

# Wisconsin DOT Local Program Symposium Agenda

May 22, 2025

Statewide Webinar (9:00 AM - 2:30 PM)

9:00 - Welcoming Remarks (10 Minutes)

Presenter: WisDOT Secretary Kristina Boardman)

9:10 - [State/Federal Formula-Funded Local Programs](#) (30 Minutes)

Presenter: Merrill Mechler-Hickson

9:40 – [Local Program Delivery Oversight](#) (30 Minutes)

Presenters: Jodi Jarosinski and Alex Dums

10:10 – [Wisconsin Local Technical Assistance Program \(LTAP\)](#) - UW-Madison (10 Minutes) Presenter: Andi Bill

10:20 - [Online Platforms Overview and TAPWeb](#) (20 Minutes)

Presenters: Steph Mertens, William Arnold

## **Break 10:40 – 11:05 (25 Minutes)**

11:05 - [Bicycles/Pedestrians on Local Facilities](#) (20 Minutes)

Presenter: Chris Squires

11:25 - [Planning Program & Requirements at WisDOT](#) (15 Minutes)

Presenter: Colleen Hoesly and Sara Husen

11:40 - [Transportation Economic Assistance \(TEA\) Grants](#) (10 Minutes) Presenter: Roselynn Bittorf

11:50 – [Consultant Contracting](#) (10 Minutes)

Presenter: Mitch Patoka

## **Lunch 12:00 - 12:30**

12:30 - [Local Program Federal Funds](#) (15 Minutes)

Presenter: Tanya Iverson

12:45 – [Utility Coordination](#) (10 Minutes)

Presenters: Abby Williamson

12:55 – [Railroad Coordination](#) (10 Minutes)

Presenter: Kris Sommers

1:05 - [Real Estate](#) (10 Minutes)

Presenter: Megan Munden

1:15 – [Highway Safety Improvement \(HSIP\)](#) (15 Minutes)

Presenter: Matthew Gast

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## Break 1:30 - 1:45

1:45 - [Title VI Requirements](#) (10 Minutes)

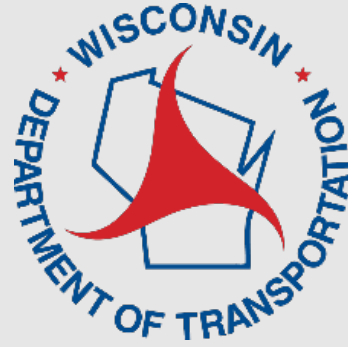
Presenter: Taqwanya Smith

1:55 - [Local Programs Forecasting](#) (10 Minutes)

Presenter: Kory Dercks

2:05 – [Local Program Environmental Process](#) (15 Minutes) Presenter: Jay Waldschmidt

## Q&A Session 2:20 - 2:30



# Statewide Local Program Symposium

May 22, 2025



# Opening Remarks

## Department of Transportation Secretary

**Kristina Boardman**





# Symposium Agenda

- 9:00 Welcoming Remarks (WisDOT Secretary Kristina Boardman)
- 9:10 Local Programs State & Federal Formula-Funded Programs (Merrill Mechler-Hickson)
- 9:40 Local Program Delivery Oversight (Jodi Jarosinski and Alex Dums)
- 10:10 Wisconsin Local Technical Assistance Program (LTAP) - UW-Madison (Andi Bill)
- 10:20 Online Platforms Overview and TAPWeb (Steph Mertens and William Arnold)

■ **Break 10:40 - 11:05**



# Symposium Agenda

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- 11:40 Transportation Economic Assistance (TEA) Grants (Roselynn Bittorf)
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# Symposium Agenda

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- 12:45 Utility Coordination (Abby Williamson)
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# Symposium Agenda

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- 1:55 Local Programs Forecasting (Kory Dercks)
- 2:05 Local Program Environmental Process (Jay Waldschmidt)
- **Q&A Session 2:20 - 2:30**

[DOTLocalPrograms@dot.wi.gov](mailto:DOTLocalPrograms@dot.wi.gov)







