



# WisDOT 2026-2031 STP-Urban Program Application Instructions

**NOTE:** An individual 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

- The roadway must be functionally classified as a Collector or higher to be eligible for funding.
- The roadway must be located within an Urban Area Boundary. Because urbanized areas receive a fixed allocation, they may choose to extend a project outside the urbanized area boundary to the planning area boundary.
- Local improvement projects on connecting highways are not eligible for STP-Urban funds.

## 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 STP-Urban program 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	<a href="mailto:Tyler.Beinlich@dot.wi.gov">Tyler.Beinlich@dot.wi.gov</a>	(262) 548-5856
SW Region	Rob Winterton	<a href="mailto:Robert.Winterton@dot.wi.gov">Robert.Winterton@dot.wi.gov</a>	(608) 789-7879
NW Region	Randy Kirk	<a href="mailto:Randall.Kirk@dot.wi.gov">Randall.Kirk@dot.wi.gov</a>	(715) 392-7860
NC Region	Evan Maves	<a href="mailto:Evan.Maves@dot.wi.gov">Evan.Maves@dot.wi.gov</a>	(715) 365-5778
NE Region	Alex Dums	<a href="mailto:Alex.Dums@dot.wi.gov">Alex.Dums@dot.wi.gov</a>	(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	<a href="mailto:DOTDTSDELocalApps@dot.wi.gov">DOTDTSDELocalApps@dot.wi.gov</a>
SW Region	<a href="mailto:DOTDTSWSWSTPUrban@dot.wi.gov">DOTDTSWSWSTPUrban@dot.wi.gov</a>
NW Region	<a href="mailto:DOTDTSNWSWSTPUrban@dot.wi.gov">DOTDTSNWSWSTPUrban@dot.wi.gov</a>
NC Region	<a href="mailto:DOTDTSNCLocalPrograms@dot.wi.gov">DOTDTSNCLocalPrograms@dot.wi.gov</a>
NE Region	<a href="mailto:DOTDTSNENESTPUrban@dot.wi.gov">DOTDTSNENESTPUrban@dot.wi.gov</a>
- **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.
- There is only one project sponsor allowed per project.

- Project sponsors must fund a portion of total project costs. Non-tribal Federal funding is capped at 80% - Guidelines governing projects awarded to tribal governments may be subject to exceptions regarding funding caps.
- Because all urbanized areas (population greater than 50,000) receive a fixed allocation each program cycle, federal funding for all urbanized area STP-Urban projects is limited to the approved amount.
- In Urban areas (population between 5,000 and 50,000), 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.

## STP-Urban Program Application Instructions

### Population Category

- **Population Category:** Select *5,000 to 20,000*, *20,000 to 50,000*, *50,000 to 200,000*, or *Greater than 200,000* from the drop-down menu. The roadway must be in an urban or urbanized area. Refer to the following link: <https://wisconsin.gov/Pages/projects/data-plan/plan-res/boundaries.aspx>

### Project Description

- **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. If MPO, select Other.
- **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://wisconsin.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.
- **Is the project a planning, administration, or other non-infrastructure project?** Check *Yes* or *No*. If **yes**, please select *Planning*, *Administration*, *Mass Transit or Related*, *Bike/Ped or Related*, or *Other* and provide a brief explanation of the project.

- **If Yes is selected**, only complete the relevant portions of the application, including the Project Justification and Cost Estimate.

**NOTE:** Project eligibility will be based on the location of the roadway at project application and at project authorization. Please contact your WisDOT regional contact person for further information.

**NOTE:** Projects located within Metropolitan Planning Areas (MPAs) must be included in the applicable MPO's Transportation Improvement Program (TIP). MPAs include the census-defined urbanized area plus contiguous areas expected to become urbanized within the 20-year forecast period of the MPO long-range transportation plan.

**NOTE:** Attach an 8 ½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <https://wisconsindot.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](http://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.

- **Length of Project:** Provide the length of the entire project rounded to the nearest tenth of a mile (Examples: 0.1 mile or 2.3 miles).
- **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*, or *Collector*. Refer to the following link to view guidance and approved functional classification maps: <http://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>.

**NOTE:** Roadway must be functionally classified as a Collector or higher to be eligible for funding. The roadway must be located within an Urban Area Boundary. Because urbanized areas receive a fixed allocation, they may choose to extend a project outside the urbanized area boundary to the planning area boundary.

