



Local Roads Improvement Program (LRIP) Best Practices for a Successful Project Reimbursement

Dani Fields
LRIP Contracts Specialist – Advanced
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Training Roadmap

- What is needed before a reimbursement request can be submitted?
- What are common reasons for reimbursement request returns?
- What documents are required to submit a reimbursement request?
- How do I properly enter information into LRIPWeb?
- How does a reimbursement flow through LRIPWeb?
- How do I see the status of my reimbursement?
- Who do I contact with LRIP questions?



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LRIP Project Sunset Dates

Program Cycle	Sunset Date
2022-2023	June 30, 2027
2024-2025	June 30, 2029
2026-2027	June 30, 2031

Sunset dates are listed in the State Municipal Agreement (SMA)

If your municipality does not intend to construct the project, coordinate with the LRIP Program Manager



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Requirements for Reimbursement

- Project must be complete, and all contractors paid by municipality
 - Municipality must pay private contractor directly – county cannot pay invoices for the municipality
- Project must have been built to the specifications listed on the State Municipal Agreement (SMA)
- Project was advertised properly
- Municipality possesses all required documentation



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Common Reasons for Reimbursement Returns

- Not identifying sole/low bid
- Unapproved project changes
- Invoices not itemized/lack differentiation of eligible vs ineligible claimed expenses
- Award dates and/or amounts that don't match meeting minutes and LRIPWeb
- Check stubs don't match the amount paid, or dates wrong in LRIPWeb
- Incomplete reimbursement request - missing documents
- Large changes in estimated costs vs final costs
- Missing advertising affidavit/incorrect ad
- Engineer certification missing information
- Noted items not fixed when resubmitted to WisDOT



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Reimbursements Require Proof of:

1. Advertisement
2. Project award
3. Itemized invoices
4. Payment documentation
5. Engineer certification



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Advertisement

Project Award

Itemized Invoices

Payment Documentation

Engineer Certification

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Advertisement Requirements

- Prove proper advertisement of public construction project
- Include the name of the newspaper and dates of publication
- Meet the publishing requirements of the sponsor municipality type
- Examples:
 - Affidavit of publication with copy of advertisement text
 - Copies of newspaper clippings with newspaper name and dates published
 - PDF newspaper copies from www.wisconsinpublicnotice.org

NOT acceptable: only uploading Word document of ad text



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New Advertisement Requirements for 2026-27 Cycle

- Sponsor **must upload** advertising information to LRIPWeb at least 7 days prior to publication
 - This is to help provide more competitive bids
 - If advertising in phases, advertising info must be provided for each phase
 - WisDOT will post LRIP project advertising weekly on webpage:
 - <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnace-pgms/highway/let-bids.aspx>



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Publishing Errors

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Meets minimum Class 2 requirements

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Does *not* meet minimum Class 2 notice requirements

Note: Advertisement also needs to mention LRIP



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Advertisement

Project Award

Itemized Invoices

Payment Documentation

Engineer Certification

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Project Award

- Demonstrate that the municipality officially awarded the project to the lowest responsible bidder
 - Note if only one bid was received
 - Include number of bids, who was awarded, and amount awarded
- Provide information on the amount of the award to the contractor
 - Best practice: include bid tabulation document with reimbursement request
- Must carve out LRIP vs non-LRIP portion of award
 - Eligible and ineligible amounts are needed when submitting reimbursement
 - Non-LRIP: water, sewer, signage, etc.
 - Sponsors should review eligible/ineligible section in LRIP guidelines



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Project Award

- Examples:
 - Meeting minutes and bid tabulation (most common)
 - Contract award letter from municipality to contractor

EXAMPLE: LRIP Project 123456 – Main Street Paving. 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.