# Local Programs Overview

**Merrill Mechler-Hickson, LP&F Section Chief**

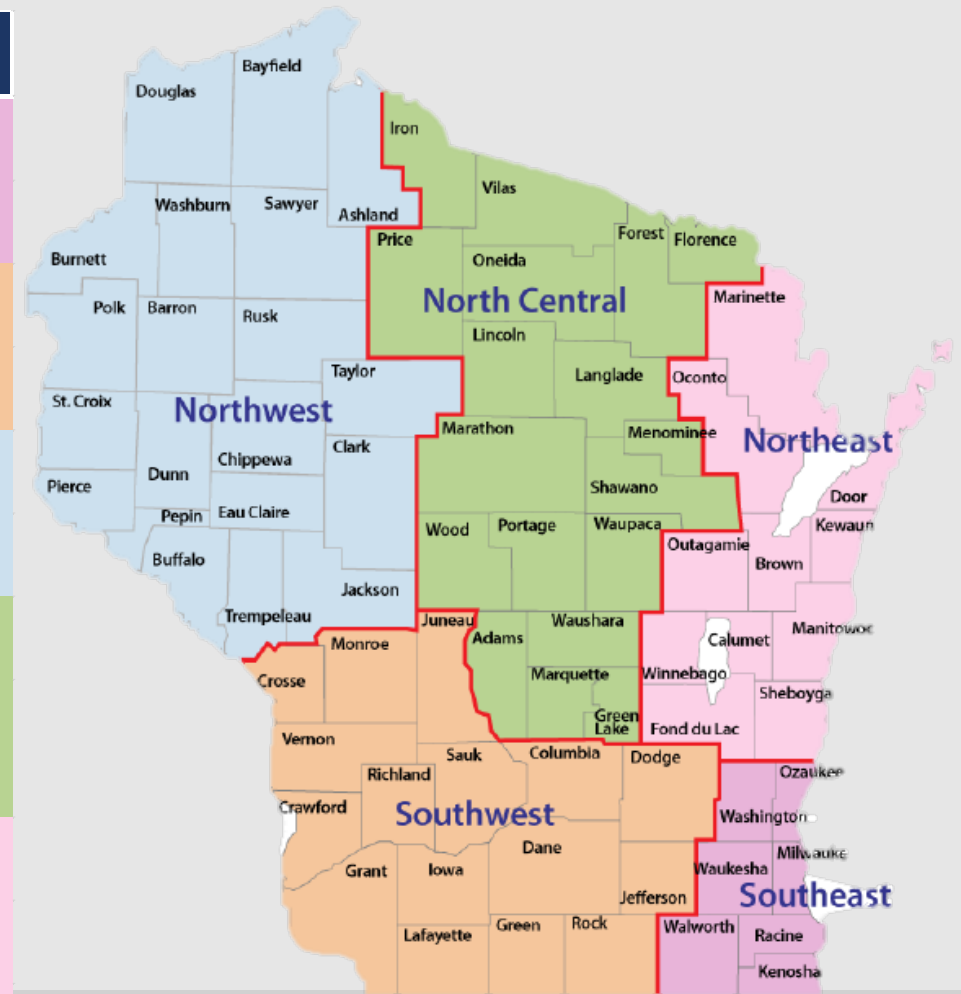
Local Program Symposium

**May 22, 2025**

<b>Merrill Mechler-Hickson</b> Program & Policy Chief, Local Programs & Finance	(608) 261-8977 <a href="mailto:merrill.mechlerhickson@dot.wi.gov">merrill.mechlerhickson@dot.wi.gov</a>
<b>Tim Olusegun</b> Policy Supervisor, Local Programs & Finance	(608) 266-0254 <a href="mailto:tim.olusegun@dot.wi.gov">tim.olusegun@dot.wi.gov</a>
<b>Todd Van Fossen</b> Program Officer	(608) 266-3589 <a href="mailto:todd.vanfossen1@dot.wi.gov">todd.vanfossen1@dot.wi.gov</a>
<b>Kelly Curtiss</b> Financial Lead	(608) 264-9526 <a href="mailto:kellya.curtiss@dot.wi.gov">kellya.curtiss@dot.wi.gov</a>
<b>Penny Yanke - ARIP</b> Contracts Specialist	(608)-267-0261 <a href="mailto:pennym.yanke@dot.wi.gov">pennym.yanke@dot.wi.gov</a>
<b>Hillary Pelton– ARIP</b> Agricultural Roads Improvement Program Manager	(608) 261-4443 <a href="mailto:hillary.pelton@dot.wi.gov">hillary.pelton@dot.wi.gov</a>
<b>Dani Fields – LRIP</b> Contracts Specialist	(608) 261-4481 <a href="mailto:dani.fields@dot.wi.gov">dani.fields@dot.wi.gov</a>
<b>John Moe – LRIP</b> Local Roads Improvement Program Manager	(608) 267-0404 <a href="mailto:johnx.moe@dot.wi.gov">johnx.moe@dot.wi.gov</a>
<b>Steph Mertens – TAP and CMAQ</b> Transportation Alternatives, Congestion Mitigation Air Quality Program Manager	(608) 266-9507 <a href="mailto:stephanie.mertens@dot.wi.gov">stephanie.mertens@dot.wi.gov</a>
<b>Megan Feeley - GTA</b> General Transportation Aids Program Manager	(608) 267-7261 <a href="mailto:megan.feeley1@dot.wi.gov">megan.feeley1@dot.wi.gov</a>
<b>Ryan Whitehead – IJJA</b> Infrastructure Investment and Jobs Act Program Manager	(608) 266-7269 <a href="mailto:ryanm.whitehead@dot.wi.gov">ryanm.whitehead@dot.wi.gov</a>
<b>Isabella Schultze – STP and Local Bridge</b> Surface Transportation, Local Bridge Program Manager	(608) 267-6843 <a href="mailto:isabella.schultze@dot.wi.gov">isabella.schultze@dot.wi.gov</a>

# Regional Local Programs Contacts

Region	Contact	Contact Information
Southeast (SE)	Tyler Beinlich	(262) 548-5856 tyler.beinlich@dot.wi.gov
Southwest (SW)	Brandi Workman	(608) 785-9047 brandi.workman@dot.wi.gov
Northwest (NW)	Chuck Hubbard	(715) 833-9809 charles.hubbard@dot.wi.gov
North Central (NC)	Evan Maves	(715) 365-5778 evan.maves@dot.wi.gov
Northeast (NE)	Kelsey Lorenz	(920) 492-0142 kelsey.lorenz@dot.wi.gov
	Alex Dums	(920) 492-5707 alex.dums@dot.wi.gov



# WisDOT Local Programs

## Federally funded vs. State funded

### Federally Funded:

- Surface Transportation Block Grant (STBG)
  - Surface Transportation Program (STP)
- Carbon Reduction Program (CRP)
- Transportation Alternatives Program (TAP)
- Congestion Mitigation & Air Quality (CMAQ)

### State Funded:

- General Transportation Aids (GTA)
- Local Roads Improvement Program (LRIP)
- Agricultural Roads Improvement Program (ARIP)

### Federal/State Dual Funded:

Local Bridge Improvement Assistance Program





# Investing in Local Governments

## Local Road and Bridge Programs

- Projected spending on local projects, FY 2020 - 2026
  - \$1.65 billion
  - More than double



# Local Assistance Programs Webpage

<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms>

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## Local assistance programs

### Assistance programs

[Bipartisan Infrastructure Law funding](#)

[Road and bridge](#)

[Transit](#)

[Other aid](#)

### Road and bridge assistance programs

These programs assist local governments with needed improvements to local roads, highways and bridges.

### Transit assistance programs

Transit programs can assist local governments and transit systems with operating and/or capital expenses to support public transportation services, such as buses, vans and shared-ride taxi systems.

### Other aid

These programs provide financial assistance to local governments, along with other public and private entities, to make a variety of improvements to highways, airports, harbors, bike, rail and pedestrian facilities.

