



WisDOT 2026-2031 Local Bridge Program Application Instructions

NOTE: The application is required for each new potential 2026-2031 program cycle project. Please review these application instructions and use them to assist you in completing the application.

Project Eligibility

- A project must be located on a **locally owned public roadway** (not on a connecting highway) and the overall bridge opening must be greater than 20 feet in length along the center of the roadway to be eligible for funding.
- The existing bridge must have observed deficiencies documented in the most recent inspection.
- The existing bridge is identified as eligible for preservation, rehabilitation, or replacement on the Bridge Project Scope Eligibility List, or the application for the existing bridge is accompanied by an engineering study that provides justification for the request. The justification should consider the timing of the proposed project, consideration of alternative scopes, safety of the traveling public, maintaining serviceability of the structure, and cost-benefit of the proposed scope versus other viable options.
- Rail improvements are not eligible for Local Bridge program funding.
- For project eligibility details for this solicitation, see [Trans 213](#). Note that certain sections of this chapter are affected by emergency rule EmR2509: https://docs.legis.wisconsin.gov/code/emergency_rules/all/emr2509.

Recommendations for Completing the Application

- It is **strongly recommended** that the local sponsor contact the Regional Local Program Manager well in advance of the application deadline to address any comments or updates to the application.
- The application is required for each new potential 2026-2031 program cycle project and must include all pages of the application. Please review these application instructions and use them to assist you in completing the application. **Incomplete submittals will not be considered.**
- Use the **Tab** key in the application to “tab” to the next box or field.
- Questions on the application process should be directed to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact person listed below:

SE Region	Tyler Beinlich	Tyler.Beinlich@dot.wi.gov	(262) 548-5856
SW Region	Rob Winterton	Robert.Winterton@dot.wi.gov	(608) 789-7879
NW Region	Randy Kirk	Randall.Kirk@dot.wi.gov	(715) 392-7860
NC Region	Evan Maves	Evan.Maves@dot.wi.gov	(715) 365-5778
NE Region	Alex Dums	Alex.Dums@dot.wi.gov	(920) 492-5707

- Additional project cost information is available on the following WisDOT web page: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>.
- When you have completed the application, include the name of the local unit of government in the file name and email it to the appropriate WisDOT Region email address:

SE Region	DOTDTSSELocalApps@dot.wi.gov
SW Region	DOTDTSWSWSTPUrban@dot.wi.gov
NW Region	DOTDTSNWSWSTPUrban@dot.wi.gov
NC Region	DOTDTSNCLocalPrograms@dot.wi.gov
NE Region	DOTDTSNELocalBridge@dot.wi.gov

- **Project application deadline is no later than 5:00 p.m. Friday, October 31, 2025.** Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding

questions. **Late applications will NOT be considered.**

- WisDOT will only accept applications in electronic form as a **Microsoft Word** document. Applications saved in PDF format **will NOT** be accepted; handwritten signatures **are NOT** required.
- The final project scope, cost and proposed delivery schedule are the responsibility of the local sponsor.
- All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor unless additional funding is approved through the Change Management process. Change Management requests for additional funding will not be approved unless adequate justification is provided based on sound engineering judgement.
- Only one project sponsor is allowed per project.
- For all Local Bridge projects, federal or state funds must cover no less than 80 percent of specific individual participating project costs with local funds providing the remaining 20 percent, plus any federal or state non-participating items. Guidelines governing projects awarded to tribal governments may be subject to exceptions regarding funding caps.

Local Bridge Program Application Instructions

Project Description

NOTE: Location must be on a locally owned public roadway (not on a connecting highway) and the overall structure opening must be greater than 20 feet in length along the center of the roadway to be eligible for funding. Multiple pipe structures, where the clear distance between openings is less than half of the smaller contiguous opening, that meet the above criteria are eligible for funding.