### **Existing Facility**

- **Number of Lanes:** The number of traffic lanes the current roadway supports.
- **Lane Width:** The width of each travel lane. Give this width to the nearest foot (Example: 12 feet).
- **Cross Section:** Check *Rural* or *Urban* as appropriate for the current roadway cross section. Rural cross sections have ditches and urban cross sections have curb and gutter.
- **Pavement Type:** Select *Asphalt*, *Concrete*, *Gravel*, or *Combination*. **If combination, explain** (Example: 2" asphalt over 7" concrete).
- **Pavement Width:** The pavement width is from edge of travel lane to edge of travel lane. Give this width to the nearest foot (Example: 24 feet).
- **Pavement Rating:** Enter the latest pavement rating that was submitted to WisDOT.

- **Pavement Condition:** Give a verbal description of the pavement. Include types of deterioration, raveling, rutting, transverse or longitudinal cracking, base failure, and other conditional issues.
- **Year Last Improved:** Last year surface was placed (new or maintenance).
- **Shoulder Type:** Select *Asphalt, Concrete, Gravel, Turf, Gravel/Turf, Curb and Gutter, or Combination*. **If combination, explain.**
- **Shoulder Width:**
  - **Urban Section** - The shoulder width is the distance from the edge of the travel lane to the curb face.
  - **Rural Section** - The “usable” shoulder width is the actual width that can be used when a driver makes an emergency or parking stop. Give this width to the nearest foot (Example: 6 feet).
- **Existing Sidewalk?** Check *Yes - one side, Yes - both sides, or No*.
- **Existing Bicycle Accommodations?** Check *Yes - on street, Yes - off street, or No*.
  - **Are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system?** - If the answer to either **Existing Sidewalk?** or **Existing Bicycle Accommodations?** is **Yes**, 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*.
- **Any federal-aid-eligible structures within the existing facility?** Check *Yes* or *No*. **If yes**, please indicate the structure ID #(s). Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
- **Does a railroad facility exist within 1000 feet of the project limits?** Check *Yes* or *No*. **If yes**, specify by selecting *At-grade Crossing, Roadway Underpass/Overpass, Longitudinal Encroachment, or Parallel*.
- **Owner of Railroad Facility:** If a railroad exists within 1000 feet of the project limits, indicate the owner of the facility.

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

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.

- **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 pavement cracking, edge raveling, surface deterioration, 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:  
<http://wisconsindot.gov/Pages/projects/data-plan/traf-counts/default.aspx>.

- **County Trunk Highway standards**
  - Trans 205: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/205.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/205.pdf)
  - FDM-Reconstruct: <http://wisconsindot.gov/rdwy/fdm/fd-11-15.pdf#fd11-15FDM>
  - 3R: <http://wisconsindot.gov/rdwy/fdm/fd-11-40.pdf#fd11-40>
- **Bridge standards**
  - Trans 207: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/207.pdf](https://docs.legis.wisconsin.gov/code/admin_code/trans/207.pdf)
  - Trans 214: [https://docs.legis.wisconsin.gov/code/admin\\_code/trans/214.pdf](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](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>

- **Improvement Type:** Select *Resurfacing, Pavement Replacement, Reconditioning, Reconstruction, Resurfacing w/ Structure, Pavement Replacement w/ Structure, Reconditioning w/ Structure, Reconstruction w/ Structure, or Combination*. If **Combination**, explain (example: Reconstruction, pavement replacement, and resurfacing).
  - **NOTE:** Refer to the following link for improvement type definitions: <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/tools/definitions.pdf>.
- **Overall Length:** Provide the overall length of the proposed improvement in feet (Example: 1,025 feet).
  - **Rural Cross Section and/or Urban Cross Section:** Check one or both as appropriate. Provide Length for each section type as appropriate. Give the length in tenths of a mile (Examples: 0.1 mile or 2.3 miles).
- **Will the project add lanes?** Check Yes or No. If yes, describe which part(s) of the project will receive additional lanes.
- **Grading:** Check *Minimal, Moderate, or Extensive*. Consider vertical and horizontal alignment changes if applicable.
- **New Pavement Type:** Select *Hot Mix Asphalt, Concrete, or Combination*. If **combination**, explain. Provide **Width** and **Length**. New pavement width does not include paved shoulders. Give the width and length to the

nearest foot.