#### Related information:

- **New** [Local Let Bids for Local Programs](#)
- [Project Readiness for Fiscal Year \(FFY\) Federal Redistribution](#)
- [2023 WisDOT Statewide Local Program Symposium](#)
- [Wisconsin Information System for Local Roads \(WISLR\)](#)
- [Bipartisan Infrastructure Law \(BIL\) - Previous Solicitations](#)



# Local Programs & Finance

- Administer federal and state-funded road, bridge, multimodal, and transportation aids programs
- Accommodate local transportation needs and priorities
- Respond to legislative initiatives and mandates
- Develop fiscal mechanisms to ensure maximum allocation of funds on the local transportation system
- Develop program policy, program applications and state/municipal agreements (SMAs)



# Local Programs & Finance: State Aid Programs

- Administration & disbursement of \$562.4 million in SFY25 in state transportation aids to local units of government:
  - General Transportation Aids
  - Special Transportation Aids:
    - Connecting Highways Aids
    - County Forest Road Aids
    - Expressway Policing Aids
    - Lift Bridge Aids
    - Disaster Damage Aids

➤ 1,922





# Local Programs & Finance

- Local Roads Improvement Program (LRIP)
- Surface Transportation Program (STP)
- Local Bridge Improvement Assistance Program
- Transportation Alternatives Program (TAP)
- Congestion Mitigation and Air Quality (CMAQ)
- Carbon Reduction Program (CRP)
- Agricultural Roads Improvement Program (ARIP)

❖ Local Programs Webpage Link - <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/default.aspx>



# Local Roads Improvement Program

- LRIP is governed by §86.31 Wis Stats., Trans 206
- LRIP is designed to address:
  - Seriously deteriorating roads under local jurisdiction
- It is an improvement program, not for maintenance or new construction
  - Project design life: at least 10 years
  - Projects must be built to appropriate standards
    - Towns: Trans 204
    - Cities & Villages: FDM 11-20-01
    - Counties: Trans 205

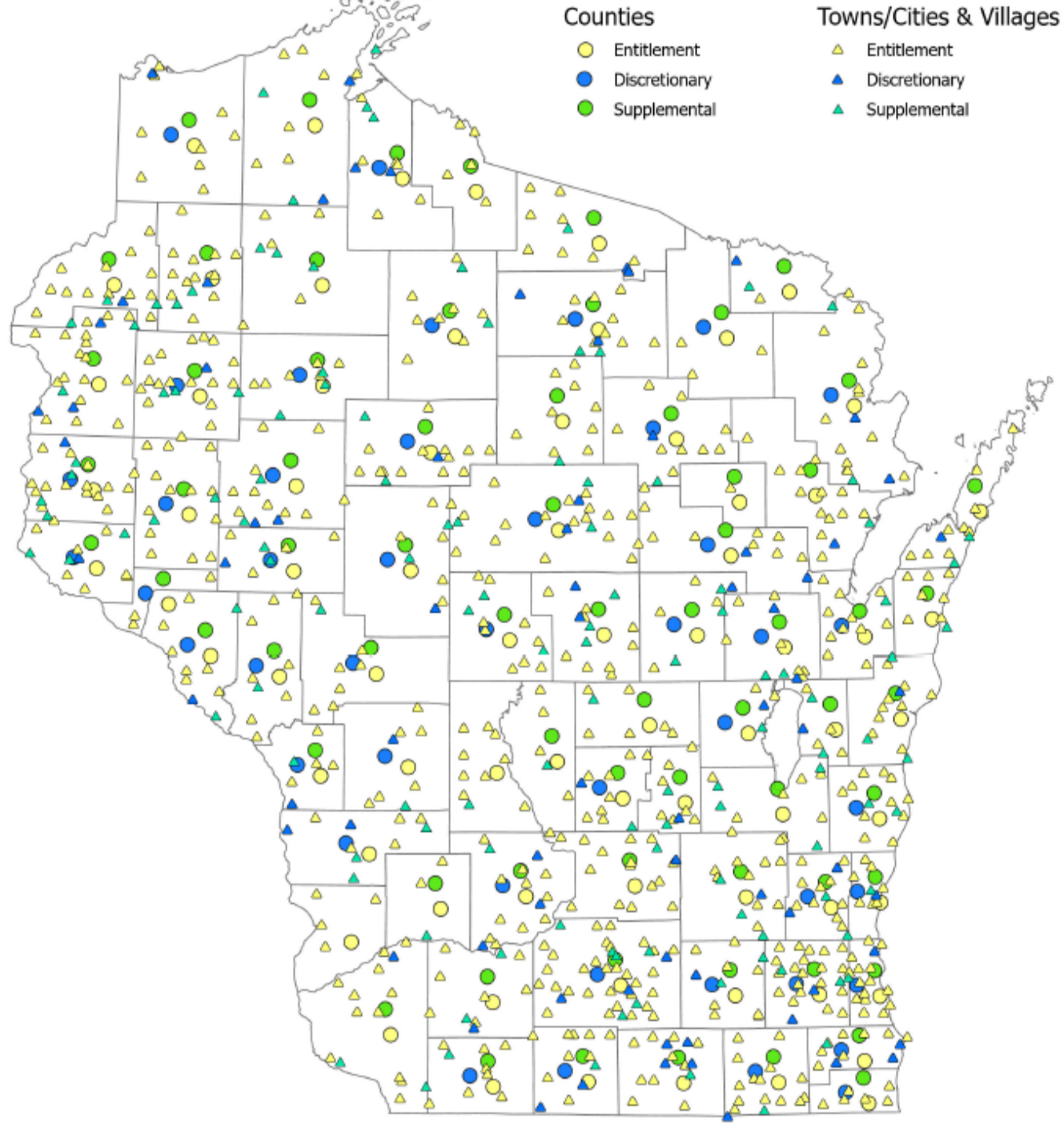


# Local Roads Improvement Program

- LRIP is a reimbursement program
  - LRIP-Entitlement and LRIP-Discretionary program components allow for reimbursement up to 50% of eligible costs
  - LRIP-Supplemental program component allows for reimbursement up to 90% of eligible costs
  - Project must be completed and contractor(s) paid before reimbursement
- LRIPWeb
  - Web-based program management system
  - One-time registration into TAS and LRIPWeb: <http://tas.wisconsindot.gov>
  - Core hub for LRIP project management – new project applications, project changes and reimbursement requests



# 2024-25 LRIP Projects





# Agricultural Roads Improvement Program (ARIP) – General Overview

- The Agricultural Roads Improvement Program (ARIP) was a one-time SEG funded grant appropriation in the 2023-2025 biennium.
  - \$150 million to reimburse local governments to improve deteriorating Class B and weight-restricted roads that restrict the ability of producers to transport full loads of agricultural goods, including forest products.
  - ARIP may be funded at up to a 90% state cost share.
  - From the date of legislation, program must award within 3 years and reimburse within 5 years.