- **Project Sponsor:** Select a prefix from the drop-down menu. Provide the name of the local unit of government that is financially responsible for the federal-aid improvement.
- **Facility Owner:** Select a prefix from the drop-down menu. Provide the name of the government entity that owns the facility. If the Facility Owner is the Project Sponsor, indicate "Same as Sponsor" from the drop-down menu. If the Owner and Sponsor differ, a signed resolution is required to authorize the Sponsor to act on behalf of the Owner. Note that only a county can act on behalf of another government entity.
- **Project Location:**
 - **Municipality** - Select a prefix from the drop-down menu and provide the name of the municipality in which the project is located, if applicable.
 - **County** - Provide the name of the county or counties in which the project is located.
 - **On Route** - Provide the name of the roadway on which the project is located (for further information on the On/At method of describing the location of a project, refer to the following link: <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/onatmanual.pdf>).
 - **At Route (Start)** - Provide the name of the intersecting roadway at the start of the project. If the project does not start at an intersection, the At Route is the nearest intersecting roadway outside of the project limits.
 - **Offset** - If the project does not start at an intersection, an Offset is required. If the project starts at an intersection, an Offset is not required. An Offset is the distance, expressed as a positive number rounded to a tenth of a mile, between the nearest intersection and the start of the project.
 - **Toward Route (End)** - Provide the name of the intersecting roadway at the end of the project. If the project does not end at an intersection, the Toward Route is the nearest intersecting roadway outside of the project limits. Enter the word "Termini" if the roadway terminates or a municipal boundary occurs after the end of the project but before the nearest intersection.

NOTE: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <https://wisconsin.gov/Pages/doing-bus/local-gov/wislr/default.aspx>).

How to access and get started using WISLR:

Authorized representatives of local government are eligible to obtain WISLR access privileges. To access WISLR, follow the simple steps below.

First time WISLR users:

1. Establish a Web Access Management System (WAMS) ID and password: Go to on.wisconsin.gov and click on the Self-Registration link, and then follow the steps to create an ID and password.
2. **Navigate to WISLR:** Enter your ID and password, then answer some questions. WisDOT will send you an email that establishes and confirms your WISLR privileges after you establish your ID and password. Please allow a few days to receive your WISLR privileges.

- **Existing Bridge ID#:** Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **Length of Project:** Provide the length of the entire project rounded to the nearest 25 feet (Example: 750 feet).
- **Average Daily Traffic (ADT):** Provide the most recent ADT count.
- **ADT Year:** Enter the year in which the most recent ADT was counted, even if it is the current year.
- **Posted or Statutory Speed Limit(s):** Provide the speed limit(s) in miles per hour (mph) within the project limits, whether it is posted or statutory.
- **Functional Classification:** Select *Principal Arterial, Minor Arterial, Urban Collector, Major Rural Collector, Minor Rural Collector, or Local Road*.

NOTE: Refer to the following links to view guidance and approved functional classification maps:

- <http://wisconsin.gov/rdwy/fdm/fd-04-01.pdf#fd4-1-15>
- <https://wisconsin.gov/Pages/projects/data-plan/plan-res/function.aspx>

Existing Facility

- **Bridge Type:** Select *Bridge, Lift Bridge, Bascule Bridge, Historic Bridge, Swing Bridge, Monolithic Dam, Box Culvert, Multiple Pipes, or Other*. **If Other, specify.**
- **Feature the Structure Passes Over:** Name the geographic feature that the bridge currently crosses over. Examples: St. Croix River, CTH T, or Burlington Northern Railroad.
- **Clear Roadway Width of Bridge:** Provide the most restrictive minimum distance between curbs or rails rounded to the nearest foot (example: 24 feet).
- **Bridge Length:** Provide a longitudinal measurement from end of deck to end of deck or from outside of the first barrel or culvert to the outside of the last barrel or culvert. Please round the bridge length to the nearest foot (example: 120 feet).
- **Number of Spans:** The number of spans in the bridge or the number of barrels or culverts. Add clarification if barrels or culverts (example: 3 spans, 4 barrels, or 5 culverts).
- **Approach Pavement Width:** The pavement width of the approaches, including any paved shoulders. Give this width to the nearest foot (example: 24 feet).
- **Is the bridge on the current WisDOT Bridge Project Scope Eligibility List?** Check Yes or No.
 - **NOTE:** If the proposed project is not on the list, an application will only be considered if accompanied by an engineering study providing justification of the project. The justification should consider the timing of the proposed project, consideration of alternative scopes, safety of the traveling public, maintaining

serviceability of the structure, and cost-benefit of the proposed scope versus other viable options.

