WisDOT 2024 Agricultural Roads Improvement Program (ARIP) Round 2 - Application Instructions

July 31, 2024

Please refer to these instructions when completing the ARIP application. The online ARIP application is located here.

Project Eligibility

Per Wis. Stat 86.31 (3o), a project is eligible for ARIP funding if it meets all the following criteria:

1. The project is to improve a highway functionally classified by the department as a local road or minor collector or a bridge or culvert on a highway functionally classified by the department as a local road or minor collector.

2. If the project is solely for the improvement of a bridge or culvert, the bridge or culvert is 20 feet or less in length and is not eligible for funding under a federal program providing funding for bridge improvements.

3. The highway, bridge, or culvert provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and is used by at least one agricultural producer.

4. The highway or the highway upon which the bridge or culvert is located is designated as a class "B" highway under s. 349.15 due to structural deficiencies or has been subject to a posted weight limitation for at least one month during the previous year.

5. After completion of the project, the highway will not be designated as a class "B" highway under s. 349.15 and will not be subject to a posted weight limitation other than under extraordinary or emergency circumstances unless the political subdivision having jurisdiction of the highway, bridge, or culvert obtains a pavement or structural analysis performed by a professional engineer or the county highway commissioner for the county in which the highway, bridge, or culvert is located supports the weight limitation and certifies to the department the reason for the weight limitation.

6. The highway, bridge, or culvert is maintained by a political subdivision.

For any questions regarding specific project eligibility, please contact ARIP Program Manager, Hillary Pelton, at hillary.pelton@dot.wi.gov for more information.

Please note that WisDOT staff may request revised or additional information from project applicants 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 ARIP funding. Applicants can minimize any**

potential eligibility issues by submitting applications and attachments as early as possible to allow WisDOT region staff to provide substantive technical assistance.

Application Submission and Deadline

The project application deadline for the second ARIP solicitation is September 30, 2024 by 5:00 pm. Early submission prior to the application deadline is encouraged. This allows WisDOT staff the opportunity to review applications and communicate with applicants regarding outstanding questions. *Late applications will not be accepted.*

Please note, there is a limit of two (2) applications per primary sponsor per ARIP solicitation (note: this includes applications rolled forward from the ARIP round one solicitation).

Program Process Highlights and Eligibility

- ARIP Projects may be reimbursed at up to 90%
- Primary project sponsors may request reimbursement for active projects no more than quarterly

- Per Wis. Stat. 86.31 (3o), eligible projects are considered along the following criteria:

  1. Projects that improve access by the largest number of agricultural producers to agricultural lands or facilities used for the production of agricultural goods, including forest products.

  2. Projects that will result in reduction of any of the following for agricultural producers:

    a. Repeated trips at reduced weights.

    b. Labor costs.

    c. Fuel costs.

    d. Mileage upon and damage to equipment used in agricultural production.

    e. Costs other than those in subd. 2. a. to d. resulting from a highway being designated as a class "B" highway under s. 349.15, Wis. Stats. or being subject to a posted weight limit under other than extraordinary or emergency circumstances.

  3. Projects that will result in the greatest positive economic impact. Under this subdivision, the department and the committee shall consider the number of employees and the amount of agricultural product sales from agricultural producers that would be directly affected by the project.

  4. Projects for which the access is the only feasible access to the lands or facilities.

  5. Projects that are the subject of a grant application by a political subdivision that faces demonstrable fiscal or administrative difficulties in completing highway projects.

  6. Projects that will result in the transportation of the largest amount of agricultural goods, including forest products.

7. Projects that improve access to agricultural lands or facilities used for the production of agricultural goods, including forest products, for more than one agricultural producer.

Other criteria such as statewide distribution, roadway functional class, and committee discretion may influence project selection.

Application Format

The ARIP application is hosted on AccessGov. Paper applications that can be completed via form-fillable PDF are available upon request.

About AccessGov

In order to save your progress in the ARIP application, you need to create a login.

1. After selecting clicking on the link to the online ARIP application, select "Public User".
2. Select "Sign up" to begin creating your account.
3. Enter in your email, username, and password you'd like to use for the account.
4. Follow the steps to create some account security measures.
5. Confirm account activation via email.
6. Close out of the link, then re-open the link and enter your login information. You should now be logged in to AccessGov, and your application process will be saved.

