

ARIPWeb

Step-by-Step User Guide



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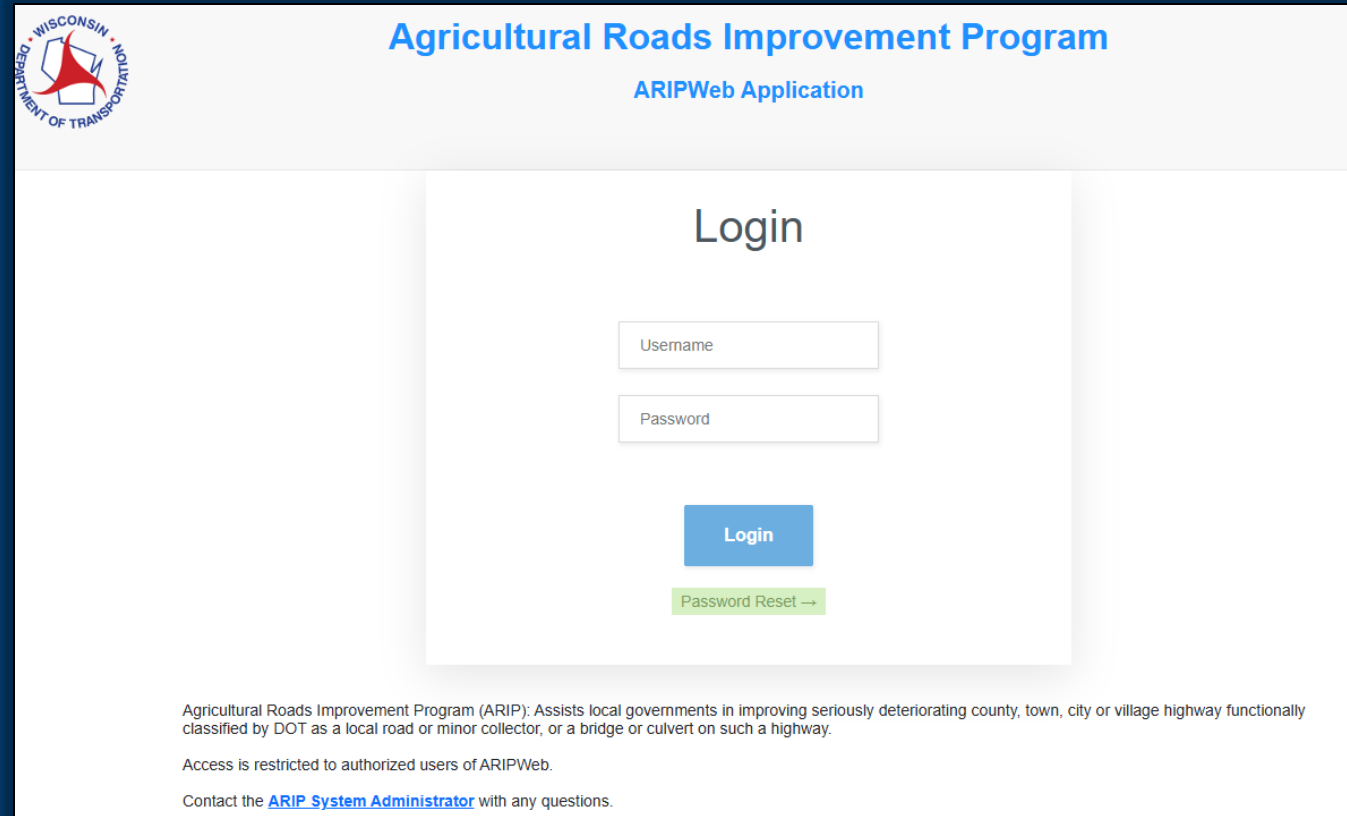
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About ARIPWeb

- The ARIPWeb online application is available for local government officials and County Highway Commissioners to:
- Apply for an ARIP project
- Access pending tasks via the "View My Work Queue" function
- Manage their approved ARIP projects
- View project documents
- Request reimbursement for eligible project costs on a not more than quarterly basis

Logging into ARIPWeb

- Enter your existing username and password used to log in to LRIPWeb and select Login
- If this is your first time accessing ARIPWeb (and you have not used LRIPWeb), you will need to be granted authorization to access the website
 - Select ARIP System Administrator at the bottom of the screen to send an email requesting access
 - Include the following information in your request:
 - Name of the municipality/county you are authorized to act on behalf of
 - Your title or role
 - Name, email address, and phone number



WISCONSIN
DEPARTMENT OF TRANSPORTATION

Agricultural Roads Improvement Program

ARIPWeb Application

Login

Username

Password

Login

Password Reset →

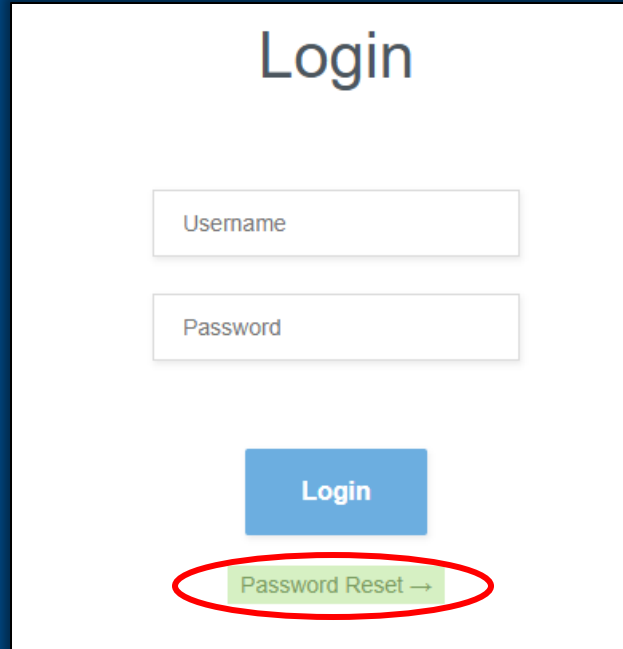
Agricultural Roads Improvement Program (ARIP): Assists local governments in improving seriously deteriorating county, town, city or village highway functionally classified by DOT as a local road or minor collector, or a bridge or culvert on such a highway.

Access is restricted to authorized users of ARIPWeb.

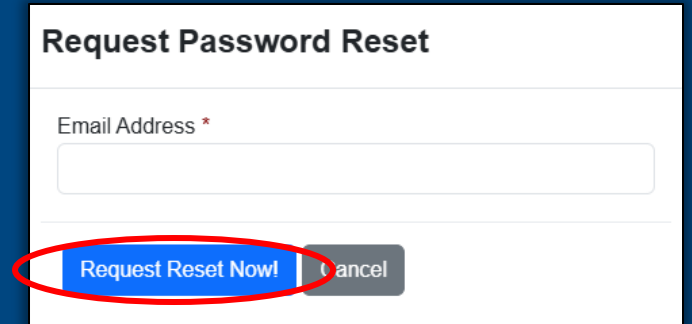
Contact the [ARIP System Administrator](#) with any questions.

Logging into ARIPWeb

- If you are unable to login into your account, select Password Reset
- Next, enter the email address associated with your account and select Request Reset Now!



The image shows a 'Login' form. It has two input fields: 'Username' and 'Password'. Below these fields is a blue 'Login' button. At the bottom of the form, there is a green link that says 'Password Reset →'. A red circle is drawn around this link.



The image shows a 'Request Password Reset' form. It has a single input field labeled 'Email Address *'. Below the field are two buttons: a blue button that says 'Request Reset Now!' and a grey button that says 'Cancel'. A red circle is drawn around the 'Request Reset Now!' button.

Logging into ARIPWeb

- Look for an email from noreply@dot.wi.gov with your password reset link
- Next, click the link located in the body of the email and enter your new password
- When finished, select Update
- You will then automatically be logged into ARIPWeb

Hello Hillary,

A password reset has been requested for this account.

To continue your reset please click [here](#).

If the above link does not work, you may also copy and paste the following into your browser's address bar.