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Advertisement

Project Award

Itemized Invoices

Payment Documentation

Engineer Certification

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Itemized Invoices

- Acceptable itemized invoices must:
 - Show what work was done and materials used
 - Add up to the amount entered into LRIPWeb
 - Be provided for all claimed engineering and construction expenses
- Requests should provide final invoice if invoice is cumulative
- Requests should provide all invoices if work is not progressively tracked on invoices
- Example:
 - Contractor Application for Payment documents



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Acceptable Invoices

- Highlight claimed LRIP eligible project expenses
- WisDOT must be able to match the invoice to the amount submitted in LRIPWeb
- Review guidelines for list of eligible expenses

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 (CxE)		From Previous Applications	This Period				
					Quantity	Amount (GxE)						
31	Crushed Aggregate Base Course (8')	9970	TN \$	12.30	120,300.00	6,256	76,951.25			\$ 76,951.25		
32	Crushed Base Course Grading	11,000	TN \$	1.30	14,300.00	2,000	2,000.00			\$ 2,000.00		
33	HMA 3LT 55-285 Binder Course, 2 1/2"	1720	TN \$	65.90	113,348.00	1,613.79	106,348.76			\$ 106,348.76		
34	HMA 4LT 55-285 Surface Course, 1 1/2"	1030	TN \$	79.60	81,588.00	1130.26	89,958.70			\$ 89,958.70		
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	86,594.00	5149	83,413.80	537	\$ 8,699.40	\$ 92,113.20		
37	Concrete Pavement & Sidewalk, 6"	10020	ST \$	7.30	73,148.00	1289.75	53,931.00	5		\$ 53,931.00		
38	Concrete Sidewalk, 4"	14040	ST \$	6.30	87,048.00	1431.75	74,748.60	5		\$ 74,748.60		
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 5 Soil Rap	10	CS \$	97.00	970.00	10	970.00			\$ 970.00		
44	Crackseal & 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		
Alternate A (Nieloff Drive)												
A1	Remove Asphalt Pavement	620	SY \$	1.80	1,116.00	620	1,116.00	5		\$ 1,116.00		
A2	Geotextile	620	SY \$	1.50	930.00	620	930.00	5		\$ 930.00		
Excavation Below Subgrade/Breaker												
A3	Run(12')	210	CY \$	72.00	15,120.00	210	15,120.00	5		\$ 15,120.00		
A4	Crushed Aggregate Base Course (8')	310	TN \$	13.30	4,123.00	310	4,123.00	5		\$ 4,123.00		
A5	Final Base Course Grading	620	SY \$	1.90	1,178.00	678	1,288.20	5		\$ 1,288.20		
A6	HMA 3LT 55-285 Binder Course, 2 1/2"	1070	TN \$	75.90	7,934.00	1070	10,000.00	5		\$ 10,000.00		
A7	HMA 4LT 55-285 Surface Course, 1 1/2"	60	TN \$	88.90	5,334.00	60	5,334.00	5		\$ 5,334.00		
A8	Saw Cut Existing AC Pavement	32	LF \$	2.40	76.80	32	76.80	5		\$ 76.80		
CO1 Lower & Extend Sanitary Sewer - Church												
CO1	Lower & Extend Sanitary Sewer - Church	1	LS \$	4,900.00	4,900.00	1	4,900.00	5		\$ 4,900.00		
CO2	Temporary Water - Sunrise Street	1	LS \$	4,560.00	4,560.00	1	4,560.00	5		\$ 4,560.00		
CO3	4" Copper Water Service	1	LS \$	4,160.00	4,160.00	1	4,160.00	5		\$ 4,160.00		
CO4	Asphalt Patches	192	SY \$	38.10	7,315.20	192	7,315.20	5		\$ 7,315.20		
PAGE TOTAL						\$ 654,328.80	\$ 702,577.69	\$ 8,699.40		\$ 711,277.09		



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Acceptable Invoice - Example

- ✓ Itemized
- ✓ Lists materials used
- ✓ Lists quantities
- ✓ Eligible expenses marked

INVOICE — ACME CONTRACTORS			
PURCHASED BY: Village of Badger COMMENTS OR SPECIAL INSTRUCTIONS: LRIP #1234567 – Main Street			
QUANTITY	DESCRIPTION	\$ UNIT PRICE	\$ TOTAL
500 LF	Concrete Curb and Gutter	20.00	10,000.00
1000 TN	HMA 3LT - 2 1/2"	75.00	75,000.00
800 TN	HMA 4LT - 1 1/2"	80.00	64,000.00
1	Sanitary Sewer Extension	4000.00	4,000.00
		Subtotal	153,000.00
			TOTAL DUE
			\$153,000.00



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Unacceptable Invoice - Example

Not itemized, with no explanation of what work was completed or what materials were used. Needs additional detail for acceptance.

