

LRIPWeb Application Enhancements

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Division of Transportation Investment Management
Bureau of Transit, Local Roads, Railroads, and Harbors

**Summary and General Guide of
the Enhanced LRIPWEB Application**

June 16, 2020



WisDOT Local Programs & Finance

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LRIPWeb Application

- Originally launched in the 2018-19 Program Cycle for Local Roads Improvement Program (LRIP) management
- The original program increased LRIP program efficiency and flexibility for all users
- Allows users to manage LRIP resources through project changes, transfers and the use of project savings

Enhanced LRIPWeb Launch – June 22, 2020

- The new application will allow for ease in working within the system to apply for, adjust and manage LRIP projects from start to finish.
- Simplified LRIP procedures, including:
 - Applying for new projects
 - Requesting project substitutions
 - Utilizing project savings through transfers and new projects
 - Requesting project changes
 - Requesting reimbursements
 - Accessing current and past project histories through a user-friendly search function
- Access through WisDOT's Transportation Assistance System (TAS)

June 22, 2020

Preparation for Launch

- WisDOT's goal was to improve functionality based upon user feedback.
- Special thanks to external stakeholders from the Wisconsin County Highway Association (WCHA), the Wisconsin Towns Association (WTA) and the League of Wisconsin Municipalities who assisted in testing and offering feedback on the system.

Thank you!

Keys to the Enhanced LRIPWeb Application

- Users will now access LRIPWeb via the web-based Transportation Assistance System (TAS)
- Accordion-style navigation guides the user through project applications or reimbursement requests
- Shared comments function on each screen that prompts the next user to view via pop-up box
- Improved mapping functions for instant on screen maps of selected road sections
- One project can now have multiple road sections with unique specifications
- Sunset dates and sunset date reminders are featured more prominently on project SMAs

The Enhanced LRIPWeb Application: Other Sources of Information/Instruction

- This webinar will be shared to users after the presentation
- Video with step-by-step instructions to learn how to log-in to the WisDOT Transportation Assistance System, or TAS. The video link to this presentation will be sent to you via email.
- Refer to 'Frequently Asked Questions' on WisDOT website

LRIPWeb Access Changes

- Access to LRIPWeb will be obtained through the new WisDOT Transportation Assistance System (TAS)
- TAS provides local government officials access to a dashboard of WisDOT funding information
- All current and new LRIPWeb users must complete a one-time registration to use TAS
- Your email address is your user ID. It will be used along with your password to log-in to TAS and LRIPWeb
- View the video, "Introduction to LRIPWeb and View My Work Queue".

The Enhanced LRIPWeb Application

TAS Login Screen:

Wisconsin Department of Transportation (WisDOT)
Transportation Assistance System

The TAS login screen:

For access the LRIPWeb Application, log-in to TAS here

For instructions on the login, please refer to the video "Introduction to LRIPWeb and View My Work Queue."

A screenshot of the TAS Login screen. The page title is "Login". It features two input fields: "Email" and "Password". Below the fields is a blue "Login" button. At the bottom of the form area, there are two links: "Need to register?" and "Forgot Password →".

For login issues, please contact the [System Administrator](#)

This is a web-based application and program management tool containing information on WisDOT's Aids and Improvement Programs. For questions regarding the accuracy and use of the data, please contact the [Local Transportation Programs and Finance Section](#).

Access to this application is restricted to authorized users. Please refer to the [Acceptable Use Policy](#) for additional information.

The Enhanced LRIPWeb Application: Functions

- Apply for Project
- Change Project Scope
- View My Work Queue
- Drop My Project
- Use My Forfeited Funds
- Search Applications/Projects
- Use My Savings
- Request Reimbursement
- Review TRID/MSID Applications

LRIPWeb Application

Landing Page/Home Screen



State of Wisconsin
Department of Transportation

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Welcome Patrick Vander Sanden

Welcome to LRIPWeb!