<https://arip.wisconsin.gov/Login/PasswordReset?a7098282b9604a7f=%2FNxVX%2B2WHbYjMliYRwE7Oka4jEiFr2kStxtMQc9muFVAVxuOfBBYaXHEI9TmHjZhKIXmP8DvylomZho99W6iHnI0kTSGkotrXGtdRP1HQnk%3D>

If you did not request this password reset, please contact your system administrator.

Server Generated Email, Do Not Respond

Welcome Back!

The only thing left to do is to let us know what your new password should be.

Once you add your new password, you will be logged in automatically.

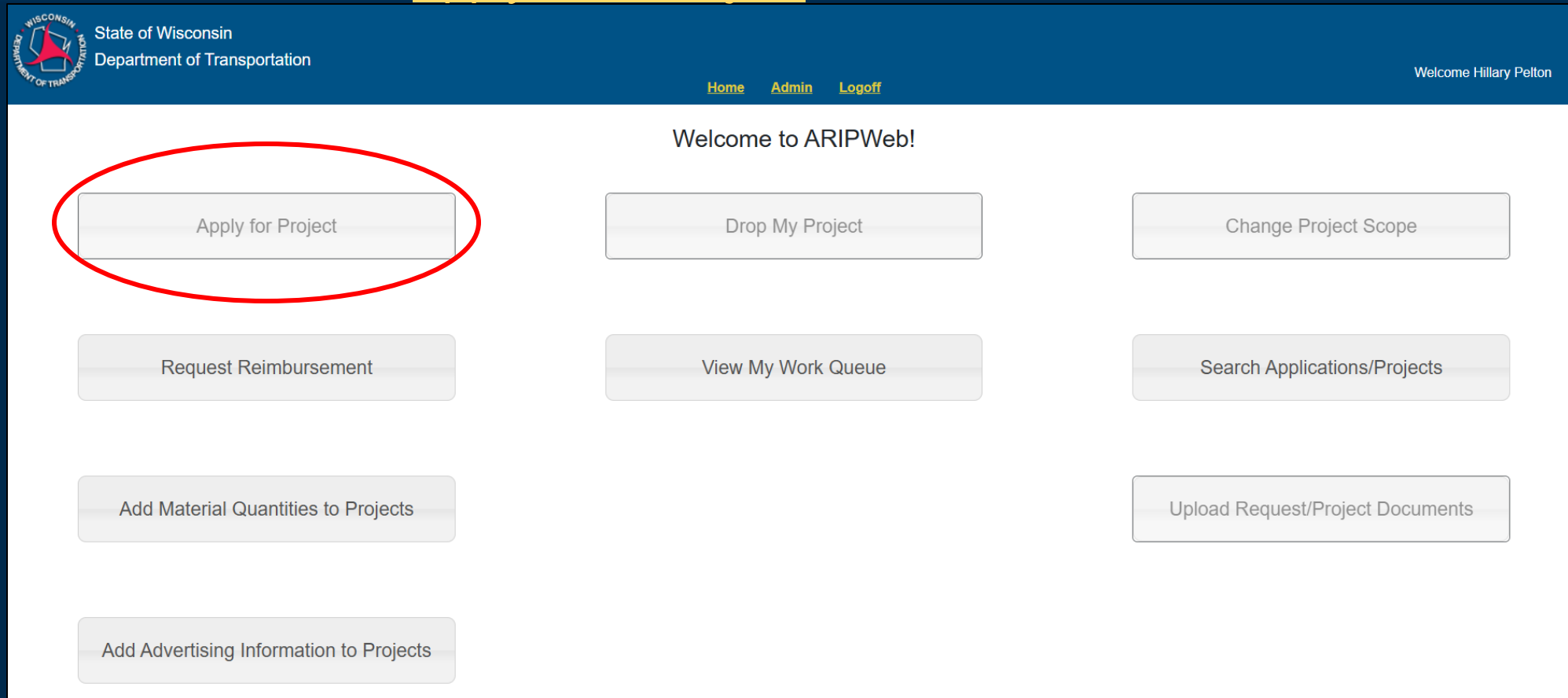
Email: hillary.pelton+cs@dot.wi.gov

Password ?

Confirm Password

Apply for a Project

On the home screen, select *Apply for a Project*



Apply for a Project

- Local sponsors will be able to apply for ARIP funding using ARIPWeb in the future
- Each section shown to the right will include questions, document uploads, and other required fields to capture all project information in the application
- More information will be coming soon!

Apply for a new ARIP Project

Request Status: Pending PM **Request Number:** New **County:** **Local Sponsor:**

Project and Sponsor: General Information - Started

Project Location

Estimated Project Costs


Eligibility Information

Economic Assistance

Attachments

Terms And Conditions

Navigating Home Screen



State of Wisconsin
Department of Transportation

[Home](#) [Admin](#) [Logoff](#)

Welcome Hillary Pelton

Welcome to ARIPWeb!

Select the appropriate button based on the action you wish to take.

Note: some buttons may be grayed out as they will be available in the future, or you do not have required permissions to access select features

Apply

Drop My Project

Change Project Scope

Request Reimbursement

View My Work Queue

Search Applications/Projects

Upload Request/Project Documents

Add Material Quantities to Projects

Add Advertising Information to Projects

Search Applications/Projects

- First, select the search type
- You have the option of further narrowing your search by entering project or municipality information

Search Type

Request	Project	Reimbursement Request
Use this option to access the following Request Types: <ul style="list-style-type: none">• Change Project Scope• New Biennium Project	Use this option to access currently approved projects, or previously approved projects that have been completed, dropped, or sunsetted.	Use this option to access Reimbursement Requests

Search Applications/Projects

Please select a search type and one or more search criteria.

Search Type ☐ Request ☐ Project ☐ Reimbursement Request

Project Number/Request Number:

Biennium:

County:

Status:

Local Sponsor:

Search **Reset**

Use the Export button to generate an Excel worksheet of the listed project **Export**