ARIP Round 1 Applicants – Application Roll Forward Option

Upon request, applicants whose projects were not selected for award in the ARIP Round 1 project solicitation will have the opportunity to roll forward their Round 1 application for consideration in the Round 2 project solicitation. To initiate this process, please fill out the rollover form linked below and submit no later than the Round 2 application deadline of **September 30th, 2024 by 5:00pm.**

https://wi.accessgov.com/wisdot/Forms/Page/dtimexternal/2b084cd6-123f-477f-86b7-9053eabb39f2/c7991238-2a79-43c6-96ca-71bd87964107

Applicants looking to make changes to their previous application are encouraged to submit well in advance of this deadline. Please note, rollover applications will count towards the two application maximum in the Round 2 solicitation.

Round 2 Solicitation - Before you begin

Before beginning to fill out your ARIP Round 2 application, make sure you have the following documents on hand in order to make the application process smoother.

1. The ARIP application Instructions manual and ARIP Guidelines document
2. A map image indicating the project location
3. Documentation confirming the project includes a road with a posted weight limit
    a. More information about acceptable documents below
4. Economic information collected from relevant producers

Be sure that all secondary application materials (maps, weight limit documentation, producer testimonies, etc.) are clearly labeled when uploaded into the application. For example, a map upload of the project area could be labeled "ARIP_Project_Map.jpeg".

Application Walk-Through

Page 1: General, Cost, and Eligibility Information

<u>Project and Sponsor: General Information</u>

Primary Municipality Sponsor information: Provide the municipality name, location, and contact information for the primary municipality sponsor. The primary municipality sponsor will serve as the main point of contact for this project. It is important that accurate contact information is provided for the primary sponsor to prevent any issues with your application.

Joint Sponsor Municipality Information: If applicable, provide the name and contact information for the joint application sponsor. In a joint application, each sponsor is responsible for conducting post award activities for their section of the project area.

Secondary Sponsor Information: If applicable, provide the name of the secondary sponsor. A secondary sponsor is another municipality indicating their support of the project. **Note:** only the primary municipality sponsor will be the main point of contact and will be responsible for conducting post award activities.

Project Location: Provide routes that will serve as the boundaries for the project location. When reporting routes, be sure to use the route names as publicly posted on road signs, rather than colloquial names. Additionally, provide a map with the location of the project indicated. A map downloaded from WISLR is preferred however, any map that is clearly marked is acceptable.

Bridges/Culverts: Indicate if the scope of the proposed project work includes a bridge or culvert. If yes, provide the bridge ID or culvert ID, if applicable. Note that if a project includes a bridge or culvert, the project must have associated pavement work in order to be eligible. This associated pavement work can include approach work, meaning the culvert/bridge project component does not necessarily need to be part of a larger roadway improvement project.

Project Description: Upload a Word or PDF document that describes the proposed project. A project summary should describe the project well enough that the reader could hypothetically make a decision without reading the rest of the application. Be sure to include information about the current state of the project area (e.g., PASER rating or bridge rating), as well as the desired improvement to be made including what work is planned to be done on the road(s) (see "Project Types" in the ARIP Guidelines document), how the road(s) will be utilized after the improvement, and how said improvement will affect the impacted agricultural and forestry producers. The project description should clearly communicate that the improvement will produce all season infrastructure capable of lasting at least 10 years without weight limits being posted. Following an engineering analysis or county highway commissioner certification as per Wis.Stats. 86.31(3o)(k). Make sure to check for clarity and spelling mistakes.

Optional Picture Upload: If available, applicants may provide a file with pictures of the project area, focusing on the condition of the road/structure. If uploading multiple pictures, include

them within a single document, such as a Word Document. Be sure to title your uploads clearly. For example: ARIP_ProjectArea_Photos.docx.

<u>Estimated Project Cost</u>

Planning and Design costs: Provide an estimate for the project planning and design costs.

Right-of-way acquisition costs: Provide an estimate for the project right-of-way acquisition costs. 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. Be sure to fully address these considerations when estimating these costs.

Engineering costs: Provide an estimate for the project engineering costs. Project engineering costs can include the costs for hiring a certified engineer for the purposes of project overview and reimbursement certification.

Construction costs: Provide an estimate for the project construction costs. An ARIP project cannot have 0$ for construction costs.

Note: Details regarding project cost definitions can be found in the introduction page of the online application.

<u>Eligibility Information</u>

Program eligibility is outlined within the ARIP Statute – 86.31 (3o), Wis. Stats. A project must meet all the eligibility criteria to receive ARIP funding.

Local Roads and Minor Collectors: Indicate if the project area is located on a local road or minor collector.