Apply for Project

Request Project Substitution

Use My Savings

Change Project Scope

Request Transfer of
Savings/Funds

Request Reimbursement

View My Work Queue

Search Applications/Projects

Review TRID/MSID Applications

LRIPWeb Functions:

Request Reimbursement

Before you begin the Request Reimbursement process, have you gathered all your project documents?

- Advertisement for Bid
- Board Meeting Minutes/Bid Award Notices
- Contractor payment information
- Engineer's Certification, if needed
- An Exception to Standards, if needed

How to Request Reimbursement in LRIPWeb



State of Wisconsin
Department of Transportation

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Welcome Patrick Vander Sanden

Welcome

**Your name here verifies the
authorized user of LRIPWeb**



Apply for Project

Request Project Substitution

Use My Savings

Change Project Scope

Request Transfer of
Savings/Funds

Request Reimbursement

Select this box to begin



View My Work Queue

Search Applications/Projects

Review TRID/MSID Applications

LRIPWeb: Request Reimbursement



Local Roads Improvement Program

LRIPWeb Application

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Welcome Patrick Vander Sanden

[Logout](#)

Welcome to LRIPWeb!

Reimbursement Request

Select a project by clicking on the Project Number

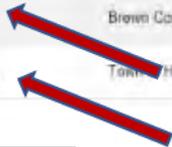
Count: 2 Row(s)

[Export](#)

Project Number	On Route	Recipient	County	Biennium	Program Type	Status	LRIP Funding
01640	CTH 22	Brown County	Brown	2020 - 2021 LRIP Budget Actual (2020)	CHID	Approved	\$100,000.00
01842	Maple Leaf Ln	Town of Humboldt	Humboldt			Approved	\$125,000.00



Click number
to open project



These are active projects in your community (like the original LRIPWeb) – click on the appropriate Request Number to open a request

LRIPWeb: Request Reimbursement

The screenshot displays the LRIPWeb interface for Project 01042. The 'Comments' window is open, showing a table of comments. An 'ALERT' dialog box is overlaid on the comments, asking 'Is this project complete?' and providing a note: 'Note: The project must be complete and contractor(s) paid in full before submitting for reimbursement.' The 'ALERT' dialog has 'YES' and 'NO' buttons, and a blue hand icon is pointing to the 'YES' button. The background shows the project details and a sidebar with navigation options.

Project 01042
Request Status: Complete Request Number: [redacted]

Request (Step 1) - Completed
Approved (Step 2) - Completed
Project Action (Step 3) - Complete
Funding (Step 4) - Complete
Awarded (Step 5) - Completed
Contractor (Step 6) - Completed

Questions about the content of this page
Contact Name: LRIPWebSystem@cal.ca.gov

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Date	User	Step	Comment
6/10/2020	Kia Her	6	6/10 11:07AM PA approved CVT for reimbursement request
6/10/2020	Kia Her	4	6/10 10:30AM PM Project-Related comment - testing to make sure this one shows False under Internal
6/10/2020	Kia Her	6	6/10 10:24AM C
6/10/2020	Kia Her	6	6/10 10:17AM C

ALERT
Is this project complete?
Note: The project must be complete and contractor(s) paid in full before submitting for reimbursement.
YES NO

LRIPWeb: Request Reimbursement



Local Roads Improvement Program LRIPWeb Application

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Welcome Patrick Vander Sanden

[Logout](#)

Reimbursement Request

Request Status: Pending CHC **Request Number:** 04765 **Program Type:** TRID **County:** Brown **Recipient:** Town of Humboldt

[View Project Log](#)

[View Comments](#)

[View Attachments](#)

[Delete Request](#)

Recipient (Step 1) - Completed

Improvement (Step 2) - Started

Project Location (Step 3)

Funding (Step 4)

Attachment (Step 5)

Terms and Conditions (Step 6)

Requests in the Enhanced LRIPWeb are set up in an 'accordion-style' open/close format.

This allows for the efficient movement between steps, you can open one page and move to another page easily using the colored tabs representing each step.

Please refer to the video, "Introduction to LRIPWeb and View My Work Queue" for examples.