- **New Shoulder Type:** Select *Hot Mix Asphalt, Concrete, Gravel, Asphalt/Gravel, Turf, Turf/Gravel, or Combination*. **If combination, explain.** Provide **Width** and **Length**. Give the width and length (for one side of the roadway) to the nearest foot (Example: 6 feet).
  - **Urban Section Shoulder Width** - The shoulder width is the distance from the edge of the travel lane to the curb face.
  - **Rural Section Shoulder Width** - The “usable” shoulder width is the actual width that can be used when a driver makes an emergency or parking stop. New shoulder width includes both paved and unpaved shoulders.
- **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?** Check *Yes* or *No*. **If yes**, specify the required accommodations.
- **Curb and Gutter:** Check the box if in the proposed improvement. Give **Length** to the nearest foot.
- **Signals:** Check the box if in the proposed improvement and indicate location.
- **Roundabout:** Check the box if in the proposed improvement and indicate location.
  - **NOTE:** Refer to the following links for information on intersection control and modern roundabouts: <https://wisconsindot.gov/rdwy/fdm/fd-11-25.pdf#fd11-25> and <http://wisconsindot.gov/rdwy/fdm/fd-11-26.pdf#fd11-26>.
- **Railroad improvements:** Check the box if in the proposed improvement. Railroad work may require coordination with the railroad company at an early stage. The WisDOT Region Railroad Coordinator is available to assist with coordination and applicable requirements. Please contact your WisDOT regional contact person for more information. Funding for railroad work should be considered at project application (WisDOT recommends funding with local funds).
- **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*.
- **Beam Guard:** Check the box if in the proposed improvement.
- **Permanent and Temporary Pavement Marking:** Check the box if in the proposed improvement.
- **Permanent and Temporary Signing:** Check the box if in the proposed improvement.
- **Storm Sewer:** Check the box if in the proposed improvement.
- **Structure:** Check the box if there are any federal-aid-eligible structures within the project limits.
  - **Structure Type** - Select *Bridge, Box Culvert, or Multiple Pipes*.
  - **Work Required** - Select *Replacement, Rehabilitation, Extend, or None*.
  - **Structure #(s)** - Provide the bridge number(s). Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.
  - **Sizes and Descriptions** - Provide a description to clarify and describe the work required.
- **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#fd11-1-2>.

### **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.**
  - **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:** It is recommended that local funds 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>. Confidential information, including cost estimates and WisDOT application comments, should be excluded from the CDR.

- **NOTE:** Requesting design and construction projects in the same fiscal year is not allowed.
- **NOTE:** All applications must include a sheet documenting the calculations performed to complete the estimate(s).

In Urbanized areas (population greater than 50,000), federal dollars are limited to the approved amount, so all costs in excess of the estimates indicated in the application will be 100% responsibility of the sponsor. In Urban areas (population between 5,000 and 50,000), 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.**

STP-Urban projects in areas with populations below 50,000 are funded 80 percent federal and 20 percent local. In urbanized areas with populations above 50,000, the federal share may be as low as 50 percent federal at project approval.

- **Tied Projects?** Check the box if there are projects tied to the project on the application. **If checked**, indicate all applicable projects.
  - **All requests for design must be tied to a construction project.** 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 and record down the corresponding information requested.**

**NOTE:** If applying for Design dollars, it is required that you have funding approved to complete construction within the 10-year Federal requirement.

### 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).
  - **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 Roadway:** Enter the Total Amount, Federal Share of the Participating Construction Cost (80%), and the Local Share of the Participating Construction Cost (20%). **NOTE:** Temporary traffic/pedestrian control items should be included in the construction estimate.
- **Participating Structures(s):** Follow the same procedures as the Roadway category above.



- **Non-Participating:** Enter the Non-Participating Construction Cost (100% Local) for the Roadway and Structure category.
- **A. Subtotal Construction Costs:** Sum all of the construction costs from the Roadway and Structure(s) categories above.
- **B. Construction Engineering:** Coordinate with your WisDOT Regional Local Program representatives to determine the construction engineering estimate.
- **C. State Review for Construction:** Coordinate with your WisDOT Regional Local Program representatives to determine the State review cost.
- **Total Construction Cost with State Review:** 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.
  - **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).
  - **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:** If Railroad Review is determined to be necessary, plan review costs will be added to the design estimate.

**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.

## **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 to supplement any requested Real Estate funding with 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: <https://wisconsindot.gov/rdwy/fdm/fd-18-01.pdf>.

## **Other (Planning, Administration, or Other Non-Infrastructure)**

- **Other:** Check the box if this project will be designated as a project type other than the previously given options. **If checked**, fill out the below information.
  - **Type of Project** - Select *Planning, Administration, Mass Transit or Related, Bike/Ped or Related, or Other* from the drop-down menu. **If Other is selected, explain further.**
  - **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 Other Cost** - Provide total cost for the Other Non-Infrastructure project.

### **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).