# Potential Future ARIP Solicitations

- One time funding for ARIP was previously provided in the 2023-2025 Wisconsin Biennial Budget.
- Any reappearance of ARIP in future years will be dependent on the inclusion of funding in future state budgets.



# 2024-25 ARIP Projects



## Agricultural Roads Improvement Program (ARIP)

### ARIP Cycle 2 Awards

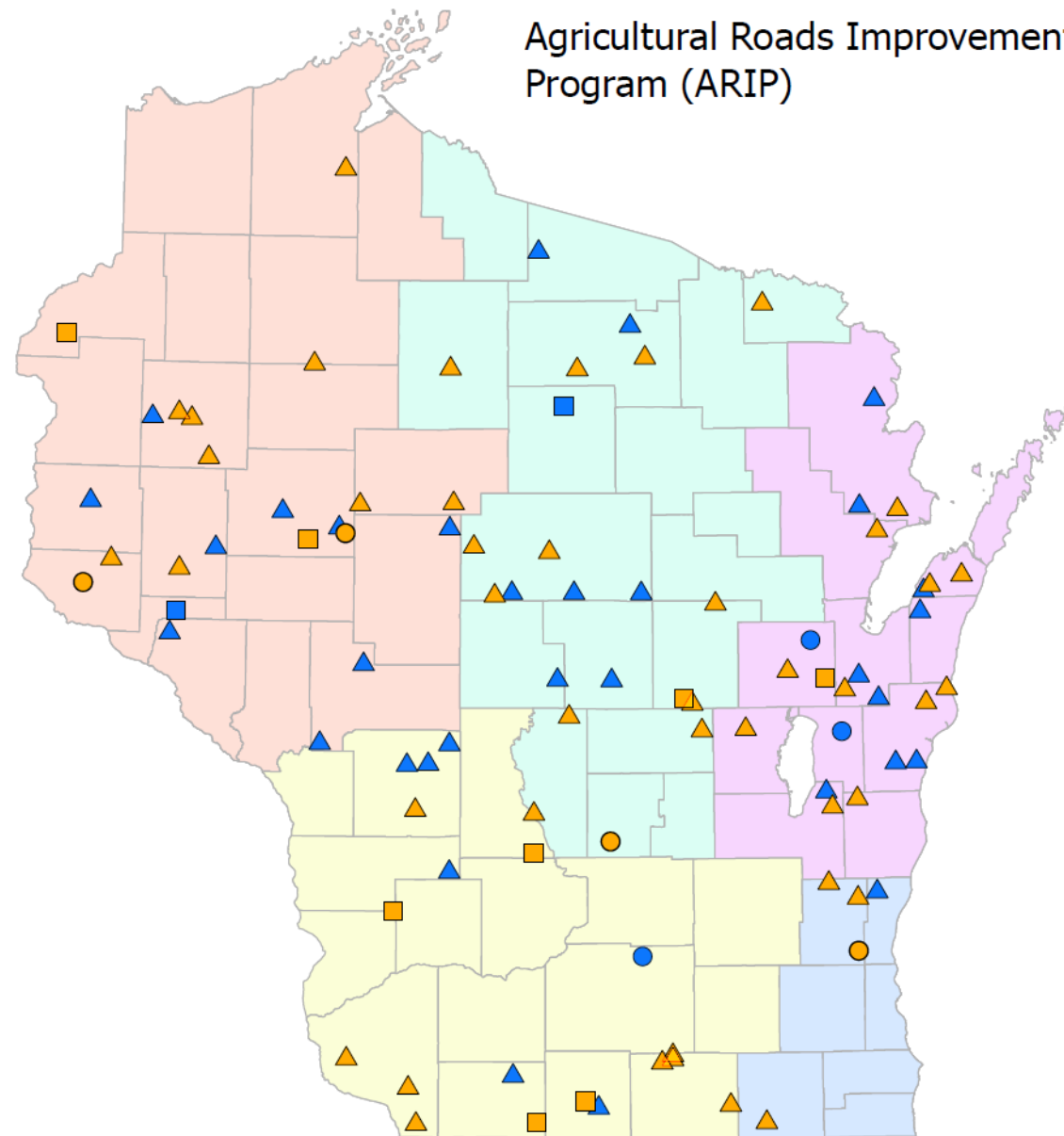
- County
- Town
- City & Village

### ARIP Cycle 1 Awards

- County
- Town
- City & Village

### WisDOT Region

- NC
- NE
- NW
- SE
- SW



# Surface Transportation Program (STP) – General Overview

- Provides federal funding for up to 80% of the cost of local road or bridge improvements
- Eligible Roads
  - Functional classification of Major/Rural Collector or higher (STP-Urban, STP-Rural)
  - Functional classification of Minor Collector or Local Road (STP-Local)
  - Connecting highways are not eligible
- STP funding suballocations are based on population groups
- In urbanized areas, Metropolitan Planning Organizations (MPOs) select projects



# Surface Transportation Program (STP) Local

- Provides federal funding for up to 80% of the cost of local road improvements
- Eligible Roads
  - Functional classification of Minor Collector or Local Road
  - Outside of urbanized area (less than 50,000 population)
  - Connecting highways are not eligible
  - Appears on STP-Local Eligible Roads Map
- All STP-Local projects are State let and require State oversight
- Projects are selected by statewide discretionary committee



# Roadway Functional Classification: STP Eligibility

Roadway Functional Classifications		
Arterial	Principal	Interstate
		Expressway
		Other Principal
	Minor Arterial	
Collector	Major Collector	
	Minor Collector	
Local Roads		

