

# Local Program Non-Traditional/Local Let Projects Approval Matrix

July-25

P: Prepare

A: Approve

C: Concur

R: Review (review for completeness)

For LPA approval, an LPA employee must provide signature

Designations supersede WisDOT manuals



Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Project Sponsor	Other	Comments
<b>DESIGN</b>							
<a href="#">Sponsor's Guide Acknowledgement Form (SG00)</a>					P	R	The acknowledgement form is submitted electronically upon completion of the Sponsor's Guide training. This document is sent to the Local Program Manager (LPM).
<a href="#">Certification for Non-Traditional Project Administration &amp; Delivery (SG18)</a>				A	P	R	The certification form is completed and submitted to the regional LPM (or designee) and signed by the regional PM Designee within 30 days of completing the Sponsor's Guide training.
State Municipal Agreement (SMA)					A	P/A	Regional LPM creates the SMA and sends electronically to the sponsor. Sponsor signs. Authorized WisDOT representative approves.
<a href="#">Project Development Timeline Checklist (SG01)</a>				R	P		Sponsor prepares. Local Program Project Manager (LPPM) reviews for completeness.
<a href="#">Project File Checklist (SG03)</a>				R	P		Sponsor prepares. LPPM uses as a resource if a project file review is conducted.
Preliminary Engineering Checklist (SG04)					P		Sponsor prepares. LPPM files.
Local Project Utility Coordination Task List				R	P		Sponsor prepares. LPPM reviews for completeness.
<a href="#">Tribal Historic Preservation Office (THPO) Notification</a>				R	P		Follow guidance on CRT website.
<a href="#">Verification of Project on Tribal lands</a>						A	<a href="#">LPPM emails the completed Native American Lands of Interest (NALI) Scoping Determination to the Regional Tribal Liaison.</a>

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<a href="#">Cultural Resources Screening (DT1030)</a>				R	P	A	If applicable, sponsor prepares. LPPM and regional Environmental Coordinator (REC) review and LPPM submits to Cultural Resources Team (CRT). CRT approves.
Section 106 Criteria				R/A	P	A	Sponsor prepares. LPPM reviews for completeness and REC reviews. Approved by LPPM and CRT.
Memorandum of Agreement (MOA)				A	A	A/C	<a href="#">FDM 26-30-5, relating to Cultural Resource Preservation and Adverse Effects as part of the Section 106 process.</a>
<a href="#">Public Involvement Plan (PIP)</a>				R	P/A	A	Sponsor prepares and signs. LPPM reviews. In the event of a public hearing, Bureau of Technical Services (BTS) Environmental Process & Documentation (EP&D) Section and Federal Highway Administration (FHWA) involved in review/approval of public hearing documents.
<a href="#">Section 4(f) Property Impacts</a>				R	P	A/R	Sponsor coordinates with LPPM, REC, and BTS-EP&D regional Environmental Liaison to determine appropriate course of action for impacts to Section 4(f) property.
<a href="#">Section 6(f) Property Impacts</a>				R	P	C/A	Sponsor coordinates with LPPM. REC determines appropriate applicable Section 6(f) process. The National Park Service (NPS) must approve conversions of Section 6(f) lands to non-recreational uses.
<a href="#">Initial Project Reconnaissance Checklist (SG08)</a>				R	P		Sponsor prepares for project land and surrounding area. LPPM reviews for completeness.
Soils (geotechnical) report				R	P/A	R	Regional soils engineer reviews as necessary.
Design stormwater report				R	P/A	R	Regional stormwater engineer reviews as necessary.
Pavement design report (PDR)				R	P/A		<a href="#">FDM 14-15.15.1.2</a>
Traffic forecast - trendline or county growth rate				R	P/A		Local Program Forecasting Tool developed to aid in traffic forecasting.
<a href="#">Asbestos worksheet</a>				P	P	A	<a href="https://wisconsin.gov/Pages/doing-business/eng-consultants/cnslt-rsrcs/environment/hazmat.aspx">Follow guidance on Haz-mat website: https://wisconsin.gov/Pages/doing-business/eng-consultants/cnslt-rsrcs/environment/hazmat.aspx</a>
<a href="#">Categorical Exclusion Checklist (CEC)</a>				A	P	R	Sponsor prepares. REC reviews and certifies for approval. LPPM provides signature approval.

