 2011.

### CHOOSE A STATE FISCAL YEAR (FY) FUNDING AND COMPLETE CONTACT INFORMATION

Select State FY 2012 Funding if the improvement project needs to be awarded before June 30, 2012.

Select State FY 2013 Funding if the improvement project does not need to be awarded until after June 30, 2012.

Please provide the following required contact information:

- County.
- Name of town, city, or village.
- Chair, President, Administrator or County Highway Commissioner, address, phone, fax, if applicable.
- Clerk, address, phone, fax, if applicable.

## Section 1

### PROJECT IMPROVEMENT TYPE

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

- Reconstruction – A total rebuilding of the pavement and subgrade of an existing roadway. Major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed, and elimination or shielding of roadside obstacles.
- Reconditioning – Improvements in addition to resurfacing or pavement replacement. Reconditioning may include correcting an isolated grade, curve, intersection or sight distance problem to improve safety, changing the subgrade to widen shoulders or to fix a structural problem
- Resurfacing – Placing a new surface on an existing roadway to extend or renew the pavement life. It includes pavement widening and shoulder paving (without changing the subgrade shoulder points), diamond grinding, joint repair, partial depth milling and relaying, or strictly overlaying the existing pavement.

**In Addition** Check Purchase of Hot Mix Asphalt Only, if only using LRIP funds for the purchase of the finished Hot Mix Asphalt on your Reconstruction, Reconditioning or Resurfacing project.

- Structure – *Rehabilitation* (repair, restoration or replacement of the components of the existing structure including asphaltic surfacing or concrete overlays, as well as measures taken to correct safety defects) or *Replacement* of an existing bridge.

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

## PROPOSED IMPROVEMENT

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

Surface Type – Select one of the following proposed surface type codes. If filling out the form electronically, there will be a drop down form field. If filing in a hard copy, please indicate the surface code number. These are the same codes used in WISLR.

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

Thickness – Select from drop down form field or enter the thickness of surface, expressed in inches (e.g., five inches or 5").

Travel Lane Width – Select from drop down form field or enter width of one lane of pavement, not including shoulders, expressed in feet and inches (e.g., 11 feet, 0 inches, or 11'0").

Right Shoulder Width – Select from drop down form field or enter the width of right shoulder, expressed in feet and inches (e.g., 3 feet, 6 inches, or 3'6").

Left Shoulder Width – Select from drop down form field or enter the width of left shoulder, expressed in feet and inches (e.g., 3 feet, 6 inches, or 3'6").

Curb and Gutter – Check if curb and gutter in lieu of shoulders.

**Structure Projects Only** – **Choose one** Replacement or Rehabilitation of the existing structure and select structure length: less than or equal to 20 feet in length, or greater than 20 feet in length (eligible for federal funding).

Is this project part of the Improvement Plan (minimum of 2 years)? (Check Yes or No) – If the project is *not* part of the *Improvement Plan*, it is ineligible to receive LRIP funds.

Does this project meet the Improvement Standards? (Check Yes or No) – All LRIP projects *must* be built to the Improvement standards, unless an exception to standards has been requested and approved by WisDOT. Funds will be withdrawn from any projects not meeting this requirement.

Does this improvement include bicycle and pedestrian facilities (Check Yes or No)

If **no**, please select all appropriate reason code(s) that apply (pursuant to ch. Trans 75):

- N/A - improvement type does not require the facilities.
- Bicycles or pedestrians prohibited.
- Excessively disproportionate costs.
- Constrained environments.
- Absence of need.
- Refusal to maintain.

Please see Trans 75 and FDM Chapter 11 for definitions and additional guidance.

## Section 2

Has the municipality/county requested or been approved for other federal or state funding from Wisconsin Department of Transportation for the improvement? (Check Yes or No). If yes, check all programs that apply and indicate status (requested or approved) and project ID for approved projects.

Complete Section 2A for Eligible Program Costs (Estimated) **or** complete Section 2B for Eligible Costs for Hot Mix Asphalt Purchase Only (Estimated).

### A. ELIGIBLE PROGRAM COSTS (ESTIMATED)

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

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

Enter Reimbursement Amount Requested – LRIP projects may receive a maximum state reimbursement of 50% on all total eligible project costs. For counties with a CEF, up to 100% of eligible project costs.