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Questions about the content of this page?
Contact Name: LRIPWebSystem@dot.wi.gov

Recipient (Step 1) - Revised

Select Recipient and Program Type

Fiscal Year: 2020 (Receive State/Municipal Agreement by 03/15/2020) Any municipality or county with a local official update must contact the Wisconsin Department of Revenue directly to request a modification. To request an update, the municipality or county should contact [Click here](#)

PO Number: 6288 Project ID: 08508802107 Account: 8T00140

Mayor: HOWIE REYNOLDS Address: 406 DAVIS CT ELKHORN, WI 53121-1674 Business Phone: (262) 248-3873 Fax: (262) 741-5131 Home Phone: (262) 949-0667 Email: HREYNOLDS@CITYOFELKHORN.ORG	Clerk: CAIRIE VIRRUETA Address: 9 SOUTH BROAD STREET ELKHORN, WI 53121-0920 Business Phone: (262) 723-2219 Fax: (262) 741-5131 Home Phone: Email: CVIRRUETA@CITYOFELKHORN.ORG	Treasurer: JESSIE BARTMANN Address: PO BOX 320 ELKHORN, WI 53121-0920 Business Phone: (262) 723-2219 Fax: (262) 741-5131 Home Phone: Email: GBARTMANN@CITYOFELKHORN.ORG
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Program Type: MSID

Save and Next **Save and Exit**

Step 1: Recipient

Improvement (Step 2) - Started

Confirm Compliance with Standards

Existing Improvement Type
Improvement Type: Resurfacing
Surface Type Description: 75 - Concrete Pavement (PCC)
Is this project part of the road improvement plan (maximum of 5 years)? Y
Does this project meet ch. Trans 204, Existing Town Road Improvement Standards? N

Qualifying Questions
Does this project meet ch. Trans 204, Existing Town Road Improvement Standards? Yes No

Project-Related Comments (optional):
Note: All saved comments will be included as public record and can be accessed under the View Comments button in the top right corner of the screen.

500 characters remaining (500 character max)

Save and Next **Save and Exit**

Step 2: Improvement

Review Project Location(s)

On Route 1 - Maple Leaf Ln. - AT Termini - Toward S Allen Rd (Termini) - Section Length: 370 ft

County: Recipient:	On Route (Road to be Improved)	At Route	At Offset	Toward Route	Section Length
Brown	Town of Humboldt: Maple Leaf Ln	Termini	0	S Allen Rd (Termini)	370

Proposed Improvements
Thickness: 2.75 in
Travel Width (Per Lane): 14 ft 0 in
Left Shoulder: 2 ft 0 in
Right Shoulder: 0 ft 2 in With Curb and Gutter

Confirm Proposed Improvements

Thickness: in

Travel Width (Per Lane): ft in

Left Shoulder Width: ft in Curb and Gutter

Right Shoulder Width: ft in Curb and Gutter

500 characters remaining (500 character max)

Save and Next **Save and Exit**

Step 3: Project Location

Review Project Location(s)

On Route 1 - Maple Leaf Ln. - AT Termini - Toward S Allen Rd (Termini) - Section Length: 370 ft

County: Recipient:	On Route (Road to be Improved)	At Route	At Offset	Toward Route	Section Length
Brown	Town of Humboldt: Maple Leaf Ln	Termini	0	S Allen Rd (Termini)	370

Proposed Improvements
Thickness: 2.75 in
Travel Width (Per Lane): 14 ft 0 in
Left Shoulder: 2 ft 0 in
Right Shoulder: 0 ft 2 in With Curb and Gutter

Confirm Proposed Improvements

Thickness: in
This value is required.

Travel Width (Per Lane): ft in
This value is required.