- **NOTE:** If the improvement type is different than what has been identified on the list, an engineering study is also required.
- **If No**, check the box to confirm that that the proposed project is not on the WisDOT Bridge Project Scope Eligibility List, and that the requested justification has been attached to this application.
- **Most Recent Inspection Date:** Give the date of the last full bridge inspection.
- **Bridge Build Year:** Enter the most recent year in which the bridge was originally constructed or fully reconstructed (not including rehabilitation or maintenance).
- **Bridge Rehabilitation Year:** Enter the most recent year in which the bridge was rehabilitated.
- **Is scour currently a problem?** Check *Yes* or *No*.
- **Has flooding (overtopping) of the bridge been observed?** Check *Yes* or *No*.
- **Is debris accumulation and clogging currently a problem?** Check *Yes* or *No*.
- **Current Load Posting:** Enter any current load posting for the bridge.
- **Existing Sidewalk?** Check *Yes - one side*, *Yes - both sides*, or *No*.
- **Existing bicycle accommodations?** Check *Yes* or *No*.
- **If YES to either of previous two questions, are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system?** Check *Yes* or *No*.
- **Lighting:** Check if part of the existing facility. **If checked**, select *Spot* or *System*.
- **Lighting Style:** **If Lighting is checked**, select *Standard* or *Decorative*.
- **Approach Pavement Type:** Select *Asphalt*, *Concrete*, or *Gravel*.
- **Sub-standard alignment?**
 - **Horizontal** – Check *Yes* or *No* as appropriate.
 - **Vertical** – Check *Yes* or *No* as appropriate.
- **Does a railroad facility exist within 1,000 feet of the project limits?** Check *Yes* or *No*. **If yes, specify** by selecting *At-grade Crossing*, *Roadway Underpass/Overpass*, *Longitudinal Encroachment*, or *Parallel*.

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.

- **Owner of Railroad facility:** if a railroad exists within 1,000 feet of the project limits, indicate the owner of the facility.

NOTE: Rail improvements are not eligible for Local Bridge program funding.

NOTE: If there are pertinent railroad considerations, design funds may be included for Railroad Review Costs.

- **Known safety issues?** Check Yes or No. **If yes, specify,** and consider applying for Highway Safety Improvement Program (HSIP) funding, which will not count against local entitlement and is funded 90% federal and 10% local.
 - Please refer to the following link for additional information on HSIP:
<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx>.
- **Is this project within a F4R site?** Check Yes or No. **If yes,** a completed 23 CFR 667 Resiliency Scope Certification form and a copy off the completed evaluation must be submitted with this application.
 - **NOTE:** Refer to the following link, Facilities Repeatedly Requiring Repair and Reconstruction (F4R):
<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/f4r.aspx>.

Project Justification

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as structural condition, substandard geometrics, etc. Include and separately identify any 100% locally funded components of the project that are part of the overall improvement.

- A project is defined as the complete improvement necessary to meet a defined need within a specified area or logical termini. The project is defined within the environmental document and must have independent utility (the project cannot be segmented by location or work type).

Proposed Improvement

Note: Refer to the following links for traffic data and design standards information:

- **Traffic Data**
 - <http://wisconsindot.gov/Pages/projects/data-plan/traf-counts/default.aspx>
- **Bridge standards**
 - Trans 207: https://docs.legis.wisconsin.gov/code/admin_code/trans/207.pdf
 - Trans 214: https://docs.legis.wisconsin.gov/code/admin_code/trans/214.pdf
 - Clear Roadway Width of Bridges:
<http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf>
- **Town road standards**
 - Trans 204: https://docs.legis.wisconsin.gov/code/admin_code/trans/204.pdf
 - FDM-Reconstruct:
<http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
 - 3R: <https://wisconsindot.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **Urban Roadway Standards**
 - FDM 11-20-1: <http://wisconsindot.gov/rdwy/fdm/fd-11-20.pdf#fd11-20>

NOTE: Per Trans 213, an engineering study must be undertaken prior to application for a project that is proposing work that has not been identified on the Bridge Project Scope Eligibility List. Please submit the engineering study to the appropriate WisDOT regional contact by September 22, 2025, will ensure that the state review will be complete by the October 31, 2025 due date for the application.

NOTE: For project eligibility details for this solicitation, see [Trans 213](#). Note that certain sections of this chapter are affected by emergency rule EmR2509: https://docs.legis.wisconsin.gov/code/emergency_rules/all/emr2509.

NOTE: The Bridge Scope Eligibility List created by the WisDOT Bureau of Structures is available at the WisDOT Local Project Tools web site: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>.

- **Improvement Type:** Check Bridge Replacement if appropriate, then select *Existing Alignment*, *Shifted Alignment*,

New Alignment or Bridge Elimination.

- **Improvement Type:** Check Bridge Rehabilitation if appropriate, then select *Deck Replacement, Deck Overlay, Bridge Widening or Other*. If Other, specify.
- **Improvement Type:** Check Bridge Preservation if appropriate, then select *Resurfacing or Other*. If Other, specify.