STP-Urban  
& STP-Rural

STP-Local

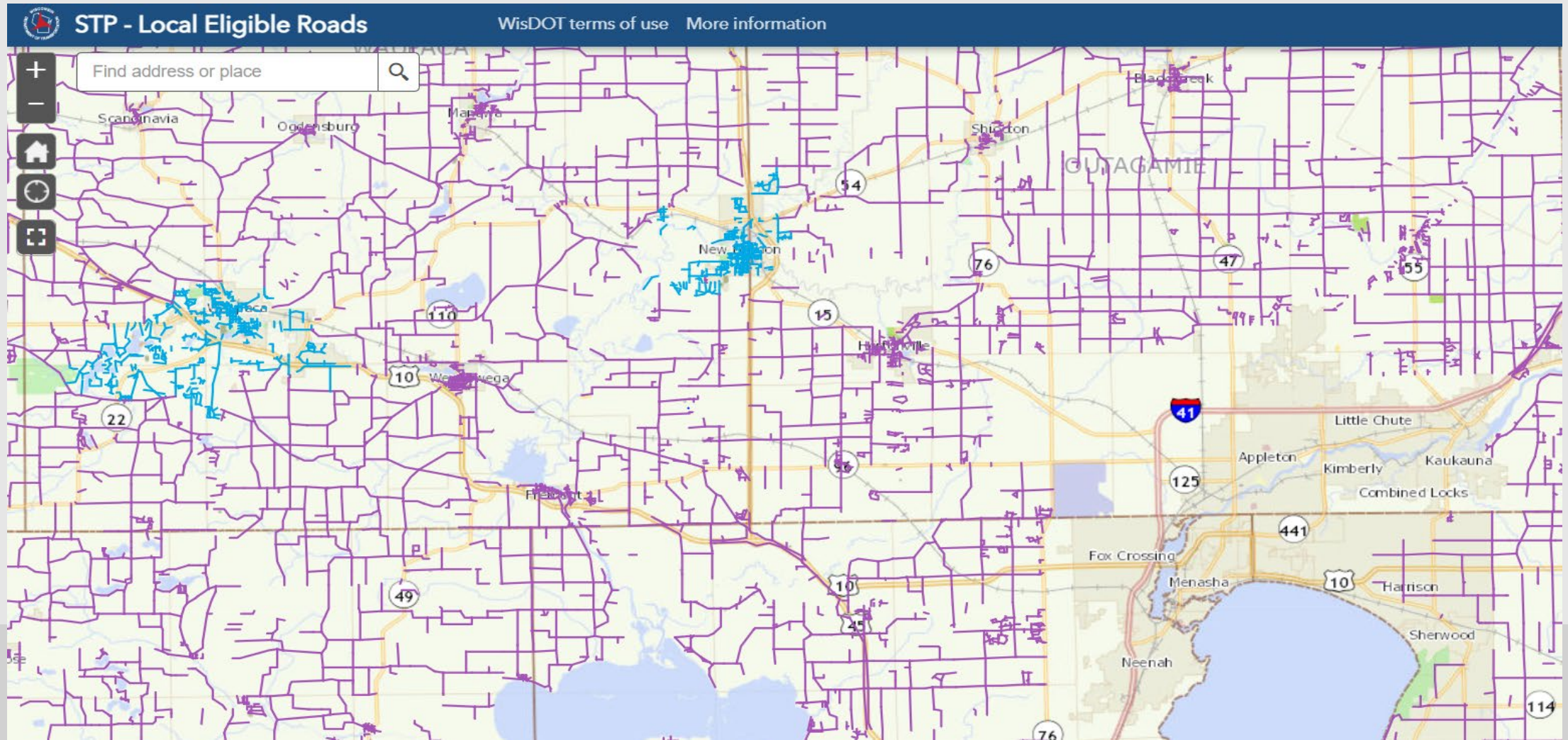
Visit [Wisconsindot.gov](https://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx) – <https://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>





# STP-Local Map

- <https://wisdot.maps.arcgis.com/apps/webappviewer/index.html?id=0c12fe578f204941b3b677b118598005>



# Local Bridge Improvement Assistance Program – General Overview

- Dual State and Federally funded program
- Completely new structure construction or structure removal without replacement are not eligible for funding
- County Highway Commissioner (CHC) submits a prioritized list to WisDOT and verifies eligibility
  - Per statute, projects selected through statewide rating and ranking process based on entitlement balance and estimated cost
  - The process happens in the Local Entitlement System (LES)
- All Local Bridge projects are State let and require State oversight



# Transportation Alternatives Program (TAP)

- Federally funded reimbursement program, generally 80/20 cost-share
- Competitive Selection Process (Statewide or Transportation Management Area)
- Emphasis on generating and enhancing utilitarian, non-motorized trips
- Eligible activities
  - Non-Infrastructure
    - Planning Studies
    - Safe Routes to School programming
  - Infrastructure
    - Design & Construction projects
    - Construction-only projects
- Eligible entities:
  - Local Governments
  - Transit Agencies
  - Tribal Governments
  - School Districts
  - Non-Profits



# Transportation Alternatives Program (TAP)

- Commencement Rule
  - **Wis. Stats. § 85.021(2)(b)**
  - Commencement varies based on activity
- Metropolitan Planning Organizations (MPOs) in areas with populations over 200,000 receive a funding suballocation and select their own projects





# Safe Transportation Alternatives for Rural Schools (STARS)

- Rural communities/schools have great need for the benefits of SRTS
  - Long distances, high speeds, few sidewalks, highways bisecting towns, school staff serving multiple roles
- Limited historic rural participation in SRTS-related activities due to:
  - Local staff and other resource limitation
  - Financial constraints
- STARS addresses these issues by:
  - Reducing minimum project cost requirements
  - Creating additional SRTS support through stakeholder partnership for application/project administration and coordination



# Congestion Mitigation & Air Quality (CMAQ)

- Federally funded program
  - 10 Eligible Wisconsin Counties
- Each CMAQ cycle is four years with a new cycle every two years (odd calendar years)
- Technical assessment
  - Project selection based on emission reduction benefits