INVOICE — ACME CONTRACTORS			
PURCHASED BY: Village of Badger COMMENTS OR SPECIAL INSTRUCTIONS: LRIP #1234567 – Main Street			
QUANTITY	DESCRIPTION	\$ TOTAL	
1	Main Street Project	150,000.00	



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Insufficient Documentation - Example

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 YES NO



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Invoice Supplement

Summary documents can supplement, *but not replace*, actual invoices

This summary:

- One contractor
- Two LRIP projects
- Three pay apps

Able to clearly match claimed amounts

Base Bid		Project 1	Project 2	Invoice Totals
1	Mobilization	0.25	\$4,375.00	\$8,750.00
2	Traffic Control	0.50	\$1,750.00	\$875.00
3	Removing Asphaltic Surface Milling - 1 3/4" depth	1,822.00	\$5,138.04	\$17,703.96
4	Deliver Asphalt Millings to City	88.00	\$88.00	\$312.00
5	Adjusting Manhole Covers in Asphalt	2.00	\$1,005.00	\$8,040.00
6	Adjusting Water Valve Boxes	2.00	\$700.00	\$2,500.00
7	HMA Pavement 5 LT 56-28 S	185.00	\$17,854.35	\$63,214.05
8	Epoxy Pavement Marking - Double 4" Yellow Long Line	365.00	\$515.00	\$185.00
9	Epoxy Pavement Marking - 4" White Long Line	490.00	\$647.00	\$75.00
10	Epoxy Pavement Marking - 6" White Crosswalk	120.00	\$1,425.00	\$1,311.00
11	Epoxy Pavement Marking - 24" White Stop Bar	25.00	\$442.00	\$884.00
12	Epoxy Pavement Marking - Arrows	5.00	\$1,890.00	\$315.00
13	Over-excavation for Base Correction (Supplemental)	-	-	-
14	Base Aggregate Dense ½-Inch for Base Correction (Supplemental)	-	-	No base correction was required.
15	Asphaltic Binder Patching for Base Correction (Supplemental)	-	-	
		\$35,830.39	\$104,723.01	\$140,553.40
		Pay app 1 \$29,205.39	Pay app 1 \$90,835.01	
		Pay App 2 \$1,705.00	Pay App 2 \$11,540.00	
		Pay app 3 \$4,920.00	Pay app 3 \$2,328.00	
		\$35,830.39	\$104,723.01	



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Advertisement

Project Award

Itemized Invoices

Payment Documentation

Engineer Certification

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Payment Documentation

- Acceptable payment documentation must show that the municipality paid the contractor directly
- Documentation provided must include:
 - Date paid
 - Amount paid
 - Who was paid
 - Check number or payment reference number
- Allowable for one check to encompass multiple invoices
- Examples:
 - Paper check
 - General Ledger or Accounts Payable report



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Payment Documentation

Example: LRIPWeb shows \$75,000 as final payment amount. The check uploaded has a payment to the contractor of \$90,000

- Based on this information, WisDOT will question if there is an error with missing eligible items or a missing invoice

Use the comment box to explain any discrepancies

- Example: “Check to Acme Contractors includes \$15,000 payment for non-LRIP work”



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Advertisement

Project Award

Itemized Invoices

Payment Documentation

Engineer Certification

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Engineer Certification

- Required for all projects over \$65,000 in eligible expenses
- Required for all Discretionary and Supplemental projects
 - (TRID/TRIS, MSID/MSIS, etc.)
- Certification provided must:
 - Include the date, engineer's signature and stamp
 - State that the project has a **10-year design life** for the improvement and that the design and construction were accomplished using **current WisDOT specifications**
 - State the on-route and the work completed
 - Example: "... Main Street was paved with 2.5" of HMA..."



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A valid Engineer Certification contains:

- ✓ Date
- ✓ Location
- ✓ Certification of 10-year life
- ✓ Work completed
- ✓ Design and construction to DOT specifications
- ✓ Engineer signature and stamp

ENGINEERS CERTIFICATION

ROADWAY RESURFACING/RECONSTRUCTION PROJECT

ON ROUTE: Williams Drive

AT ROUTE: Bridge Street

TOWARD ROUTE: Termini

MUNICIPALITY: Town of Cedarburg

COUNTY: Ozaukee County, Wisconsin

This is to certify that the above referenced project has been designed with a minimum ten (10) year useful life

Work included placement of a 4-inch bituminous pavement on a base consisting of 4-inches of pulverized asphalt and 6-inches of granular base, on the above mentioned roadway to correct current roadway deficiencies.