### B. ELIGIBLE PROGRAM COSTS FOR PURCHASE OF HOT MIX ASPHALT ONLY (ESTIMATED)

If the project consists only of the purchase of finished Hot Mix Asphalt, provide itemized total costs. Cost categories include:

- Purchase of the finished Hot Mix Asphalt Only. (This is the only eligible cost for the project.)
- Total Eligible Costs.
- Ineligible Improvement Costs.
- Total Improvement Costs – Equals the combined total of all of the above.

Enter Reimbursement Amount Requested – LRIP projects may receive a maximum state reimbursement of 50% on all total eligible project costs. For counties with a CEF, up to 100% of eligible project costs.

For County projects only: Does the county intend to perform an LRIP CEF (Check Yes or No)

## SIGNATURE AND APPROVED AMOUNT

For TRI and MSI applications the CTRIC and CMSIC chair must sign the application and enter the approved LRIP amount.

### Section 3

#### LOCATION

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

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

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

#### NEED FOR IMPROVEMENT

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

LRIP need type	LRIP need type description
Gravel - Travel Difficult	No roadway crown, extensive ponding, little if any ditching, damaged culverts, severe rutting and potholes.
Gravel – Travel at Slow Speeds Required	Little or no roadway crown, little or no aggregate, inadequate ditching and drainage, moderate washboarding, rutting and potholes.
Gravel - Traveled Way Narrow - Travel Slow Speeds	Inadequate roadway width and ditches, damaged culverts, washboarding, rutting and potholes.
Asphalt – Surface Treatment Aging (<1" Wearing Surface)	Wear and flushing, loss of surface, edge cracking, alligator cracking, patching, potholes and drainage problems.
Asphalt - Failed Asphalt Pavement	Loss of pavement integrity - deficient subbase, longitudinal, transverse and block cracking, substandard drainage, rutting and raveling.
Asphalt - Severe Asphalt Deterioration	Inadequate base, alligator cracking, severe distortion, potholes or extensive patching in poor condition.
Asphalt - Significant Aging	Ravelled cracks, severe block cracking, alligator cracking, patches and distortion.
Asphalt - Surface Aging	Severe raveling, transverse cracking, longitudinal and block cracking, patching and slight rutting.
Asphalt - Narrow Traveled Way With Deterioration	Unsafe driving conditions due to substandard width, Potholes, patches, cracks, little or no shoulders and poor drainage.

LRIP need type	LRIP need type description
Concrete - Failed Concrete Pavement	Restricted speed, extensive pot holes. Almost total loss of pavement integrity.
Concrete - Severe Concrete Deterioration	Extensive slab cracking, severely spalled and patched, joints failed. Patching in poor condition. Severe and extensive settlements or frost heaves.
Concrete - Severe Surface Distress	Joints and cracks are open, with multiple parallel cracks, severe spalling, or faulting. Extensive patching in fair to poor condition. Many transverse and meander cracks, open and severely spalled.
Concrete - Surface Defects	Joint deterioration, large areas of spalling, directional settlement and severe cracking. Full/partial depth joint or crack repairs needed.
Concrete - Asphalt Overlay Deterioration	Loss of pavement integrity, longitudinal, transverse and block cracking, substandard drainage, rutting and potholes.
Structure - Structurally Deficient and Functionally Obsolete (all surface types)	Unsafe driving conditions due to aging structure. Roadway width is wider than structure width. Shoulders and foreslope have eroded due to drainage problems.
Structure - Structurally Deficient (all surface types)	Unsafe driving conditions due to aging structure. Shoulders and foreslope have eroded due to drainage problems.
Structure - Functionally Obsolete (all surface types)	Roadway width is wider than structure width and/or weight restrictions due to heavy equipment. Unsafe driving conditions due to aging structure and poor vertical and horizontal alignment.
Structure - Drainage and Erosion Control Problems (all surface types)	Surface deterioration above the structure along with sub-structural failure.
Brick and Block	Defects cover more than 25% of the surface type, very rough ride, numerous patches in fair to poor condition, poor drainage, requires reconstruction.
Unimproved Roads	Very poor surface and driving conditions, severe rutting and/or extensive potholes, reconstruction needed.
Graded and Drained Earth Road	Graded and drained earth road failed.
Other	Please indicate need type.

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

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

For each additional location identify all of the above.

## Section 4

### TERMS AND CONDITIONS

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