# Congestion Mitigation and Air Quality (CMAQ)

- Non-Attainment or Maintenance Areas
  - Milwaukee, Racine, Kenosha, Waukesha, Washington, Ozaukee, Walworth, Sheboygan, Manitowoc, Kewaunee and Door
- Purpose: Reduce emissions related to traffic congestion, improve vehicle and fuel technologies, reduce overall number of motorized vehicle trips & miles traveled
- Project Examples: Transit vehicles, traffic control technologies, bicycle/pedestrian facilities





# Carbon Reduction Program (CRP)

- Program is designed to reduce pollution by addressing projects that reduce emissions from on-road sources
- WisDOT is currently examining potential opportunities to fund additional Carbon Reduction Program projects
  - Additional information will be communicated to potential CRP project sponsors



# Local Programs & Finance

- Program Cycle Structure

- STP & Local Bridge: 4–5-year cycles
  - Program cycles begin every two years
- Similar program cycles for TAP and CMAQ
- CRP: contingent on available future funding levels
- LRIP: New 2-year program cycle with each new state biennium budget
- ARIP: Contingent on the inclusion of program funding in the 2025-2027 state budget



# Local Programs & Finance

- Each program cycle is meant to add an additional two fiscal years of funding for new projects, however:
  - Projects that are delayed or scheduled in years of cycle overlap reduce the funding available for new projects
- Consistent and on-time delivery of projects ensures that maximum program funding is utilized for local projects



# Local Programs & Finance

## Upcoming Program Solicitations

- Surface Transportation Program (STP) & Local Bridge
  - Program Cycle: 2026-2031
  - **Tentative** Solicitation Release: 6/6/2025
  - **Tentative** Solicitation Deadline: 10/31/2025
- Transportation Alternatives Program (TAP)
  - Program Cycle: 2026-2030
  - **Tentative** Solicitation Release: 6/6/2025
  - **Tentative** Solicitation Deadline: 10/31/2025
- Congestion Mitigation & Air Quality (CMAQ)
  - Program Cycle: 2026-2030
  - **Tentative** Solicitation Release: 6/6/2025
  - **Tentative** Solicitation Deadline: 9/30/2025
- Local Roads Improvement Program (LRIP)
  - 2026-27 Biennial Program Cycle
  - **Tentative** Solicitation Release: September 2025
  - **Statutory** Solicitation Deadline: 1/15/2026



# Change Management

- Mechanism to manage WisDOT Program budgets and schedules
- Change Management requests submitted by WisDOT Region staff to WisDOT Central Office
- Change Management Request types:
  - Project Funding Increases
  - Project Sunset Extensions
  - Project Schedule Changes
  - Project Drops/Substitutions



# Additional Resources

- **ADA Resources:**

- <https://highways.dot.gov/civil-rights/programs/ada/resources>

- **FHWA Transportation Alternatives Guidance:**

- [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/)

- **US Code, Title 23 – Highways:**

- <https://www.govinfo.gov/content/pkg/USCODE-2023-title23/pdf/USCODE-2023-title23.pdf>

- **WisDNR Recreational Trails Program:**

- <http://dnr.wi.gov/Aid/RTP.html>

- **WisDOT Facilities Development Manual (FDM):**

- <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx>



# Additional Resources (Cont.)

- **WisDOT Bicycle Facility Design Handbook:**
  - <http://wisconsindot.gov/Documents/projects/multimodal/bike/facility.pdf>
- **WisDOT Bicycle Planning Guide for MPOs & Communities:**
  - <http://wisconsindot.gov/Documents/projects/multimodal/bike/guidance.pdf>
- **WisDOT Guide to Pedestrian Best Practices:**
  - <http://wisconsindot.gov/Documents/projects/multimodal/ped/guide-chap5.pdf>
- **WisDOT Rural Bicycle Planning Guide:**
  - <https://wisconsindot.gov/Documents/projects/multimodal/bike/rural-guide.pdf>
- **WisDOT Certification and Manual for Non-Traditional Transportation Project Implementation:**
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx>





# Thank You!

## WisDOT LP&F Staff Contacts

Merrill Mechler-Hickson  
LP&F Section Chief  
Local Programs & Finance  
(608) 261-8977  
[merrill.mechlerhickson@dot.wi.gov](mailto:merrill.mechlerhickson@dot.wi.gov)

Tim Olusegun  
Program and Policy Supervisor  
Local Programs & Finance  
(608) 266-0254  
[tim.olusegun@dot.wi.gov](mailto:tim.olusegun@dot.wi.gov)

### WisDOT Local Programs: Assistance Programs Website

<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/default.aspx>





# Local Programs - Project Oversight & Development

**Alex Dums, P.E.**  
Local Program Manager  
NE Region

**Jodi Jarosinski, P.E.**  
Statewide Local Program  
Project Manager

**Statewide Local Program Symposium**  
**May 22, 2025**



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- TAS
- Traffic operations
- TVRP
- WISLR

to the

## Wisconsin Department of Transportation

Wisconsin Department of Transportation (WisDOT) is dedicated to transportation solutions through innovation and exceptional service. Take a moment to explore our website and see how we strive each day to provide leadership in the development and operation of a safe and efficient transportation system for the people of Wisconsin.

# 2026-2031 Cycle Emphasis

- Schedule and Estimate
- Change management for additional funding during project design phase is not guaranteed.
  - All cost increases after project approval MUST go through WisDOT Change Management (CM) process, which the LPA is responsible for submitting for approval by WisDOT.
  - Account for contingencies and inflation in initial project estimate.
  - Verify quantities and unit prices are reasonable and that all significant bid items are accounted for.