All design has been accomplished using current specifications of the Wisconsin Department of Transportation, and all construction was accomplished consistent with those specifications.

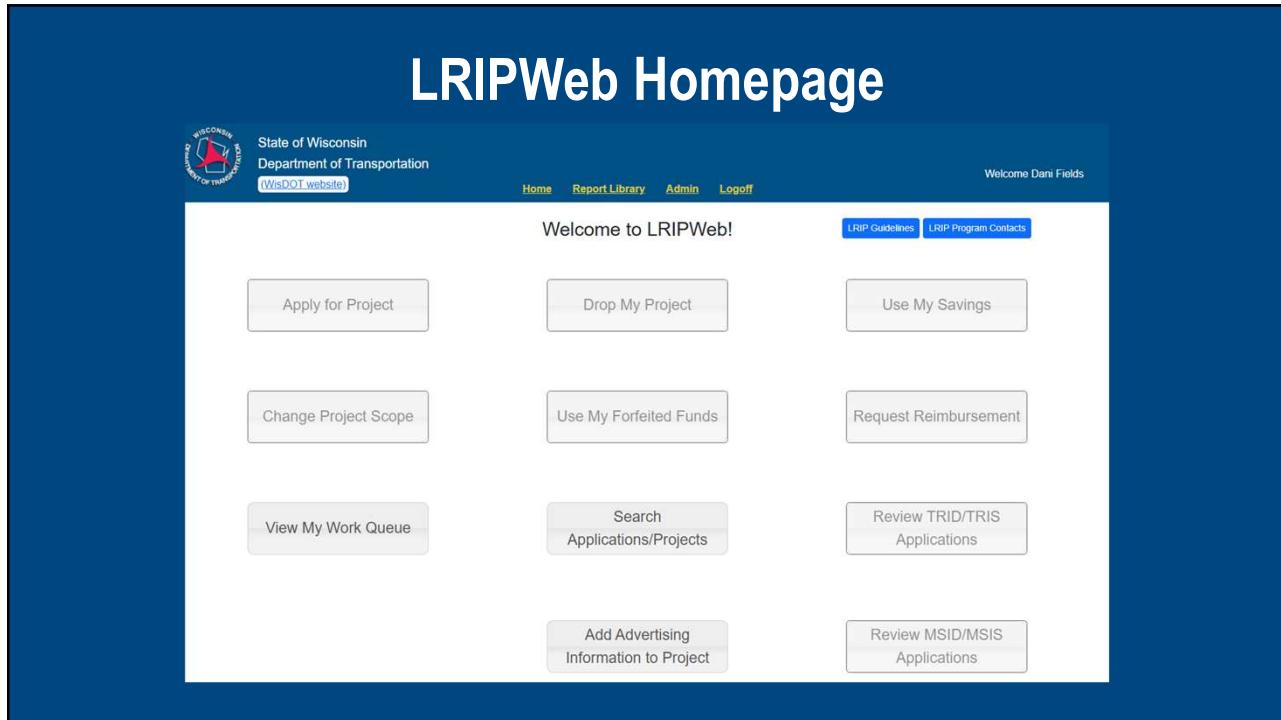
Certified By 
Robert M. Eichner, P.E.
Dated 10/14/08



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Recent Home Page Update

Welcome to LRIPWeb!

LRIP Guidelines LRIP Program Contacts

- Direct link to download current version of LRIP Guidelines
- Contact information for LRIP staff

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Project Search

Welcome to LRIPWeb!

LRIP Guidelines LRIP Program Contacts

Apply for Project Drop My Project Use My Savings

Change Project Scope Use My Forfeited Funds Request Reimbursement

View My Work Queue **Search Applications/Projects** Review TRID/TRIS Applications

Add Advertising Information to Project Review MSID/MSIS Applications

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Project Search

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: All

County: All

Status: All

Program Type: All

Municipality: All

Search **Reset**

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Search Types

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 • New Project from Dropped (Substitution) • New Project from Forfeited • New Project from Savings • Transfer from Dropped • Transfer from Forfeited • Transfer from Savings 	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