NOTE: The consulting firm that completes the engineering study is NOT eligible to complete the design project.

- **Structure Type:** Select *Bridge, Lift Bridge, Bascule Bridge, Historic Bridge, Swing Bridge, Box Culvert, Multiple Pipes or Other*. If Other, specify.
- **Clear Roadway Width of Bridge:** Provide the most restrictive minimum distance between curbs or rails rounded to the nearest foot (example: 24 feet).
- **Bridge Length:** Provide a longitudinal measurement from end of deck to end of deck or from outside of the first barrel or culvert to the outside of the last barrel or culvert for the proposed structure. Please round the bridge length to the nearest foot (example: 105 feet).
- **Number of Spans:** The number of spans in the bridge or the number of barrels or culverts. Add clarification if barrels or culverts (example: 3 spans, 4 barrels, or 5 culverts).

NOTE: Approach costs are limited to only those costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). WisDOT approval is needed for approach lengths greater than 100 feet. See FDM 3-20-1 for additional details.

- **Total Approach Work:** Select *100 feet or less (desirable), Between 100 and 300 feet (short), Between 300 and 600 feet (long), or Greater than 600 feet*.
- **Approach #1 - Direction from Bridge:** Select *North, South, East, or West*.
- **Approach #1 Length:** Provide the distance from the beginning of the project to the beginning of the bridge. Give this length to the nearest 25 feet (example: 50 feet).
- **Approach #2 - Direction from Bridge:** Select *North, South, East, or West*.
- **Approach #2 Length:** Provide the distance from the end of the bridge to the end of the project. Give this length to the nearest 25 feet (examples: 50 feet 0).
- **Approach Pavement Type:** Select *Asphalt, Concrete, or Gravel*.
- **Approach Pavement Width:** The pavement width is from the edge of the travel lane to the edge of travel lane. Give this width to the nearest foot (example: 24 feet).
- **Approach Shoulder Type:** Select *Asphalt, Concrete, Gravel, Turf, Gravel/Turf, or Curb and Gutter*.
- **Approach Shoulder Width:**
 - **Urban Section** – The shoulder width is the distance on one side of the roadway from the edge of the travel lane to the curb face.
 - **Rural Section** – The “usable” shoulder width is the actual width on one side of the roadway that can be used when a driver makes an emergency or parking stop. Give this width to the nearest foot (example: 6 feet).
- **Sidewalk:** Check the box if in the proposed improvements. If **checked**, indicate whether the sidewalk exists on one side or both. Provide **Width** and **Length**. Give the width and length to the nearest foot.
- **Are bicycle/pedestrian accommodations required as part of a local or regional plan?** Check Yes or No. If **Yes**, please specify the required accommodations.
- **Lighting:** Check the box if in the proposed improvement. If **checked**, select *Spot or System*.
- **Lighting Style:** If **Lighting is checked**, select *Standard or Decorative*.
- **Bridge Rail:** Check if in the proposed improvement. Bridge railings shall follow guidance in the Wisconsin Bridge

Manual.

- **Beam Guard:** Check if in the proposed improvement.
- **Preliminary Quantity Estimates:** For each material applicable to the proposed improvement, list the preliminary quantity estimate. Please ensure the estimate matches the requested unit measurement.
 - **NOTE:** Refer to [FDM 19-5 Attachment 3.2](#) for guidance on estimating each of these quantities.
- **Traffic Management During Construction:** Select *Road Closed*, *Road Closed with Detour*, *Road Open with Temporary Structure*, or *Road Open with Staged Construction*.
- **Do you anticipate submittal of an exception to standards request?** Check *Yes* or *No*. If **yes**, please describe. Please refer to FDM 11-1-2 for further information: <http://wisconsindot.gov/rdwy/fdm/fd-11-01.pdf#fd4-1-15>.

Low-Risk Project Delivery Model

WisDOT, in collaboration with the Federal Highway Association and Wisconsin counties, is continuing the efforts to reduce cost by streamlining delivery and oversight processes on low complexity Local Projects through the development of the Low-Risk Project Delivery Model. More information on the low-risk delivery model can be found here: <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/lowrisk-program.aspx>

- **Please indicate if you are interested in discussing if your project fits the low-risk delivery model requirements by indicating *Yes* or *No* on the application.**

Environmental/Cultural Issues

- **Check *Yes*, *No* or *Not Investigated* for each environmental/cultural issue. If **yes**, provide a brief description of the issue in the Comments box.**
 - **If the structure is located in a floodplain**, specify whether the floodplain is a Zone A floodplain or a Zone AE floodplain. **If the structure is in a Zone AE floodplain**, provide the base elevation.
 - **Section 4(f)** refers to the use of publicly owned park and recreational lands, wildlife, and waterfowl refuges and significant historical or archeological 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.