# 2026-2031 Cycle Emphasis

- New Project Schedule tool is available for local sponsors
  - Tool assists in creating realistic project schedule.
  - Accounts for various project design complexity factors that all require time to process.
  - Can be found on WisDOT website by searching “Local Program Scheduling Tool”



# Local Program Stakeholders

- Federal Highway Administration (FHWA)
- WisDOT
- Local Public Agency (LPA)
- Design Firm





# Local Program Roles and Responsibilities

## FHWA

- Federal Funding - majority of funding
- Direct oversight delegated to WisDOT
- Retains some direct oversight responsibilities
- Provides oversight of WisDOT's administration



# Local Program Roles and Responsibilities

## WisDOT

- Awarding and approving Local Program projects
- Review and approval/denial of Change Management requests
- Limited oversight of design and construction projects
- Facilities Development Manual (FDM) and environmental guidance
- cursory review of products produced by the Sponsor/designer
- Real-Estate process & acquisition
- Tracking progress of scheduled projects – oversight of LET projects
- **NOT** responsible for Quality Control of these products



# Local Program Roles and Responsibilities

## Sponsor/Local Public Agency

- “Owns” project
- Takes lead with scoping & design
- Hires design consultant
- Leads public involvement process
- Responsible for adhering to Local Program and WisDOT FDM procedures & processes
- Quality Control reviews
- Real Estate, Utilities, and Railroad clearance



# Local Program Roles and Responsibilities

## Design Firm

- Contracted by the sponsor
- WisDOT eligible firm
- Reports to sponsor regularly – when issues arise
- Knowledgeable of WisDOT policies & procedures
- Responsible for plan quality – Is it biddable & buildable?



# Delegation Of Approval Authority

## Local Program Document Approval Matrix

May-24

P=Prepare

A=Approve

C=Concur

R=Review (provide comment and recommend approval)

For LPA approval, an LPA employee must provide signature

All documents shall be submitted to WisDOT for project file

Designations supersede WisDOT manuals



Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Local Public Agency	Other	Comments
<b>DESIGN</b>							
State Municipal Agreement (SMA)					A	P/A	Region system planning operations (SPO) prepares SMA LPA signs Authorized WisDOT representative approves.
Change Management request				R	P	A	LPA prepares. Region LPM or LPPM review/sign LPM submits CM to DTIM approval
Safety Certification Document (SCD)						A	See FDM 11-38-1.3.1.2.
<a href="#">Tribal Historic Preservation Office (THPO) Notification</a>				R	P		LPPM emails the project notification to the THPO, copying the Regional Tribal Liaison.
<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>
<a href="#">Delegated DNR Design Concurrence template</a>				A	P	R	Region Environmental Coordinator (REC) reviews/certifies for approval. LPPM provides signature approval. If the DDDC does not apply, refer to Line 12.
<a href="#">DNR Project Coordination Request for Roadway and Transit Projects template</a>				R	P	R	REC and LPPM review LPA submits to DNR

# Metropolitan Planning Organizations (MPOs)

- MPOs and Regional Planning Commissions (RPCs) which are Urbanized / Urban areas Federal determined by population density
- Wisconsin has 14 urbanized areas which receive an annual allocation of STP-Urban funding based on funds available as approved by State Biennial budget
- MPOs approve their own projects within their areas when program funds are allocated by WisDOT. Funds need to be **programmed** during each program cycle – cannot be reserved for cost increases or carried over to the next cycle
- These 14 areas are designated by population – (4) Transportation Management Areas (TMAs) - population 200K or greater and (10) population 50K–200K



# MPOs Continued & Small Urban Areas

- MPOs are given annual allocations of federal funding in the STP-Urban program and decide how to distribute those dollars each year for projects.
- Urban Areas between 5K – 50K population, and rural areas – receive funding based on population & eligible centerline mileage, but do not approve their projects –these projects are approved using a statewide formula for ranking projects. These projects are eligible for additional funds through CM.
- STP-Local projects are discretionarily awarded by a committee and are ineligible for CM.





# SMA & Authorization

- State-Municipal Agreement (SMA)
  - Confidential agreement between State and Local
  - Agreement on scope and fund estimate for project
  - Funding limit unless local requests Change Management
- Authorization
  - Authorization = Project ID able to incur costs
  - Designer can already be selected
    - Cannot begin work until project authorization and contract signed



# Local Program Scheduling Tool

[Wisconsin Department of Transportation Local Program Project Scheduling Tool](#)

LPA Project Design Schedule Tool						
2	Sponsor		Environment Complexity Checklist		Yes	No
3	County		Real Estate > 0.5 acres		<input type="checkbox"/>	<input type="checkbox"/>
4	Roadway/ Structure ID		Curb Ramps in Project Limits		<input type="checkbox"/>	<input type="checkbox"/>
5	Project Limits		Roadway/ Structure Widening		<input type="checkbox"/>	<input type="checkbox"/>
5	Project Length		Project to Impact Public Land		<input type="checkbox"/>	<input type="checkbox"/>
7	AADT Traffic Count/ Count Year		Excavation Deeper than 2ft		<input type="checkbox"/>	<input type="checkbox"/>
8	Program Cycle (Start/ End Year)		Historical Property in Limits		<input type="checkbox"/>	<input type="checkbox"/>
9	Project Type	Bridge Replacement	Archaeological Site in Limits		<input type="checkbox"/>	<input type="checkbox"/>
0	Design Funding (Estimated Cost)	Yes under \$200k	Project to Impact Floodplain		<input type="checkbox"/>	<input type="checkbox"/>
1	Real Estate	None	Hazardous Material Open Site		<input type="checkbox"/>	<input type="checkbox"/>
2	Railroad	None within 1000 ft	Endangered Species Mitigation		<input type="checkbox"/>	<input type="checkbox"/>
3	Utility Timeline	Bridge Replacement	Wetland or Waterway Impacts		<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental Complexity	Low	Public Concerns with Project		<input type="checkbox"/>	<input type="checkbox"/>
5	Minimum Project Timeline	14 Months	Other Project Concerns		<input type="checkbox"/>	<input type="checkbox"/>
6						
7	Recommended Schedule	Deadline	Schedule Feasibility Check (Do not use.)			
8	SMA & Authorization Approved	12/1/2024	SMA & Authorization Approved		6/14/2025	
9	Consultant Selection (DT1515)	1/1/2025	Consultant Selection (DT1515)		7/14/2025	
10	Design Contract Authorized	3/1/2025	Design Contract Authorized		9/14/2025	
11	Environmental Document Signed	7/1/2025	Environmental Document Signed		1/14/2026	
12	Design Study Report Signed	9/1/2025	Design Study Report Signed		3/14/2026	
13	Plat Recorded/ Real Estate Start	N/A	Plat Recorded/ Real Estate Start		N/A	
14	PSE	11/1/2025	Earliest PSE		5/14/2026	
15	Recommended Letting	2/1/2026	Earliest Letting		8/14/2026	
16	Construction Year	2026				



# Project Authorization and Design Contract Approval

- Project Authorization happens after SMA is signed.
- 3-party Design Contracts (State, LPA & Consultant) cannot be approved prior to project authorization.
  - Contract scoping meeting
  - Contract negotiation
  - Approvals are needed by consultant, region, central office and LPA
- Design work cannot start until a consultant is under contract



# Environmental Document

- Environmental Document
  - Archeological sites
  - Historic sites
  - Hazardous material sites & necessary remediation
  - Culturally sensitive sites
  - State and federal endangered habitats
  - 4f and 6f lands
  - Public Involvement
  - And much more!