Left Shoulder Width: ft in Curb and Gutter

Right Shoulder Width: ft in Curb and Gutter

500 characters remaining (500 character max)

Save and Next **Save and Exit**

Completed fields/required fields are color-coded

(Step 3) Project Improvements and Specifications utilize drop down boxes (like the original LRIPWeb)

Project Location (Step 3) - Started

Select Project Location(s)

On Route 1 - Getzen St - AT: E Centrala St - Toward: Getzen St - Section Length: 528 ft

Proposed Project Locations	County:	Recipient:	On Route (Road to be improved)	At Route	At Offset	Toward Route	Section Length
	Walworth	City of Elkhorn	Getzen St	E Centrala St	0	Getzen St	528

Proposed Improvements	Thickness	Travel Width (Per Lane)	
	4.00 in	12 ft 0 in	
Left Shoulder	4 ft 0 in With Curb and Gutter	Right Shoulder	4 ft 0 in With Curb and Gutter

Confirm Proposed Improvements

Thickness:

Travel Width:

Left Shoulder:

Right Shoulder:

Comments

Date	User	Step	Comment
5/28/2020	Patrick Vander Sanden	3	YOUR COMMENTS GO HERE

Request Status: Pending CS Request Number: 03

View Attachments Delete Request

On Route 2 - E Page St - AT: N Lincoln St - Toward: E Page St

On Route 3 - Court St - AT: Griffin St - Toward: Church St - Section Length: 2957 ft

Project-Related Comments (optional):
Note: All saved comments will be included as public record and can be accessed under the View Comments button in the top right corner of the screen.

Comments related to the project are entered here (and will be part of the public record; all comments for this project are logged and can be viewed in the 'View Comments' button in the top right corner of the screen)

500 characters remaining (500 character max)

Internal Comments:

500 characters remaining (500 character max)

To move to the next step, click on Save and Next;
to move to an earlier step, just click on its banner

(Step 4) Funding Page

Project costs, contractor award and payment information are entered here

Funding (Step 4) - Started

Project Costs

	Estimated Costs	Final Costs
Eligible Improvement Costs:		
Engineering	\$ 250,000.00	\$ 250,000.00
Right-of-way Acquisition	\$ 0.00	\$ 0.00
Construction	\$ 895,095.00	\$ 895,095.00
Total Eligible Costs	\$1,145,095.00	\$1,145,095.00
Ineligible Improvement Costs:		
Ineligible Costs	\$ 708,650.00	\$ 708,650.00
Total Ineligible Costs	\$708,650.00	\$708,650.00
Total Improvement Costs	\$1,853,745.00	\$1,853,745.00
Approved LRIP Reimbursement Amount:	\$400,000.00	\$ 400,000.00
Savings or Carryover Balance		\$ 0.00

Contractor Information

To find a contractor, enter a minimum of three letters in the contractor name field, or any portion of a contractor's name, and click the name from the drop-down list below.

Engineering Contractors		30.00 Remaining			
Contractor Name	Contractor Type	Award Amount	Award Date	Total Paid Amount	Final Payment Date
<input type="text"/>	Engineering	<input type="text"/>	<input type="text"/>	250,000.00	<input type="text"/>
<input type="button" value="Add"/>		<input type="button" value="Delete"/>			

Construction Contractors		30.00 Remaining			
Contractor Name	Contractor Type	Award Amount	Award Date	Total Paid Amount	Final Payment Date
<input type="text"/>	Construction	<input type="text"/>	<input type="text"/>	895,095.00	<input type="text"/>
<input type="button" value="Add"/>		<input type="button" value="Delete"/>			

Contractors, contract award amount, key dates and final payments are entered here

Final costs are entered along the left column to determine your LRIP Reimbursement Amount (based upon the original grant award)

Project-Related Comments (optional):
Note: All saved comments will be included as public record and can be accessed under the View Comments button in the top right corner of the screen.

500 characters remaining (500)

Hit Save and Next to continue

Attachment (Step 5)

(Step 5) Project Attachments: Maps, Road Improvement Plan, Board Minutes (project award), Advertisement for Bid, etc.