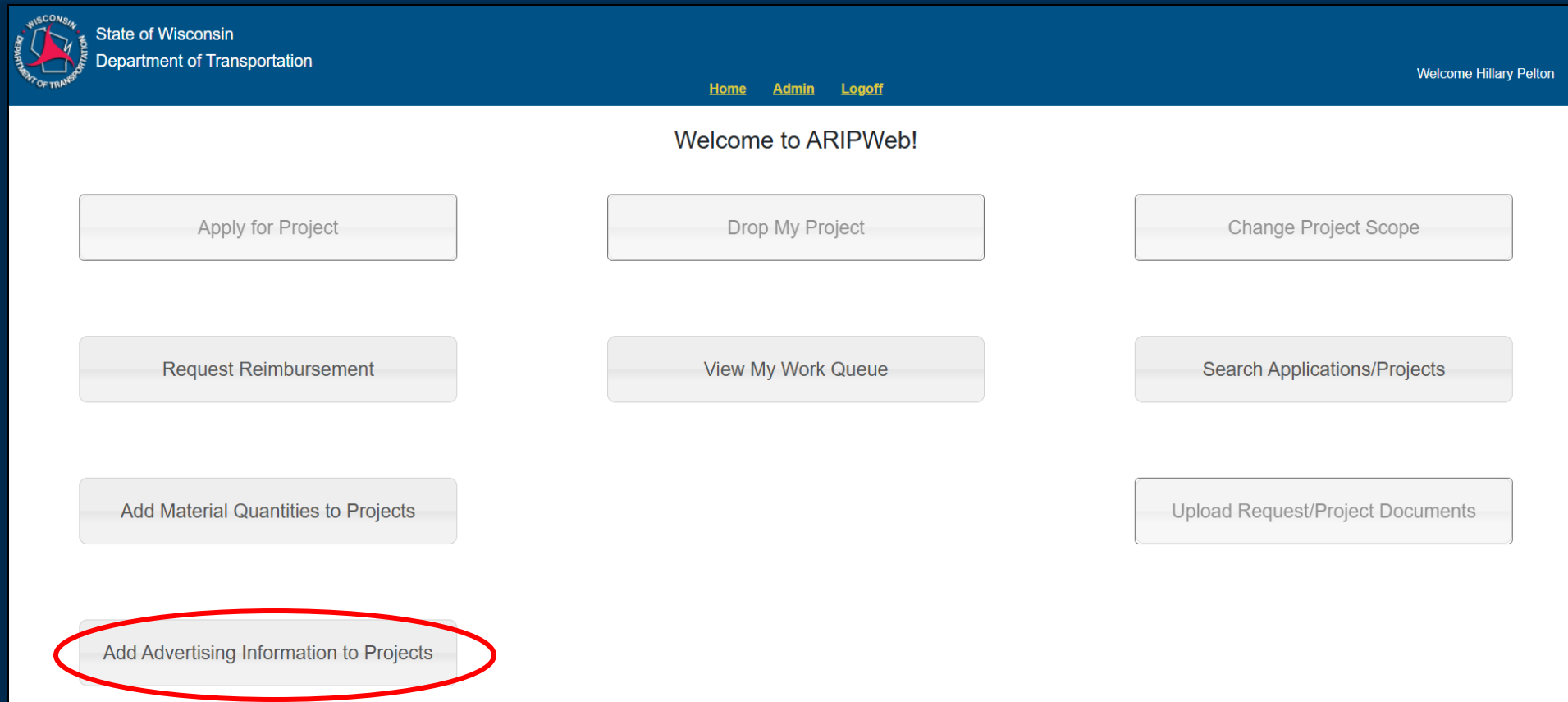
Showing 0 to 0 of 0 entries

Request Number	Project Number	Request Type	On Route	Local Sponsor	County	Biennium	Status	ARIP Funding	ARIP Funds Remaining	View Request	View SMA
No data available in table											
« < > »											

10 entries per page

Add Advertising Information to Projects

On the home screen, select Add Advertising Information to Projects



Add Advertising Information to Projects

Select the appropriate project from your list of approved projects

Advertising Information									
Showing 1 to 10 of 88 entries									
Project Number	Project Sponsor	County	On Route	At Route	Toward Route	Biennium	Last Modified Date	Number of Sources	
A00001	Town of Morrison	Brown	Hill Rd	CTH W	River Rd (Termini)	2024-2025 ARIP		0	
A00002	Town of Rockland	Brown	Shirley Rd	CTH W	Morrison Rd (Termini)	2024-2025 ARIP		0	
A00003	Town of Maxville	Buffalo	N Spring Creek Rd	Spring Creek Rd (Termini)	CTH FF (Termini)	2024-2025 ARIP		0	
A00004	Village of Hilbert	Calumet	Crosstown Rd	STH 57	Plappert Rd (Termini)	2024-2025 ARIP		0	
A00005	Town of Eagle Point	Chippewa	125th Ave	STH 124	STH 178 (Termini)	2024-2025 ARIP	3/5/2025	1	
A00006	Town of Delmar	Chippewa	345th St	100th Ave	80th Ave	2024-2025 ARIP	5/22/2025	4	

Add Advertising Information to Projects

- Enter in the Bid Due Date then select Add Advertisement
- Enter your Advertisement source information and click the blue Save icon to the right

Bid Due Date

Add Advertisement

Advertisement 1 - Test Newspaper

Publisher Name *

Address Line 1

Address Line 2

City

State

Zip

1st Insertion Date *


2nd Insertion Date *

Website URL

Contact Name

Phone

Email

 **Save** **Delete**

Add Advertising Information to Projects



- Upload a copy of your advertisement by selecting Choose Files
- Select your document and click *Open*
- Next, select the green Upload button
- Once the file has finished uploading, it will populate in the entry table

Upload Advertisement

Click the Browse/Choose File button to select a file, and then Upload.

Choose Files No file chosen Upload

Showing 1 to 1 of 1 entry

File Name	Uploaded By	Uploaded Date	Actions
00 10 10 Advertisement for Bidders (1).docx	Hillary Pelton	3/6/2025	 

« < 1 > »

10 entries per page

Add Advertising Information to Projects

- If applicable, you can add additional advertisement information by selecting the blue Add Advertisement button
- A new advertisement section should then populate for you to complete

Bid Due Date
03/20/2025

Add Advertisement

Advertisement 1 - aa

Advertisement 2 -

Publisher Name *
Publisher Name

Address Line 1
Address Line 1

Address Line 2
Address Line 2

City **State** **Zip**
City State Zip

1st Insertion Date *
1st Insertion Date

2nd Insertion Date *
2nd Insertion Date

Website URL
Website URL

Contact Name
Contact Name

Phone
() - -

Email
example@domain.com

Save **Delete**

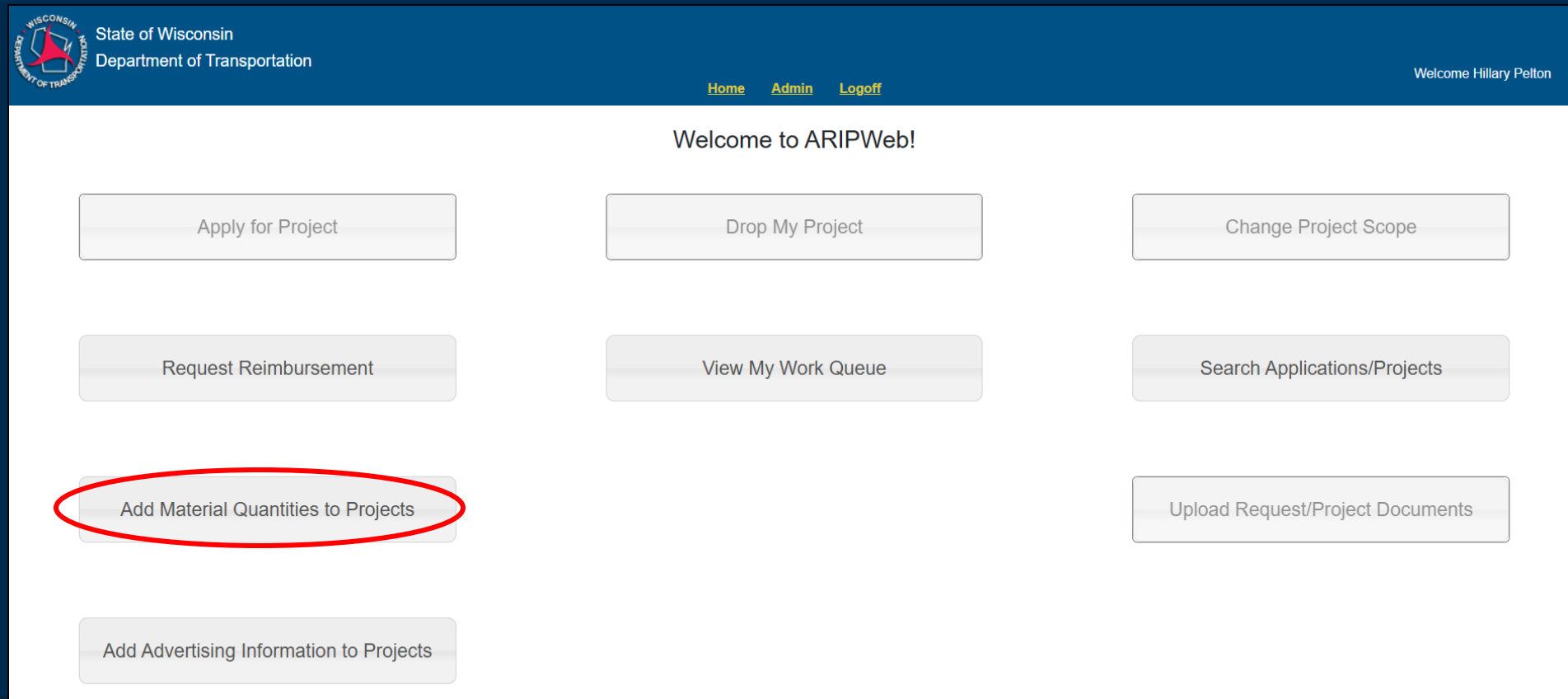
Upload Advertisement
Click the Browse/Choose File button to select a file, and then Upload.
Please save the Advertising Information by selecting the blue floppy disk save button in the upper right corner of this section. You will then be able to upload a copy of your advertisement.