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<a href="#">Survey Structure Report Form</a>				R	P	A	<a href="#">Sponsor prepares and submits using the WisDOT E-Submittal of Structure Plans and Exhibits process.</a>
<a href="#">Parcel Reconnaissance Checklist (SG07)</a>				R	P		Sponsor prepares for each parcel red-flagged in the Phase 1 Hazmat report and each parcel with permanent real estate interest. LPPM reviews for completeness (with assistance from Real Estate).
<a href="#">Intersection control evaluation (ICE)</a>					P/A		Follow FDM 11-25-3. If intersecting with a state highway, additional approvals required.
<a href="#">Traffic management plan (TMP)</a>				A	P	R	Regional Work Zone Engineer reviews as necessary.
Design justification (DJ), non-controlling criteria				A	P/A		Approval of DJ is given when LPPM concurs with Design Study Report (DSR). Attach concurred justification to DSR.
Design justification, controlling criteria and/or National Highway System (NHS)				C	P/A	A	Designer completes DJ template. LPPM reviews, concurs, sends to Bureau of Project Development (BPD). BPD Design Oversight Engineer approves. Attach approved justification to DSR.
<a href="#">Bike-Ped Request for Variance (SG11)</a>				R	P	R/A	Sponsor prepares. LPPM reviews in collaboration with regional Bike-Ped Coordinator, Bike-Ped Engineer, and Bureau of Structures (if applicable). Regional Bike-Ped Coordinator approves.
<a href="#">Right of Way and Real Estate Checklist (SG05)</a>					P	R/A	Sponsor prepares. Local Program Real Estate Project Manager (LPREPM) reviews. If RE/ROW is needed, LPREPM reviews/approves.
<a href="#">Right of Way and Real Estate Checklist for Bike/Ped Improvements (SG05a)</a>				R/A	P	R/A	Sponsor prepares. LPPM reviews/approves. If RE/ROW is needed, LPREPM reviews/approves.
Design study report (DSR)				A	A		<a href="#">FDM 11.4-10.2, Table 10.1 Authorizing Signature</a>
DSR on NHS				A	A	C	BPD Design Oversight Engineer concurs.
Right-of-way plat					P/A		
DNR Permitting					P	R/A	Sponsor prepares necessary permits (NR 216, NR 103, Chapter 30). DNR approves.
Cost-Effectiveness Finding (CEF) or Local Work on Let Contract (LFA)	A			R	P		Sponsor prepares. LPPM reviews for completeness. Regional PDS Chief approves (FDM 3-5 Att. 10.1).

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Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Project Sponsor	Other	Comments
<a href="#">Prequalification - Work by Locals (DT2300)</a>				A	P		Sponsor prepares. LPPM reviews and approves.
<a href="#">Locally Let Contract Document Checklist (SG02)</a>				R	P		Sponsor prepares. LPPM reviews and confirms appropriate ASPs are included. Sponsor submits with final PS&E.
<a href="#">Construction Bid Letting Checklist (SG09)</a>				R	P		Sponsor prepares. LPPM reviews and confirms appropriate ASPs are included. Sponsor submits with final PS&E.
Preconstruction Notification Information (PCN) <i>Army Corps of Engineers permit</i>				R	P	R	</= 0.1 acres - Transportation Regional Permit >0.1 acres - Pre-Construction Notification
Section 404 Permit					P		Sponsor may coordinate with LPPM for guidance on obtaining Section 404 permit.
WPDES permit					P	A	WDNR Issues Permit.
<a href="#">Utility status report (DT1080)</a>				A	P		LPPM signs USR.
<a href="#">Certificate of Coordination of Railroad Work with Highway Construction (DT1804)</a>				R	P	A	Railroad project coordination engineer approves.
Draft PS&E				R	P		
<a href="#">Right-of-way certification</a>				A	P	R/A	Sponsor prepares. LPPM reviews/approves. If RE/ROW is needed, LPREPM reviews/approves.
<a href="#">Patented/proprietary products (DT1584)</a>				A	P		Sponsor prepares if requesting sole source procurement with their Purchase Request Package. LPPM reviews and approves.
CEF for use of state-owned, furnished, and designated materials for let contracts	A			R	P	A	Prepare CEF (FDM 3-5-10.9) justifying state-owned/furnished/designated materials. PDS chief signature approval. BPD-LP Chief signature approval.
Final PS&E				R	P		Sponsor prepares. LPPM reviews for completeness.
<a href="#">Request to Advertise (SG06)</a>				R/A	P		Sponsor prepares. LPPM reviews and submits to FIIPS coordinator. FIIPS coordinator requests authorization. LPPM approves and returns to sponsor.