Attachment (Step 5) - Started

File Name	Description	Loaded	
Map_41783.png	Project Location Map	10/22/2019 12:38:28 PM	Delete
Map_41784.png	Project Location Map	10/22/2019 12:39:28 PM	Delete
Map_41785.png	Project Location Map	10/22/2019 12:40:18 PM	Delete
5-Year_Improvement_Plan_2020-2024_2570.pdf	Improvement Plan	10/22/2019 12:42:47 PM	Delete
190102_Elkhorn_City_Map-Elkhorn_2020_Streets_2570.pdf	Project Location Map	10/22/2019 12:43:05 PM	Delete
Memo_2570.doc	Discretionary Supporting Documentation	10/30/2019 8:19:22 AM	Delete
Signed_App_2570.pdf	Signed Application Form (DT2350)	10/30/2019 8:27:54 AM	Delete
SMA.pdf	SMA	5/13/2020 11:03:50 AM	

This area includes links to all the documents required during the application stage, and any documents added later

Internal Document(s)

File Name	Description	Loaded
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Upload Document(s):
⚠️ - indicates the document is required

Select the required document(s) below. Use the Browse button to find a single file.

Application Documents:

- Project Location Map
- Discretionary Supporting Documentation

Reimbursement Documents:
(Documents can be uploaded at any time prior to the Reimbursement Request being submitted)

- Advertisement for Bid
- Board Meeting Minutes Bid Award Notices
- Contractor Payment Documentation
- Engineer's Certificate

Optional Documents:

- Department Of National Resources Permit
- Other (document description is required)

Select File: _____

Project-Related Comments (optional):
Note: All saved comments will be included as public record and can be accessed under the View Comments button in the top right corner of the screen.

500 characters remaining (500 character max)

Similar to the application process, this is the area where required documents are uploaded to your specific project.

Specifically, the middle section highlights documents needed for Reimbursement Requests

The yellow icons ⚠️ indicate required documents for this project that must be uploaded before proceeding

Hit Save and Next to continue

(Step 6) Terms & Conditions – Sign off

Reimbursement Request

Request Status: Pending CHC Request Number: 04713 Program Type: CHI County: Brown Recipient: Brown County

View Project Log

View Comments

View Attachments

Delete Request

Recipient (Step 1) - Completed

Improvement (Step 2) - Completed

Project Location (Step 3) - Completed

Funding (Step 4) - Completed

Attachment (Step 5) - Completed

Terms and Conditions (Step 6) - Started

The final step – after reviewing the pre-filled fields below, read the compliance statement and check the box if in agreement

Read the Project Compliance Statement and Check the Box

Brown County certifies that the work on the above described project was performed in accordance with all acceptable federal, state, and local rules, laws, ordinances, and standards, the terms and conditions of the "Local Roads Improvement Program State/Municipal Project Agreement," work on the LRIP project is complete and reimbursement is requested.

Recipient:

Brown County

County:

Brown

Preparer:

Crystal Van Woelderen

Title:

WisDOT Staff Member

Date:

06/05/2020

Project-Related Comments (optional)

Note: All saved comments will be visible to project staff. Click the "Save" button in the top right corner of the comment box.

**Note the
County –
Title of HOG –
Title of Preparer –
And the date –
(these are also pre-populated)**

**Note the:
Recipient –
Head of Government –
Reimbursement Request Preparer –
(these boxes are pre-populated)**

**IF EVERYTHING LOOKS TO BE IN ORDER, HIT
"SUBMIT TO WisDOT" to request your reimbursement**

500 characters remaining (500 characters)

Submit to WisDOT

Save and Continue

The Enhanced LRIPWeb Application: Notes & Reminders

- Users will login via the new web-based Transportation Assistance System, known as TAS
- The Enhanced LRIPWeb Application users will use their email address and password to log-on
- Future LRIPWeb videos:
 - Introduction to LRIPWeb and View My Work Queue
 - Request Reimbursement
 - Search Applications/Projects
 - Apply for A New Biennium Project
- **LRIPWeb Transition Date: June 22, 2020**

WisDOT LRIP Staff Contacts

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Questions