Add Advertising Information to Projects

- NOTE: after providing a copy of the initial advertisement in ARIPWeb, you do not need to send any additional information to the ARIP Program Manager or complete any further steps in ARIPWeb regarding advertising or project award/award of project.
- When ready to submit a reimbursement request for **construction activities** (on a quarterly basis), you can login to ARIPWeb and within the reimbursement request, you will be asked to provide a copy of the meeting minutes, in addition to other documents, that identifies the awarded bid.

Add Material Quantities

On the home screen, select Add Material Quantities to Projects



Add Material Quantities

Select the appropriate project from your list of approved projects

Material Quantities									
Showing 1 to 10 of 88 entries									
Project Number	Project Sponsor	County	On Route	At Route	Toward Route	Biennium	Status	ARIP Funding	
A00001	Town of Morrison	Brown	Hill Rd	CTH W	River Rd (Termini)	2024-2025 ARIP	Approved	\$2,048,520.60	
A00002	Town of Rockland	Brown	Shirley Rd	CTH W	Morrison Rd (Termini)	2024-2025 ARIP	Approved	\$621,000.00	
A00003	Town of Maxville	Buffalo	N Spring Creek Rd	Spring Creek Rd (Termini)	CTH FF (Termini)	2024-2025 ARIP	Approved	\$405,000.00	
A00004	Village of Hilbert	Calumet	Crosstown Rd	STH 57	Plappert Rd (Termini)	2024-2025 ARIP	Approved	\$1,012,500.00	

Add Material Quantities

Material Quantities - A00002

Asphalt (Tons)	<input checked="" type="checkbox"/> N/A	Concrete (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Excavation (Cu. Yds.)	<input checked="" type="checkbox"/> N/A	Base Course (Tons)	<input checked="" type="checkbox"/> N/A
Bridge Deck (Sq. Ft.)	<input checked="" type="checkbox"/> N/A	Milling (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Grinding (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Stripping (Linear Ft.)	<input checked="" type="checkbox"/> N/A

Material Quantities - A00002

Asphalt (Tons) *	<input type="checkbox"/> N/A	Concrete (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Excavation (Cu. Yds.)	<input checked="" type="checkbox"/> N/A	Base Course (Tons) *	<input type="checkbox"/> N/A
Bridge Deck (Sq. Ft.)	<input checked="" type="checkbox"/> N/A	Milling (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Grinding (Sq. Yds.)	<input checked="" type="checkbox"/> N/A	Stripping (Linear Ft.)	<input checked="" type="checkbox"/> N/A

- Uncheck the N/A box to enable the selected material field (keep N/A checked if material is not applicable to your project)
- Enter the material quantities in each applicable field, following the correct unit of measurement, and click *Save*

Add Material Quantities

- Once entered, you can review your material quantities at any time using the search feature when viewing a project
- Material Quantities will remain editable until your project is completed

Apply for a new ARIP Project

PLEASE NOTE: Information on these screens is VIEW ONLY.
From the Home screen, click on View My Work Queue to access your in-progress or pending tasks.

Request Status: Submitted to PA Request Number: 00003 County: Brown Local Sponsor: Town of Morrison [View Project Log](#) [View Comments](#)

Project and Sponsor: General Information - Completed

Project Location - Completed

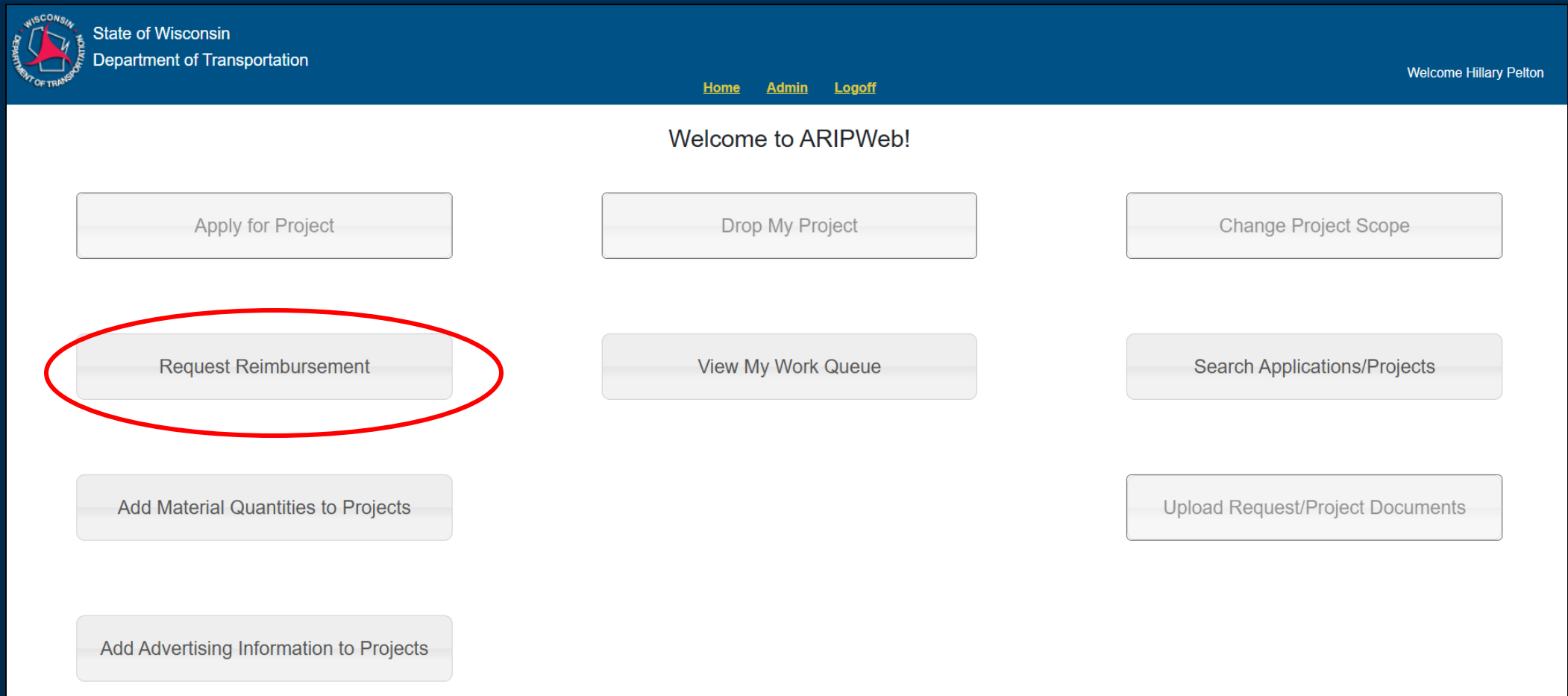
Material Quantities

Asphalt(Tons): N/A	Concrete (Sq. Yds): N/A	Excavation (Cu. Yds): N/A	Base Course (Tons): N/A
Bridge Deck (Sq. Ft): N/A	Milling (Sq. Yds): N/A	Grinding (Sq. Yds): N/A	Stripping (Linear Ft): N/A

On Route 1 - Hill Rd - CTH W - River Rd (Termini)

Request Reimbursement

On the home screen, select [Request Reimbursement](#)



Request Reimbursement

Select the appropriate project from your list of approved projects

- If you do not see a project to select, troubleshoot by referencing the next page. Otherwise, proceed to page 22.

Reimbursement Request

Approved projects are not available for reimbursement until the project estimated costs have been reviewed and saved using the 'Update Project Estimated Cost' button on the ARIP main page.

Please click on a row

Export

Showing 1 to 1 of 1 entry

Project Number	Project Sponsor	County	On Route	At Route	Toward Route	Biennium	Status	Eligible Costs	ARIP Funding	Amount Remaining
A00005	Town of Morrison	Brown	Sunnyview Rd	Deer Rd	Man-Cal Rd (Termini)	2024-2025 ARIP	Complete	\$2,276,134.00	\$2,048,520.60	\$2,048,520.60

Example

Request Reimbursement

- If you do not see a project number in your list, it may be because there is an open request in the work queue. You can only have one open reimbursement request at a time.
- To confirm this, go to "View My Work Queue" from the homepage to see the open request.
- If an open request is shown, you must wait until this request is paid before submitting a new reimbursement request.