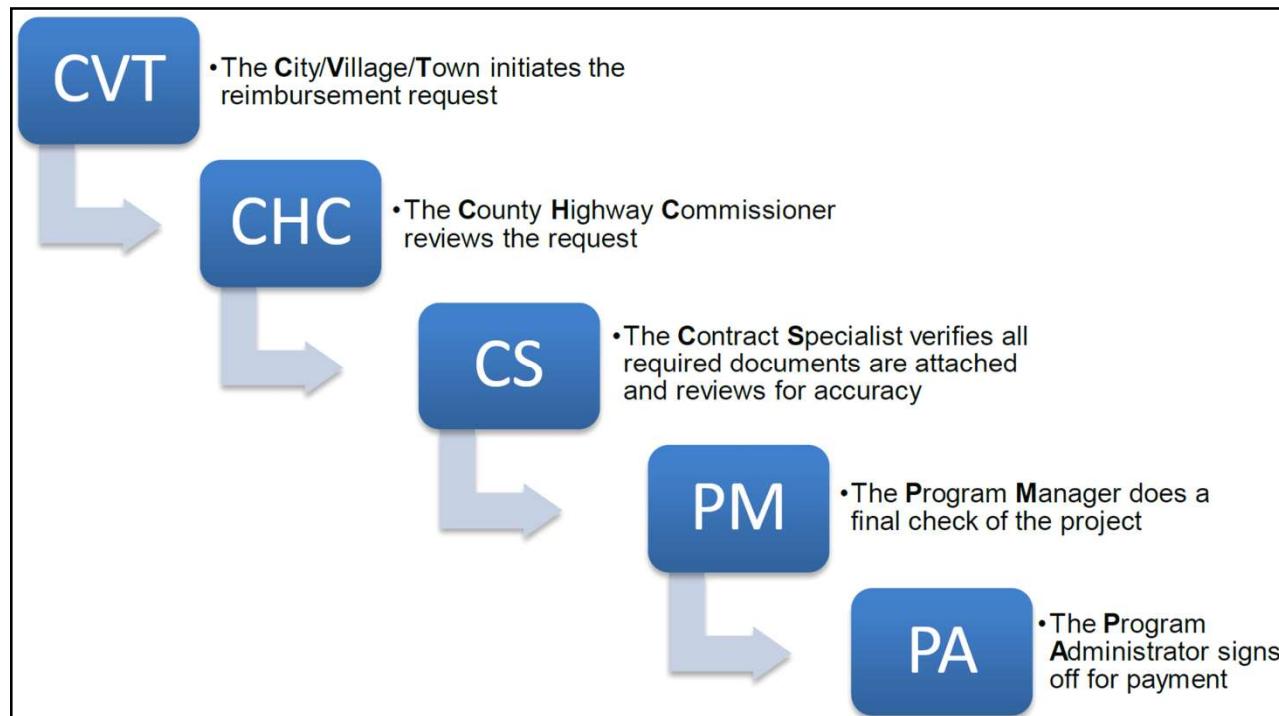
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Project Status Definitions

Reimbursement Statuses	
Status	Description
Complete	The final status of a reimbursement request following verification of payment.
Denied	A reimbursement request denied by the LRIP Program Manager.
Payment Pending	The status of an approved reimbursement request while the payment is being processed.
Pending CHC	The in-progress status of a reimbursement request initiated by a County Highway Commissioner.
Pending CVT	The in-progress status of a reimbursement request initiated by a City, Village or Town.
Returned to CS	A reimbursement request returned by the LRIP Program Manager to the LRIP Contract Specialist for follow-up.
Returned to CVT	A reimbursement request returned by a County Highway Commissioner to a City, Village or Town for follow-up.
Submitted to PM	A reimbursement request returned by the LRIP Program Administrator to the LRIP Program Manager for follow-up.
Submitted to CHC	A reimbursement request initiated by a City, Village or Town and submitted to the County Highway Commissioner.
Submitted to CS	A reimbursement request initiated or reviewed by a County Highway Commissioner and submitted to the LRIP Contract Specialist.
Submitted to PA	A reimbursement request reviewed by the LRIP Program Manager and submitted to the LRIP Program Administrator.
Submitted to PM	A reimbursement request reviewed by the LRIP Contract Specialist and submitted to the LRIP Program Manager.



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Adding Project Comments

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

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.