Miscellaneous Issues

- **Construction Schedule Restrictions (trout spawning activities, migratory bird, local events):** Check *Yes* or *No*. If **yes**, provide information and details concerning any natural or manmade events that may restrict when or how the project is constructed.
- **Has there been any real estate acquired or transferred in anticipation of this project?** Check *Yes* or *No*. If **yes**, please explain.
- **Right of Way:** Check *None*, *Less than ½ acre*, *More than ½ acre*, *Parklands*, *Large parcels*, *Strips*, or *Temporary Interests* as they apply to the project.
 - **NOTE:** Local funds must be used to acquire right of way.
 - Please refer to the Local Public Agency (LPA) Manual for Right of Way Acquisition for further information. This manual is publicly available through the WisDOT extranet site. Please contact your WisDOT regional contact person for additional information.
- **Other Concept Notes:** Provide any additional relevant project information that has not been covered in another section of the application.

CONFIDENTIAL INFORMATION

Cost Estimate, Project Priority, and Scheduling

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

NOTE: Beginning this program cycle, a \$10 million cap is placed on all new Local Bridge Program projects.

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

All applications must include a sheet documenting the calculations performed to complete the estimate(s).

All costs in excess of the estimates indicated in the application will be 100% responsibility of the local sponsor unless additional funding is approved through the Change Management process. Change Management requests for additional funding will not be approved unless adequate justification is provided based on sound engineering judgement.

- **Tied Projects? All requests for design must be tied to a construction project. Please indicate which projects will be tied (if applicable).** As part of WisDOT's project rating, ranking, and analysis process, applicants can tie project requests together (e.g., a design project and a construction project) to ensure that the requests are either approved or denied collectively. Please contact the appropriate WisDOT regional contact person for further information on tied projects.
- **NOTE:** Utilize the [Local Program Project Scheduling Tool](#) to determine the appropriate scheduling for the proposed project timeline. **An attached copy of this document is REQUIRED for the application to be considered. Check the box to confirm that the requested document is attached.**

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

NOTE: If applying for Design dollars, you should have funding available and/or approved to complete construction within 10 years.

Construction

- **Construction:** Check the box if this project will be designated as a Construction project. **If checked**, fill out the below information.
 - **Project Priority** - Priority for each project phase shall be relative to your entire FY 2026-FY 2031 program cycle submittal. Enter priority numerically (example: 6 of 14). If you are requesting that design and construction be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Construction 3). The [Bridge Project Scope Eligibility List](#) developed by the WisDOT Bureau of Structures is available on the Local Bridge Improvement Assistance Program website.
 - **Fiscal Year** - Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2027 is July 1, 2026 - June 30, 2027). Please note that WisDOT has final authority to select the year in which the project is scheduled.
- **Participating Structure/Approach Cost:** Enter the **Total, State/Federal Share of the Participating Construction Cost**, and the **Local Share of the Participating Construction Cost**. Federal or state funds must cover no less than 80 percent of specific individual participating project costs with local funds providing the remaining 20 percent, plus any federal or state non-participating items. Guidelines governing projects awarded to tribal governments may be subject to exceptions regarding funding caps.
- **Total Participating Construction Cost:** Sum the values above from the Participating Structure and Approach Cost. Enter the values in the **Total, State/Federal Share of the Participating Construction Cost**, and the **Local Share of the Participating Construction Cost** sections.
- **Non-Participating Structure/Approach Cost:** Enter the **Total** and the **Non-Participating Construction Cost (100% Local)** for the Structure and Approach categories.
 - **NOTE:** Temporary traffic/pedestrian control items should be included in the construction estimate.

- **Total Non-Participating Construction Cost:** Sum the values above from the Non-Participating Structure and Approach costs.
- **Subtotal Construction Costs:** Sum all of the construction costs from the Structure and Approaches categories above.
- **Construction Engineering Costs:** Coordinate with your WisDOT Regional Local Program representatives to determine the construction engineering cost.
- **State Review for Construction:** Coordinate with your WisDOT Regional Local Program representatives to determine the State review Cost.
- **Total Construction with State Review Cost Estimate:** Sum lines A, B and C of the Construction section.