Weight Restriction Type: When selecting the applicable weight restriction, please certify the roadway in question has been subject to a weight restriction in the previous year and upload a document verifying the posted weight restriction. The weight restriction to a posted weight limit should clearly indicate the date that the weight restriction was posted, length of time posted, and the date the posting was removed, if applicable. Acceptable documents include dated photographs of the weight limit, signed documents by the municipality certifying that the road has had a weight restriction for a certain amount of time, etc. Following are explanations of ARIP program weight restriction options:

- <u>Class B</u>: a weight limit of 80,000 lbs. Weight limitations on class "B" highways are 60% of class "A" highway weight limitations. Class "B" highways includes those county trunk highways, town highways and city and village streets or portions thereof, which have been designated as class "B" highways by the local authorities.
- <u>Seasonal:</u> Weight restrictions that only apply during certain times of the year, primarily to protect weak conditions of pavement during the springtime freezing and thawing period.
- <u>Special</u>: Special weight limits on the local system, generally governed by local ordinance.

Page 2: Economic Assessment and Certification

Economic Assessment

The information provided in this portion of the application is extremely important. Please fill this page out carefully. Estimates should be provided based on information collected from all affected agricultural and/or forestry producers. This page is for you to demonstrate the economic need for the producers using the project route. This is critical information required by the ARIP statute that the discretionary selection committee will look at when evaluating your application. This section is a summary of the number of producers, the estimated total annual sales, and the estimated total volume of goods. Please Note: You may add additional narrative or detail into the cost reduction narrative.

Producer types include Dairy (Cheese and/or Milk), Animal Products, Forestry, Fruit and/or Vegetable, and "Other"

"Other" eligible producer types might include Ethanol, Organic Manure/Fertilizer/Feed, or others as verified after review.

Examples of ineligible "Other" producer types include machinery, sand/gravel, hardware/metal, non-organic chemicals, and others deemed ineligible after review.

Estimated number of producers: Choose the appropriate number of affected producers. For the purposes of ARIP, a broad definition of agricultural "producer" and "processor" will be utilized. Firms/farms that use the route and are directly involved in either using agricultural lands or the production or processing of agricultural or forestry resources are all considered producers. Some examples include:

- Crop farmers (fruit, vegetable, grain)
- Animal agriculture farmers – cows, sheep, pigs, chickens, etc.
- Cheesemakers
- Dairy processors
- Loggers
- Logging/paper processing plants
- Other – some examples of acceptable other categories include
  - Animal feed producers/processors
  - Manure/fertilizer producers and haulers (Note: must contain some organic component)

Information from this section should be the combined data from all affected producers in order to obtain an economic benefit estimate for the project.

NOTE: Do not include information from producers that will not be directly affected by the improvements made as a result of the proposed project. Please note: If there are additional firms that you feel utilize this roadway and from whom you were unable to collect economic data to support this application, please highlight that information in your narrative section.

Estimated number of onsite employees: Provide the estimated total number of all employees from the affected producers. If a producer employs staff that do not work onsite at the location that is affected by the weight limited road, do not include these figures in your estimate. Provide only the estimated total number of onsite employees from all affected producers.

Total estimated annual value of agricultural or forestry product sales that would be directly affected by the project. (Please use 5 year average annual sales, if available). Provide the total estimated average annual sales of the past 5 years (2023-2019) for all affected producers by taking all of the 5-year averages of affected producers and adding them.

Agriculture/Forestry Product Category & Volume: Provide the total estimated average annual amount of agricultural and forestry product transported on the route impacted by the proposed project in the past 5 years (2019-2023).

Contributing producers: Based on the estimate of affected producers provided above, provide the producer type, name, and contact information for each.

Effects of project completion: Indicate if the completion of the project will result in the reduction of any of the following costs:

> **Labor costs** – labor costs refer to money spent on wages for truck drivers or other employees to transport goods.
>
> **Fuel costs** – fuel costs refer to money spent on fuel to transport goods.
>
> **Mileage upon and damage to equipment** – this section refers to costs incurred as a result of equipment damage or increased mileage on equipment, such as transport truck repairs, etc.
>
> **Other costs** – other costs refer to costs not captured by the three categories listed above which may be specific to a producer's situation. If other is selected, please describe other costs and explain how they will be affected by project completion.

Repeated trips at reduced weights: Provide an estimate of the number of repeated trips (on an annual basis) at reduced weights that can be eliminated as a result of the project's completion. This should be a cumulative number across all affected producers.

Cost reduction narrative: Provide a summary of the ways in which the affected producers will be impacted by project completion, especially as it relates to cost reduction via the points outlined above.

Alternatively, you may provide an attached one-page document with the summarized accounts from all affected producers about the current situation, and how they would be impacted by the completion of this project. This section is your opportunity to describe cost reduction benefits resultant from your project. Be sure to check for clarity and spelling mistakes.