View My Work Queue

Please click on row to select a work queue item.

Work Queue 1

Showing 1 to 1 of 1 entry

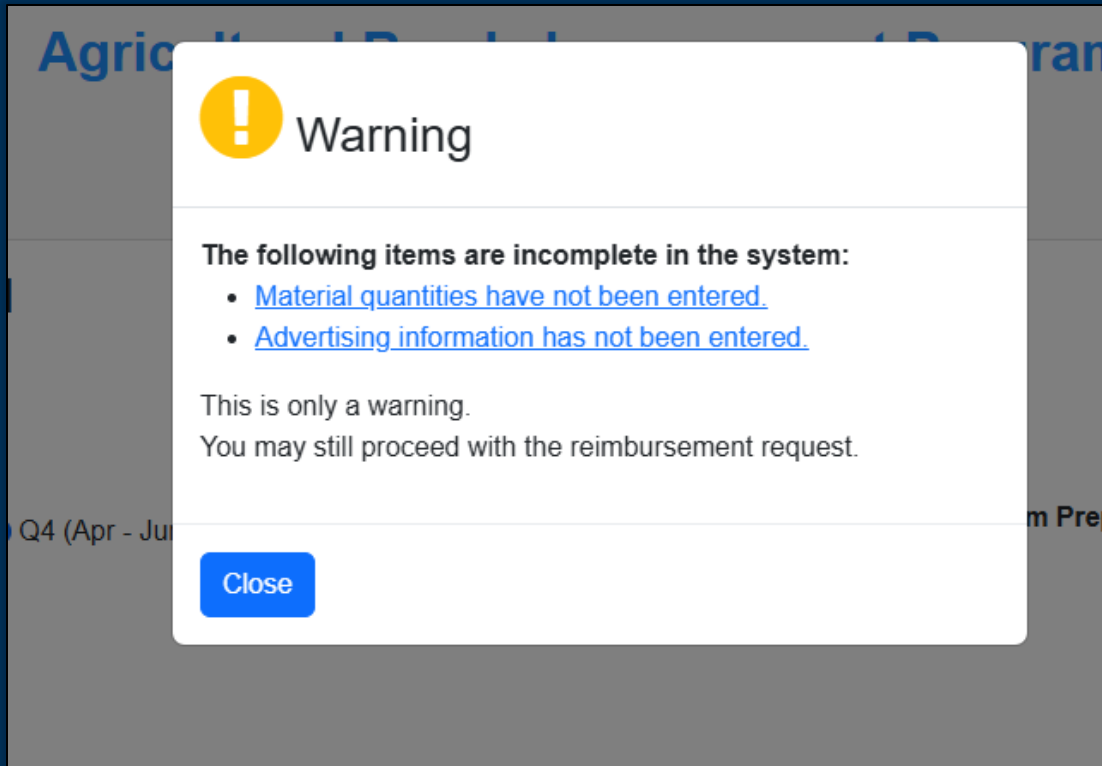
Request Number	Project Number	Request Type	Project Sponsor	County	On Route	AT Route	Toward Route	Biennium	Status	ARIP Funding	Amount Remaining
A00026-00001	A00026	Reimbursement	Town of Red River	Kewaunee	Town Hall Rd	CTH AB	Boucher Rd	2024-2025 ARIP	Pending CHC	\$1,079,406.00	\$1,079,406.00

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10 ▼ entries per page

Export

Request Reimbursement



- Upon opening the reimbursement request, you may receive a pop-up message indicating one or more of the following items (see image) are incomplete in the system.
- If you have the information available, you can click on the applicable item from this screen to update it.
- Otherwise, you may click close to proceed.

Request Reimbursement

The following information is shown first:

- Request #
- Fiscal Quarter
 - *These fields are locked down and prepopulated on your behalf based on the date the reimbursement request is created*
- Request Status
- Project Information
 - *Sponsor Name*
 - *Project Route*
 - *Project Description*

Request Reimbursement Form: A00026-00001

[View Project Log](#)[View Comments](#)[Delete Request](#)

Request # 00001	Fiscal Quarter <input type="radio"/> Q1 (Jul - Sep) <input checked="" type="radio"/> Q2 (Oct - Dec) <input type="radio"/> Q3 (Jan - Mar) <input type="radio"/> Q4 (Apr - Jun)	Request Status Pending CHC	Date Form Prepared: 12/4/2024
---------------------------	---	--------------------------------------	--------------------------------------

Project Information

Primary Project Sponsor Town of Red River	County Kewaunee	
On Route Town Hall Rd	At Route (Beginning Point) CTH AB	Toward Route (Ending Point) Boucher Rd

Project Description

The proposed project involves the complete reconstruction of Town Hall Road from County Highway AB to Boucher Road in the Town of Red River. This project consists of approximately 5,290 lineal feet of roadway reconstruction. This reconstruction includes excavation of the roadway, installation of geogrid reinforcement, 15" of base course aggregate, and 4" of asphalt. The proposed lanes will be 11-foot wide with 2.5-foot wide shoulders. Excavation below subgrade is expected due to anticipated poor soil conditions as well as additional shoulder work to achieve 3:1 slopes. There will also be minor cross culvert replacement work to ensure the integrity of the new roadway. As shown in the existing conditions photos attached to this application, the roadway was chip sealed within the last year due to the deteriorating surface conditions. However, there is already visible wear and tear on the chip sealed roadway. This maintenance work does not address the posted weight limit issue

Budget Information

(Last Updated 12/4/2024 @ 1:10 PM By Hillary Pelton)

Contractor bidding has not completed.
Visit the home screen and click [Add Advertising Information to Projects](#).

Request Reimbursement – Budget Information

- Continue scrolling to show the budget information section.

Budget Information				
Planning and Design Costs	Engineering Costs	R.O.W. Acquisition Costs	Construction Costs	Total Estimated Costs
\$55,000.00	\$15,000.00	\$0.00	\$2,206,134.00	\$2,276,134.00
Ineligible Costs	Total Ineligible Costs	Award percentage field is locked down and may fluctuate from original percentage shown if increased costs are entered. Field is awareness only.		
\$0.00	\$0.00			
SMA Award Amount	Project Award Amount	Project Award Percentage	Reimbursed Amount	Award Amount Remaining
\$2,048,520.60	\$2,048,520.60	90.00%	\$0.00	\$2,048,520.60

Local sponsor should update these fields with current costs of the four “buckets” shown below – whether the project has an increase or decrease in any cost.

Total Estimated Costs field adjusts based on costs entered in any of the four cost buckets

SMA Award Amount is locked down to reflect the originally awarded dollar amount shown on the project SMA. State funding is limited to and cannot exceed this amount.

Project Award Amount reflects the current project award amount based on award percentage of the current amount shown in the total estimated costs field. This amount can fluctuate based on changes to the *Total Estimated Costs* field above but cannot exceed the SMA Award Amount.

Request Reimbursement – Cost Info

- **“Planning and design costs”** could involve planning or feasibility studies, initial scoping work, preliminary engineering/design, and final design activities.
- **“Engineering costs”** could focus on anticipated costs for construction oversight once the project is let and proceeds through construction and final acceptance.
- However, final design work could also be considered engineering. We recognize there may be some overlap, or applicants treating the two categories slightly differently, as “engineering costs” could be interpreted as being actual roadway design activities and/or construction oversight.
- It is acceptable to input costs in these fund buckets based on your own interpretation.