NOTE: All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff, in agreement with the local sponsor, 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

- **Design:** Check the box if this project will be designated as a Design project. **If checked**, indicate if design will be 100% locally funded or 80% federally funded, numerical Project Priority, and Fiscal Year. Federal or state funds must cover no less than 80 percent of specific individual participating project costs with local funds providing the remaining 20 percent, plus any federal or state non-participating items. Guidelines governing projects awarded to tribal governments may be subject to exceptions regarding funding caps.
 - **NOTE:** Federally funded “design only” projects are not allowed.
 - **NOTE:** 100% locally funded design projects must meet all applicable federal design standards.
 - **Project Priority** - Priority for each project phase shall be relative to your entire FY 2026-FY 2031 program cycle submittal. Enter priority numerically (example: 6 of 14). If you are requesting that design and construction be tied, enter consecutive priority numbers for each phase of the project (example: Design 2, Construction 3). The criteria considered for this recommended prioritization are available at <http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>.
 - **Fiscal Year** - Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2027 is July 1, 2026 - June 30, 2027). 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 and apply the Plan Development (Design) percentage to calculate an estimated dollar amount. Coordinate with your WisDOT Regional Local Program representatives to determine the Plan Development Cost Estimate Range.
- **B. State Review for Design:** Coordinate with your WisDOT Regional Local Program representatives to determine the State review Cost Estimate Range.
- **Total Design Cost with State Review:** Sum lines A and B of the Design section.

NOTE: WisDOT Region Staff, in agreement with the local sponsor, may revise estimates in the Plan Development, State Review for Design, and State Review for Construction Categories based on the complexity of the project or other factors.

NOTE: If Railroad Review is determined to be necessary, plan review costs will be added to the design estimate.

Real Estate

- **Real Estate:** Check the box if this project will be designated as a Real Estate project. **If checked**, fill out the below

information.

- **Project Priority** - Priority for each project phase shall be relative to your entire FY 2026-FY 2031 program cycle submittal. Enter priority numerically (example: 6 of 14).
- **Fiscal Year** - Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2027 is July 1, 2026 - June 30, 2027). Please note that WisDOT has final authority to select the year in which the project is scheduled.
- **Total Real Estate Cost** - Provide total cost for the real estate project.

NOTE: It is recommended that Real Estate projects are funded using local funds.

Utility

- **Utility:** Check the box if this project will be designated as a Utility project. **If checked**, fill out the below information.
 - **Project Priority** - Priority for each project phase shall be relative to your entire FY 2026-FY 2031 program cycle submittal. Enter priority numerically (example: 6 of 14).
 - **Fiscal Year** - Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2027 is July 1, 2026 - June 30, 2027). 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>.

Additional Confidential Information

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

Shaded area to be completed by WisDOT staff only. Enter any WisDOT comments on the application at application review. Enter the approved federal funding amount information after project approval.

Key Program Requirements Confirmation

Please confirm your understanding of the following project conditions by typing your name, title, and initials in the boxes at the bottom of the page. The person's initials and signature on the application (i.e., Head of Government or Designee, not a consultant) must have fiscal authority for the project sponsor.

Item I. regarding special assessments is provided for informational purposes only. WisDOT is not recommending a specific course of action but is alerting applicants to potential legal risks associated with special assessments for transportation construction projects using federal funds.

Contact Information and Signatures

REMINDER: Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>).

- **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: 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 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 both cases, 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>.

- **Sponsor Agency:** Individual 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.

NOTE: Only one project sponsor is allowed per project. By signing the below sections on the application, the individual signing is confirming that the information in the project application is accurate. A local official, not a consultant, must sign the application. Completion of this application does not guarantee project approval for federal funding.

- **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.
- **Local Unit of Government Agency (when owner differs from sponsor):** Indicate the name of the government entity that owns the facility (if different than the Sponsor Agency).
- **Owner Signature (when owner differs from sponsor):** If the Facility Owner and Sponsor Agency differ, an owner signature is also required. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

NOTE: When the Facility Owner and Sponsor Agency differ, the Facility Owner must create a local resolution that grants the Sponsor Agency (e.g., County) the power to act as “lead agency” for the project.

Applications due October 31, 2025.

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

Shaded area to be completed by WisDOT staff only. Enter Subprogram, Project Improvement type, WisDOT Reviewer’s Name, Date Received, the WisDOT reviewer’s signature, and the date of signing.

After project approval, enter the project ID(s).