Deviations from most efficient route: Indicate if the current route traveled by the producer involves any deviations from the most efficient route as a result of posted weight restrictions. Provide an estimate of the length of the deviation in miles, if applicable. A map of the possible alternate detour routes may be uploaded if available.

Producer accessibility: Check yes or no to indicate if the project area is the only feasible access to the production lands or facilities.

Local government staff: Check yes or no to indicate if the filing municipality has dedicated administrative or transportation staff that can assist with project delivery. The ARIP statute gives priority to political subdivisions that face demonstrable fiscal or administrative difficulties in completing highway projects.

For the purposes of this application, "dedicated administrative staff" can refer to individuals working in the local government of the filing municipality who are familiar with projects similar to ARIP (such as LRIP) or have experience with grant writing and project delivery processes. Some examples include a public works commissioner or a town road super.

Certification: Read the information carefully and sign and date the application to certify that, to the best of your knowledge, the information provided within the application is true and accurate. Additionally, provide your specific affiliation with the primary municipality sponsoring the application. For example: *Town Board Member, City Mayor, Municipal Head of Government, Clerk, PE, Municipal Planner, Grant Writer, etc.*

Review Application

Upon completion of the application, you will be asked to review the information provided. Please do so carefully in order to ensure that there are no delays in your application being processed.
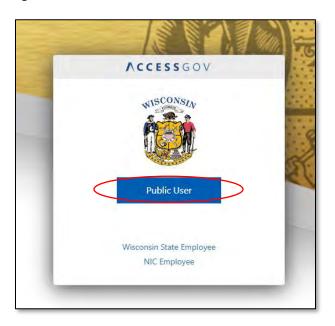
Submit Application

You will receive a confirmation message upon successful submission of your application. You will also have an opportunity to download a copy of your application and any attached documents – *please do so and keep a copy of your application information for your records***.**

For a timeline of the ARIP selection process, please consult the ARIP Guidelines document. For any questions about ARIP, please contact the ARIP Program Manager, Hillary Pelton, at hillary.pelton@dot.wi.gov or call 608-261-4443.
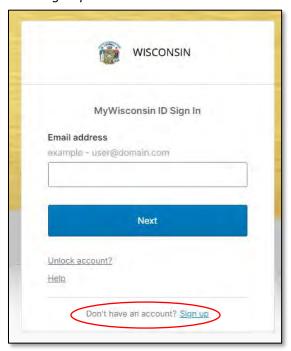
Appendix D – Registering for AccessGov

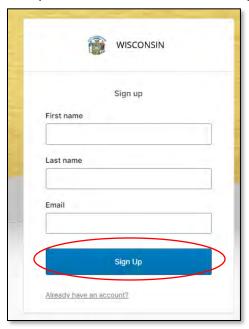Signing up for a MyWisconsinID in AccessGov

1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to a login screen, select *Public User*.
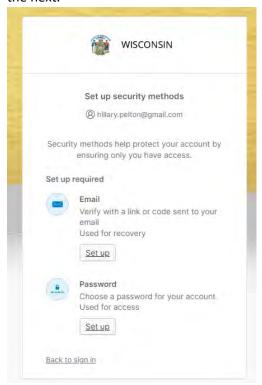

2. Select *Sign Up* at the bottom of the box shown on the next screen

3. Enter your first and last name, as well as your email address, then select *Sign Up*
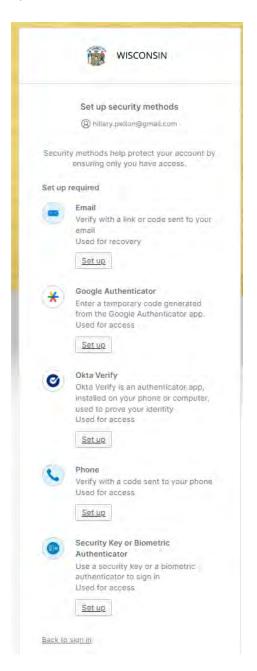

4. Set up both your email verification and password by selecting the *Set Up* buttons beneath each step. Please note – once you complete one step, it will bring you back to this page to complete the next.

5. After you've set up both your email verification and your password, you will be asked to set up security methods. You only need to set up one of these items to proceed. Additional security methods are optional, not required. The phone option is highly recommended.

   Please do not exit this page or select the back button to sign in before setting up at least one option. Your account will not be created if you do not select at least one security method.

6. Once you have set up an additional security method, you can proceed into the application.
   a. Note: you may receive an error message. Don't be concerned, close internet browser and reopen the link to proceed.