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Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Project Sponsor	Other	Comments
<a href="#">Request to Award (SG12)</a>				A	P		Sponsor prepares and submits to LPPM with copies of affidavits of publication. LPPM reviews and approves. Funds encumbered.
<a href="#">Agreement for Construction - Local Force Account (DT2056)</a>				R	P	A	Sponsor prepares. LPPM reviews for completeness. Regional PDS Chief and DTSD BPD Director approve/sign.
<a href="#">Project Proposal Certificate (SG10)</a>				A	P		Sponsor prepares and submits with final PS&E.
<b>CONSTRUCTION</b>							
Erosion control plan				R	A	C	DNR concurrence and permitting as required.
<a href="#">Commitment to Subcontract to DBE (DT1506)</a>				R	P		Sponsor prepares and submits per guidelines in <i>Sponsor's Guide</i> Chapter 5.9.
<a href="#">Commitment to Subcontract to DBE Attachment (DT1506A)</a>				R	P		Sponsor prepares and submits per guidelines in <i>Sponsor's Guide</i> Chapter 5.9.
Curb Ramp Post Construction Report					P		Sponsor prepares report for each curb ramp constructed on the project that intersects with a state highway.
							Sponsor prepares report for each curb ramp constructed on the project that does not intersect with a state highway.
Partial/Conditional/Final Construction Acceptance Letters to Contractor					P/A		
LFA < \$5000	A			C			
LFA > \$5000	R			C		A	Approved by Contract Manager (CAU).
Contractor Pay Estimates					P/A		
Contract Modification Justification (CMJ) (SG15a)				A	P		Sponsor prepares. LPPM reviews and recommends approval or discusses alternatives.
Contract Modification Form (SG15b)				A	P		<a href="#">Follow Change Order approval authorities as outlined in CMM Section 242, Table 242-1.</a>
<a href="#">Reimbursement Request Form (DT1713)</a>				R/A	P		Sponsor prepares. LPPM or LPM reviews and approves.
<a href="#">Project Completion Certificate (SG13)</a>				A	P		Sponsor prepares and submits with final construction reimbursement request. LPPM reviews and approves.

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Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Project Sponsor	Other	Comments
<b>CONSULTANT CONTRACTS (when federal or state funds are used)</b>							
Design Consultant Solicitation				R	A		LPPM shall review RFPs prior to advertisement to ensure requirements are met.
<a href="#">Design Consultant Selection Approval (DT1515)</a>			R	R	P	A	DT1515 prepared by sponsor and submitted to LPPM. LPPM reviews and submits to Consultant Unit (CU) Supervisor. CU Supervisor reviews/submits to Central Office (CO) Consultant Services for approval.
Design Consultant Contract Negotiation		R	R	P	P		Sponsor leads negotiations with assistance from LPPM. PDS Supervisor/CU Supervisor review following regional process.
Design Consultant Contract Approval					A	A	CU Supervisor approval follows regional process for Director involvement/approval. DOT Contract Manager approves.
Design Contract Amendment < \$50,000			A	R	P/A		CU Supervisor approval follows regional process for Director involvement/approval.
Design Contract Amendment > \$50,000			R	R	P/A	A	CU Supervisor approval follows regional process for Director involvement/approval. DOT Contract Manager approves.
Construction Consultant Selection			R	R	P	A	Sponsor recommends consultant selection (unless LFA). CU Supervisor reviews/submits to CO Consultant Services for selection approval.
Construction Consultant Contract Negotiation					P/A		
Construction Contract Amendment < \$50,000					P/A		
Construction Contract Amendment > \$50,000					P/A		
Consultant Invoices					P/A		Consultant submits invoices to Sponsor for payment. Sponsor pays and requests reimbursement.

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