Request Reimbursement

- To begin, select the applicable blue button based on the type of work performed in the expense you are requesting to be reimbursed for - Engineering, Construction, or both.
- Important:** If your reimbursement request is for engineering costs ONLY, check the box located in the Engineering section
- A new field will display for you to first enter the contractor's name - If you do not see the name of your contractor, contact ARIP Program Manager Hillary Pelton and provide the exact Contractor Name information for them to be added to the list

The screenshot displays the 'Request Reimbursement' form. It features two main sections: 'Engineering' and 'Construction'. In the 'Engineering' section, a checkbox labeled 'Check this box if reimbursing for engineering costs ONLY.' is highlighted with a red dashed box. Below this, a blue button labeled 'Add Additional Contractor' is circled in red. The 'Construction' section also has a blue 'Add Additional Contractor' button circled in red. Below these sections, there is a detailed form for the 'Engineering' section. It includes a 'Contractor Name' dropdown menu with a list of contractors: A & M Construction, A.A. Roedl Excavating, A.W. Oakes & Son, Inc., A-1 Asphalt & Paving, A-1 Excavating, Inc., AAA Striping Service Co., Abel Excavating, and ABI Excavating. To the right of the dropdown are fields for 'Invoice Date (MM/DD/YYYY)', 'Committee Award Date', 'Eligible Amount', and 'Ineligible Amount'. A 'Delete' button is located to the right of the 'Ineligible Amount' field. The 'Total Amount Expended' is shown as '\$0.00'.

Request Reimbursement

Next, enter the remaining required fields:

- Invoice Date
- Committee Award Date
 - *This is the date that the governing body awarded the contract and is reflected in the minutes.*
- Eligible Amount
- Ineligible Amount

The reimbursement information section below will then automatically update to reflect the inputted amounts and the award amount remaining

Engineering				<input type="checkbox"/> Check this box if reimbursing for engineering costs ONLY.		Total Amount Expended: \$3,600.00	
Contractor Name ⓘ	Invoice Date (MM/DD/YYYY)	Eligible Amount	Ineligible Amount				Delete
ABI Excavating	04/18/2025	\$3,600.00					
<button>Add Additional Contractor</button>							
Construction				Total Amount Expended: \$0.00			
Contractor Name ⓘ	Invoice Date (MM/DD/YYYY)	Committee Award Date ⓘ	Eligible Amount				
Ineligible Amount				Delete			
<button>Add Additional Contractor</button>							
Reimbursement Information							
1. Total amount of eligible expenses this request		\$3,600.00					
2. Total amount of ineligible expenses this request		\$0.00					
3. Award amount remaining		\$763,200.00					
4. Reimbursement amount to local sponsor		\$3,600.00					
		<input type="checkbox"/> Final Reimbursement					

Request Reimbursement

- Continuing, upload the required documents relevant to your reimbursement request
- If this is your first construction or construction and engineering reimbursement request, a copy of the advertisement for bid and board meeting minutes/bid tab must be included along with the other required documents
 - If your reimbursement request is for engineering costs ONLY, you are only required to provide a copy of the invoice and engineer's attestation

Upload Documents

Select the required document(s) below. Use the Browse button to find the corresponding file and click the Upload File button to attach.

NOTE: Documents can be uploaded individually or combined and attached as a single file.

Choose File | No file chosen

File Description

Upload

Required Reimbursement Documents:

- ☐ Advertisement for Bid **
- ☐ Board Meeting Minutes/Bid Tab **
- ☐ Contractor Invoice *
- ☐ Engineer's Attestation *

Optional Additional Documents:



- ☐ Bicycle and Pedestrian Resolutions
- ☐ Bid Award Notices
- ☐ Cost Effectiveness Finding (CEF)
- ☐ Exception to Standards
- ☐ Miscellaneous (e.g., DNR/Historical Society Permits)

** Required at first reimbursement for construction activities and subsequent reimbursements
* Required at each reimbursement request

Showing 0 to 0 of 0 entries

File Name	File Type	File Description	Uploaded By	Date Uploaded	Action
No data available in table					

« < > » 10 entries per page

File Name	File Type	File Description	Uploaded By	Date Uploaded	Action
Application.pdf	Advertisement for Bid, Board Meeting Minutes/Bid Tab, Contractor Invoice, Engineer's Attestation		Hillary Pelton	12/4/2024	 




Request Reimbursement



- A contractor invoice and Engineer's Attestation are required at each reimbursement request
 - Utilize the Engineer's Attestation template [found here](#).
- NOTE: Documents can be uploaded individually or combined and attached as a single file.
- To upload individually (1), first check the box indicating the applicable file type, then click *Choose File*, select the appropriate file, click *Open*, and finally click the green *Upload* button to the right
- To upload a combined single file (2), check the box of all applicable file types and complete the same steps outlined above

This screenshot shows the first step of the reimbursement process. At the top, there is a 'Choose File' button and a text input field containing 'DC.pdf'. To the right is a 'File Description' input field and a green 'Upload' button. Below these are two columns of document types. The 'Required Reimbursement Documents' column includes: 'Advertisement for Bid **' (checked), 'Board Meeting Minutes/Bid Tab **' (unchecked), 'Contractor Invoice *' (unchecked), and 'Engineer's Attestation *' (unchecked). A yellow circle with the number '1' is placed next to the 'Advertisement for Bid **' checkbox. The 'Optional Additional Documents' column includes: 'Bicycle and Pedestrian Resolutions' (unchecked), 'Bid Award Notices' (unchecked), 'Cost Effectiveness Finding (CEF)' (unchecked), 'Exception to Standards' (unchecked), and 'Miscellaneous (e.g., DNR/Historical Society Permits)' (unchecked).

This screenshot shows the second step of the reimbursement process. It has the same layout as the first screenshot. In the 'Required Reimbursement Documents' column, all four checkboxes are now checked: 'Advertisement for Bid **', 'Board Meeting Minutes/Bid Tab **', 'Contractor Invoice *', and 'Engineer's Attestation *'. A yellow circle with the number '2' is placed next to the 'Board Meeting Minutes/Bid Tab **' checkbox. The 'Optional Additional Documents' column remains unchanged.

Request Reimbursement


- Once uploaded, your files will populate in the field below
- You can view your uploaded files by selecting the  symbol shown under *Action* or the  symbol if you need to delete the uploaded file(s)
- Note: review your uploads to confirm no  symbols remain. If you click submit without all required documents uploaded, you will receive the below error message and need to correct the error before you can continue

File Name	File Type	File Description	Uploaded By	Date Uploaded	Action
A00033.pdf	Advertisement for Bid, Board Meeting Minutes/Bid Tab, Engineer's Attestation		Hillary Pelton	12/27/2024	 

« < > »

10 entries per page

Required Reimbursement Documents:

- ☐ Advertisement for Bid **
- ☐ Board Meeting Minutes/Bid Tab **
-  ☐ Contractor Invoice *
- ☐ Engineer's Attestation *

Error:

Please make sure that at least one file has been uploaded for each required file type.

Close

Request Reimbursement

- Enter any project related comments (Optional)
- Check the certification box and click *Submit* when ready
 - You can also click *Save and Exit* to resume your request later
- Once the request has been submitted, WisDOT will reimburse funds within 30 days
 - *Note: reimbursement may be delayed if follow up is necessary to clarify information or retrieve missing documents*

Project Related Comments (Optional)

☒ By checking this box, I certify that I am an authorized representative for the project sponsor and that all information contained in the application is truthful and accurate to the best of my knowledge.

Local Sponsor:	Town of Red River	County:	Kewaunee
Head of Government:	JEFF DORNER	Title:	Head of Government
Preparer:	Hillary Pelton	Title:	County Highway Commissioner

[Save](#) [Save and Exit](#) [Submit](#)

Request Reimbursement – Invoices Tips

- Must be itemized!
- Examples of insufficient documentation are shown below.