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

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Scope Change Update

- Written approval from WisDOT is required for changes to the original project prior to submitting for reimbursement
- Increases in thickness or lane width no longer require a scope change
- Decreases always require a scope change
- Scope change requests must explain the reason for the change

Use the box below to explain any changes made to the initial proposed improvement:

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Finding Information

Construction

Contractor Name	Contractor Type	Award Amount	Award Date	Total Paid Amount	Final Payment Date	\$0.00 Remaining
	Construction					Delete
Add Additional Contractors						

Award minutes or bid docs (only LRIP portion) Award minutes Final invoice or check (only LRIP portion) Final check

Hot Mix Asphalt purchases should be entered as the total amount, not amount per ton

Wisconsin Department of Transportation logo and icons for walking, cycling, transit, construction, and aviation.

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Project Cost Discrepancies

Project Costs

Eligible Improvement Costs	Estimated Costs	Final Costs
Engineering	\$ 7,500.00	\$ 0.00
Right-of-way Acquisition	\$ 0.00	\$ 0.00
Construction	\$ 125,000.00	\$ 53,642.75
Total Eligible Costs	\$132,500.00	\$53,642.75
Ineligible Improvement Costs:		
Ineligible Costs	\$ 0.00	\$ 0.00
Total Ineligible Costs	\$0.00	\$0.00
Total Improvement Costs	\$132,500.00	\$53,642.75

~40% of expected costs

• WisDOT must investigate large deviations from estimated costs

- Did the project change from the SMA?
- Was less road completed?
- Was a different material used?
- Did other expected work not get completed, such as not completing curb and gutter?

 • Sponsor must explain in the comment box why a project was higher or lower than expected

Wisconsin Department of Transportation logo and icons for walking, cycling, transit, construction, and aviation.

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Last Lap



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Roadmap Review – What We Learned

- Requirements for submitting a reimbursement request
- Common reasons for returns
- Which documents to attach to the reimbursement request
- How to properly enter information into LRIPWeb
- How a reimbursement flows through LRIPWeb
- How to see the status of a reimbursement
- Who to contact with LRIP questions



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Documents Required - Recap



Advertisement

- Affidavit of publication and copy of ad text
- Electronic copies of publications
- Review publication requirements for your municipality type



Project Award

- Meeting Minutes and bid tabulation
- Contract award letter from municipality to contractor
- Carve out LRIP vs non-LRIP (water, sewer, etc.)
- Review LRIP Guidelines for eligible and ineligible lists



Itemized Invoices

- Must show what work was done and materials used
- Highlight claimed expenses
- Must provide all invoices if not tracked cumulatively
- Provide all pages of contractor application for payment, not just the cover page



Payment Documentation

- Paper check or other GL or AP report showing that the municipality paid the contractor in full
- Include
 - Date paid
 - Amount paid
 - Who was paid
 - Check number



Engineer Certification

- Required for expenses >\$65,000 and D/S projects
- Must be signed and dated
- Must have an engineer's stamp
- Project has 10-year design life
- States the project was built to current WisDOT specifications
- Include the on-route and work completed



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Final Tips – Help Us Help You!

- Providing a complete reimbursement submission and accurate project information will help WisDOT process your reimbursement request as efficiently as possible
- Be sure to highlight or otherwise mark the eligible expenses on invoices that are being claimed. These must match the amounts in LRIPWeb
- Ensure all documents are uploaded before submitting to WisDOT
- New and improved project checklists have been added to the latest LRIP guidelines for better project management and reimbursement requests



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Final Tips (Continued)

- Use the comment box - This helps us when reviewing reimbursements
- Note what corrections were made when resubmitting a reimbursement
 - “Missing invoice uploaded”, “Corrected award amount”, etc.
- If your contractor is not found in the list, contact LRIP staff to have it added
- If an engineering firm is managing the LRIP project in addition to other projects, ensure all LRIP-project costs are split from the larger project
- Upload documents in .PDF format
- Be sure to press “Save and Next” on each tab!



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WisDOT LRIP Contacts

Program Manager

- Project applications
- Project scope changes
- Funding transfers
- Project substitutions

John Moe

johnx.moe@dot.wi.gov

608-267-0404

Contract Specialists

- Reimbursement requests
- Project payment status
- Adding contractors to database

Dani Fields

dani.fields@dot.wi.gov

608-261-4481

Penny Yanke

pennym.yanke@dot.wi.gov

608-267-0261



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Thank you!