Provide copies of the invoice(s)
or an itemized list of expenses for final
payment to the awarded contractor,

QUANTITY	DESCRIPTION
1	Work completed as per contract

Remittance Copy

Remit To

Summary	
Total Products	\$ 31,986.75
Total Freight	\$ 0.00
Total Tax	\$ 0.00
Discount Date	09-26-2024
Net Due W/Discount	\$ 31,986.75
Due Date	10-26-2024
Total Due	\$ 31,986.75 ***

AMOUNT	TOTAL TO DATE
AMOUNT EARNED	\$ 402,572.84
AMOUNT RETAINED	\$ 0
PREVIOUS PAYMENTS	\$ 387,096.56
AMOUNT DUE	\$ 15,476.28

ESTIMATED PERCENTAGE OF JOB COMPLETED: 100%

IS CONTRACTOR'S CONSTRUCTION PROGRESS ON SCHEDULE X YES NO

Request Reimbursement – Award Tips

- Verify ARIPWeb entries align with minutes and invoices
- Verify the selection of the lowest responsible bidder or sole bid
- If the minutes do not specify, add a comment

Example 1 ❌ - Bids were opened for black top work. Bob's Asphalt Service won the bid. Motion carried.

VS

Example 2 ✅ - ARIP Project 12345 – Main Street Reconstruction. Two bids were received. Tom's Asphalt Service submitted a bid of \$100,000 and Jerry's Asphalt Service submitted a bid of \$105,000. A motion was made by Smith, seconded by Jones, to accept the low bid and award the project to Tom's Asphalt Service.

Request Reimbursement – Invoices Tips

- Helpful to highlight claimed ARIP eligible project expenses if part of a larger project
- WisDOT will need to match the invoice to the amount submitted in ARIPWeb

A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Item Description	Bid				Work Completed				Materials Stored (Not in H or J)	Total Completed & Stored To Date (H+J+K)
		Quantity	Units	Unit Price	Contract Amount (Cx\$)	From Previous Applications		This Period			
						Quantity	Amount (Gx\$)	Quantity	Amount (Ix\$)		
31	Crushed Aggregate Base Course (8")	9970	TN	\$ 12.30	\$ 122,631.00	6,256	\$ 76,951.26		\$ -		\$ 76,951.26
32	Finish Base Course Grading	11,440	SY	\$ 1.00	\$ 11,440.00	12040	\$ 12,040.00		\$ -		\$ 12,040.00
33	HMA 3LT 58-28S Binder Course, 2 1/2"	1720	TN	\$ 65.90	\$ 113,348.00	1,613.79	\$ 106,348.76		\$ -		\$ 106,348.76
34	HMA 4LT 58-28S Surface Course, 1 1/2"	1030	TN	\$ 79.60	\$ 81,988.00	1130.26	\$ 89,968.70		\$ -		\$ 89,968.70
35	Saw Cut Existing AC Pavement	220	LF	\$ 2.40	\$ 528.00	220	\$ 528.00		\$ -		\$ 528.00
36	Concrete Curb & Gutter, 30"	5370	LF	\$ 16.20	\$ 86,994.00	5149	\$ 83,413.80	537	\$ 8,699.40		\$ 92,113.20
37	Concrete Driveway & Sidewalk, 6"	10020	SF	\$ 7.30	\$ 73,146.00	12809.75	\$ 93,511.18		\$ -		\$ 93,511.18
38	Concrete Sidewalk, 4"	14040	SF	\$ 6.20	\$ 87,048.00	14314	\$ 88,746.80		\$ -		\$ 88,746.80
39	Detectable Warning Field	6	EA	\$ 366.00	\$ 2,196.00	7	\$ 2,562.00		\$ -		\$ 2,562.00
40	Tree Removal	114	ID	\$ 68.00	\$ 7,752.00	298	\$ 20,264.00		\$ -		\$ 20,264.00
41	Topsoil, Fertilizer, Seed & Mulch	1	LS	\$ 58,025.00	\$ 58,025.00	1	\$ 58,025.00		\$ -		\$ 58,025.00
42	Erosion Control Facilities	1	LS	\$ 2,614.00	\$ 2,614.00	1	\$ 2,614.00		\$ -		\$ 2,614.00
43	Class 3 Rip Rap	10	CY	\$ 97.00	\$ 970.00	10	\$ 970.00		\$ -		\$ 970.00
44	Crosswalk & Curb Painting	1	LS	\$ 3,131.00	\$ 3,131.00	1	\$ 3,131.00		\$ -		\$ 3,131.00
45	Traffic Signs	1	LS	\$ 1,882.00	\$ 1,882.00	1	\$ 1,882.00		\$ -		\$ 1,882.00
46	Traffic Control	1	LS	\$ 5,228.00	\$ 5,228.00	1	\$ 5,228.00		\$ -		\$ 5,228.00
					\$ -		\$ -		\$ -		\$ -
A1	Alternate A (Niehoff Drive)				\$ -		\$ -		\$ -		\$ -
	Remove Asphalt Pavement	620	SY	\$ 1.80	\$ 1,116.00	620	\$ 1,116.00		\$ -		\$ 1,116.00
A2	Geotextile	620	SY	\$ 1.50	\$ 930.00	620	\$ 930.00		\$ -		\$ 930.00
	Excavation Below Subgrade/Breaker										
A3	Run(12")	210	CY	\$ 72.00	\$ 15,120.00	210	\$ 15,120.00		\$ -		\$ 15,120.00
A4	Crushed Aggregate Base Course (8")	310	TN	\$ 13.30	\$ 4,123.00	310	\$ 4,123.00		\$ -		\$ 4,123.00
A5	Finish Base Course Grading	620	SY	\$ 1.90	\$ 1,178.00	678	\$ 1,288.20		\$ -		\$ 1,288.20
A6	HMA 3LT 58-28S Binder Course, 2 1/2"	100	TN	\$ 75.30	\$ 7,530.00	100	\$ 7,530.00		\$ -		\$ 7,530.00
A7	HMA 4LT 58-28S Surface Course, 1 1/2"	60	TN	\$ 88.90	\$ 5,334.00	60	\$ 5,334.00		\$ -		\$ 5,334.00
A8	Sw Cut Existing AC Pavement	32	LF	\$ 2.40	\$ 76.80	32	\$ 76.80		\$ -		\$ 76.80
					\$ -		\$ -		\$ -		\$ -
CO1	Lower & Extend Sanitary Sewer - Church	1	LS	\$ 4,900.00	\$ 4,900.00	1	\$ 4,900.00		\$ -		\$ 4,900.00
CO2	Temporary Water - Sunrise Street	1	LS	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00		\$ -		\$ 4,500.00
CO3	1.5" Copper Water Service	1	LS	\$ 4,160.00	\$ 4,160.00	1	\$ 4,160.00		\$ -		\$ 4,160.00
CO4	Asphalt Patches	192	SY	\$ 38.10	\$ 7,315.20	192	\$ 7,315.20		\$ -		\$ 7,315.20
	PAGE TOTAL				\$ 694,328.80		\$ 702,577.69		\$ 8,699.40		\$ 711,277.09

Request Reimbursement – Invoices Tips

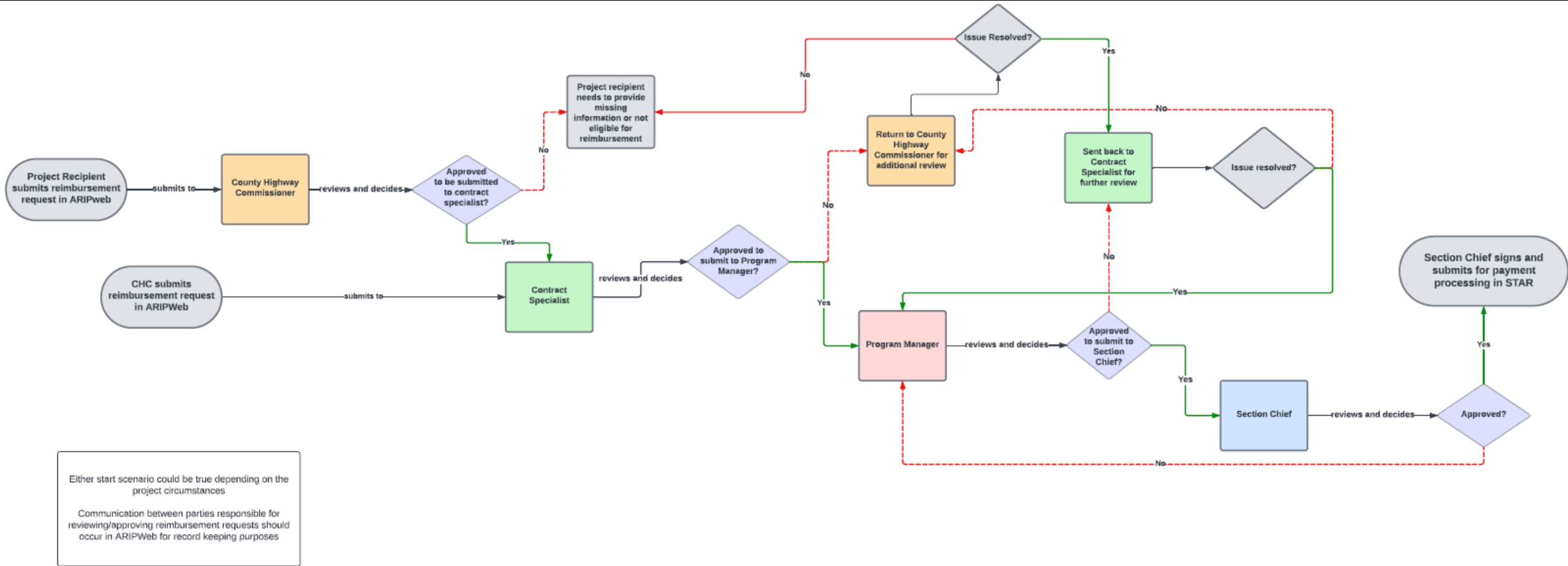
- Summary documents can supplement, but not replace, actual invoices
- This summary:
 - One contractor
 - Two ARIP projects
 - Three pay apps
- Helps with matching invoiced amounts

Base Bid			\$35,830.39	\$104,723.01	Invoice Totals	
1	Mobilization	0.25	\$4,375.00	\$8,750.00	\$13,125.00	
2	Traffic Control	0.50	\$1,750.00	\$875.00	\$2,625.00	
3	Removing Asphaltic Surface Milling - 1 3/4" depth	1,822.00	\$5,138.04	\$17,703.96	\$22,842.00	
4	Deliver Asphalt Millings to City	88.00	\$88.00	\$312.00	\$400.00	
5	Adjusting Manhole Covers in Asphalt	2.00	\$1,005.00	\$8,040.00	\$9,045.00	Limits adjusted
6	Adjusting Water Valve Boxes	2.00	\$700.00	\$3,500.00	\$4,200.00	1 valve unlocatable
7	HMA Pavement 5 LT 58-28 S	185.00	\$17,854.35	\$63,214.05	\$81,068.40	
8	Epoxy Pavement Marking - Double 4" Yellow Long Line	365.00	\$515.00	\$185.00	\$700.00	
9	Epoxy Pavement Marking - 4" White Long Line	490.00	\$647.00	\$75.00	\$722.00	
10	Epoxy Pavement Marking - 6" White Crosswalk	120.00	\$1,426.00	\$1,311.00	\$2,737.00	
11	Epoxy Pavement Marking - 24" White Stop Bar	25.00	\$442.00	\$442.00	\$884.00	
12	Epoxy Pavement Marking - Arrows	5.00	\$1,890.00	\$315.00	\$2,205.00	
13	Over-excavation for Base Correction (Supplemental)	-	-	-		No base correction was required.
14	Base Aggregate Dense 3/4-Inch for Base Correction (Supplemental)	-	-	-		
15	Asphaltic Binder Patching for Base Correction (Supplemental)	-	-	-		
			\$35,830.39	\$104,723.01		\$140,553.40
			Pay app 1	Pay app 1		
			\$29,205.39	\$90,855.01		
			Pay App 2	Pay App 2		
			\$1,705.00	\$11,540.00		
			Pay app 3	Pay app 3		
			\$4,920.00	\$2,328.00		
			\$35,830.39	\$104,723.01		

Request Reimbursement – Payment Documents

- Must align with ARIPWeb and invoices
 - Need to show payment amount and have a reference number
 - Allowable for one check to encompass multiple invoices
 - Use the comment box to explain any discrepancies
-
- Example: ARIPWeb shows \$75,000 as final payment amount. The check uploaded has a payment to the contractor of \$90,000. This may result in WisDOT questioning if there is an error or if an invoice is missing.

Request Reimbursement



ARIPWeb Acronyms

- CVT = City/Village/Town
 - CHC = County Highway Commissioner
 - CS = Contract Specialist (WisDOT)
 - PM = Program Manager (WisDOT)
 - PA = Program Administrator (WisDOT)
-
- This is the order in which a reimbursement navigates the system
 - Accounting processes payment via ACH (direct deposit)

View My Work Queue

- This list provides a view of all outstanding items with a status of Pending Local Sponsor
- Review the items shown, including the Request Type, and click the appropriate work queue item to view details

View My Work Queue

Please click on row to select a work queue item.

Work Queue 1

Showing 1 to 1 of 1 entry

Request Number	Project Number	Request Type	Project Sponsor	County	On Route	AT Route	Toward Route	Biennium	Status	ARIP Funding	Amount Remaining
A00005-00001	A00005	Reimbursement	Town of Eagle Point	Chippewa	125th Ave	STH 124	STH 178 (Termini)	2024-2025 ARIP	Pending Local Sponsor	\$1,815,300.00	\$1,815,300.00

« < 1 > »

10 entries per page

Export

Drop My Project

Select the appropriate project from your list of approved projects

Drop Project

Please click on a row

Showing 1 to 10 of 27 entries

Export

Project Number	Project Sponsor	County	On Route	At Route	Toward Route	Biennium	ARIP Funding	Amount Remaining
A00021	City of Seymour	Outagamie	Morrow St	Elizabeth St	N Main St (Termini)	2024-2025 ARIP	411824.54	411824.54
A00023	Pepin County	Pepin	CTH R	STH 85 (Termini)	Forster Rd	2024-2025 ARIP	2102940.00	2102940.00
A00032	Town of Adams	Adams	8th Ave	Deerborn Ave (Termini)	CTH J (Termini)	2024-2025 ARIP	21822.50	21822.50
A00012	Town of Alma	Jackson	Jeffrey Rd	Beede Rd	Castle Hill Rd (Termini)	2024-2025 ARIP	572461.20	572461.20
A00027	Town of Amberg	Marinette	Dow Dam Dr	Mathis Rd (Termini)	Downing Rd (1) (Termini)	2024-2025 ARIP	1378800.00	1378800.00
A00031	Town of Buena Vista	Portage	Taft Rd	Lake Rd	CTH W (Termini)	2024-2025 ARIP	681646.51	681646.51
A00010	Town of Calumet	Fond du Lac	Weber Rd	CTH G (Termini)	Dorn Rd (Termini)	2024-2025 ARIP	968744.70	968744.70
A00005	Town of Eagle Point	Chippewa	125th Ave	STH 124	STH 178 (Termini)	2024-2025 ARIP	1815300.00	1815300.00
A00029	Town of Elk Mound	Dunn	970th St	USH 12	University St	2024-2025 ARIP	413039.00	413039.00
A00024	Town of Erin Prairie	St. Croix	190th St	CTH G	140th Ave	2024-2025 ARIP	775530.00	775530.00

« < 1 2 3 > »

10 entries per page

Drop My Project

- After reviewing the summarized project details shown, select *Yes* or *No* to the question of *Are you sure you want to drop the following project?*
- Enter your reason for dropping project in the textbox provided
- Click *Cancel* if you changed your mind or are not ready to submit. Otherwise, click *Submit*

Drop Project - A00032

[View Project Log](#)[View Comments](#)

Are you sure you want to drop the following project?

→

☐ Yes ☐ No

←

Project Number: A00032

Local Sponsor: Town of Adams

On Route: 8th Ave

Local Sponsor Reason *

Biennium: 2024-2025 ARIP

County: Adams

ARIP Award Amount: \$21,822.50

Award Funding Remaining: \$21,822.50

Local sponsor may be required to pay back all or a portion of funds already reimbursed (\$0.00)!!

Cancel

Submit

Example