Design cannot proceed without an approved environmental document.

Document needs to be amended if design changes occur after document approval.



# Design Study Report (DSR)

- Design Study Report
  - Document that captures the decision making of the project
  - Captures exceptions
    - American Disability Act (ADA)
    - Bike/Pedestrians
    - Design Standards
    - Policies

Plat cannot be recorded prior to an approved DSR.



# Plat & Real Estate

- Plat
  - Plat review and recording is the responsibility of the LPA and designer.
    - Order title work when impacts are known
    - WisDOT is not responsible for Plat preparation, reviews and approvals
- Real Estate
  - Hiring/ consultant contracting
  - Research for offering prices
  - Negotiations
  - Closing Procedures
  - Plan for 12 months to complete real estate process



# PS&E & Letting Dates

PSE Due	Letting Date
Nov. 1, 2025	February 10, 2026
	March 10, 2026
	April 14, 2026
Feb. 1, 2026	May 12, 2026
	June 9, 2026
	July 14, 2026
May 1, 2026	August 11,2026
	September 15, 2026
	October 13, 2026
Aug. 1, 2026	November 10, 2026
	December 8, 2026
	January 12, 2027





# Estimating Construction Costs

## WisDOT Tools:

- [Wisconsin Department of Transportation Local project tools](#)
- There are historic bridge costs from the Bureau of Structures.
- There are templates to help create bridge and roadway estimates.
- [Wisconsin Department of Transportation Estimate development](#)
  - Statewide estimating website with historic bid data, recent trends,
  - [Wisconsin Department of Transportation Estimating tools](#)  
Similar project tools, Asphalt Price Map, mobilization

Do not forget about Construction Administrative Cost. They can increase the projects overall cost 10-20%.



# Estimate Design Costs

- Work with the Regional Local Program Manager to help in estimating design costs for the project at the time of application.
- [Local Program Contacts](#)

LOCAL PROGRAM PROJECT DELIVERY CONTACTS				
SW REGION	SE REGION	NE REGION	NC REGION	NW REGION
PLANNING SUPERVISORS				
<a href="#"><u>Arthur Sommerfield</u></a> (608) 785-9952	<a href="#"><u>Hans Higdon</u></a> (262) 548-5924	<a href="#"><u>Jeanette Nelson</u></a> (920) 492-5986	<a href="#"><u>Jordan Kelbley</u></a> (715) 421-8041	<a href="#"><u>Bob Heldt</u></a> (715) 836-2857
LOCAL PROGRAM MANAGERS				
<a href="#"><u>Rob Winterton</u></a> (608) 789-7879	<a href="#"><u>Tyler Beinlich</u></a> (262) 548-5856	<a href="#"><u>Alex Dums</u></a> (920) 492-5707	<a href="#"><u>Evan Maves</u></a> (715) 365-5778	<a href="#"><u>Randy Kirk</u></a> (715) 392-7860
<a href="#"><u>Brandi Workman</u></a> (608) 785-9047		<a href="#"><u>Kelsey Lorenz</u></a> (920) 492-0142		<a href="#"><u>Chuck Hubbard</u></a> (715) 833-9809

# Thank You!

**Alex Dums, P.E.**  
Local Program Manager  
NE Region  
[Alex.Dums@dot.wi.gov](mailto:Alex.Dums@dot.wi.gov)

**Jodi Jarosinski, P.E.**  
Statewide Local Program  
Project Manager  
[Jodi.Jarosinski@dot.wi.gov](mailto:Jodi.Jarosinski@dot.wi.gov)





# Local Technical Assistance Program Overview

## Wisconsin DOT Local Program Symposium

Andi Bill





## About LTAP



One of 51 Local Technical Assistance Program (LTAP) centers nationwide (one in every state & Puerto Rico).



Federal Highway Administration created the LTAP program in 1982 to provide local agencies with information and training programs to address the maintenance of local roadways and bridges.



TIC/WI LTAP was founded in 1983



# About LTAP

- LTAP serves over 1900 units of local government in Wisconsin
  - Counties
  - Cities
  - Villages
  - Towns





# LTAP Training



Training for local street and highway agencies on topics including: Highway Safety, Work Zone and Flagger Safety, PASER Pavement Condition Rating, Pavement Maintenance and Winter Road Maintenance.



We also offer on-site training (upon request) to local government agency groups in Wisconsin.



# LTAP Certificate Programs



## Public Works PWSA and PWMI Certificates

Sign-up Today!  
for the Public Works PWSA and PWMI  
Certificates

Contact Us

### Develop Leadership Skills

Are you a public works employee or municipal engineer who recently transitioned into a supervisory role? Are you a public works supervisor who wants to increase your knowledge and sharpen your supervisory skills? Become a more effective public works professional. Attend UW-Madison's Public Works courses and earn your Public Works Supervisory Academy (PWSA) Certificate and Public Works Management Institute (PWMI) Certificate.

The Public Works PWSA and PWMI Certificates offer comprehensive training in public works supervision and management. The certificate courses are practical, taught by experienced instructors, and provide an opportunity to network and learn from other public works supervisors, managers, and instructors.

PWSA: Complete 9 courses  
(54 classroom hours)



PWMI: Complete 14 courses  
(90 classroom hours)

Average completion: two years.

Initial Cost: \$100 to sign up and receive two textbooks that will be referenced during your courses.

Final Cost:  
PWSA: \$1,705  
PWMI: \$2,555

No academic experience is required to enroll.



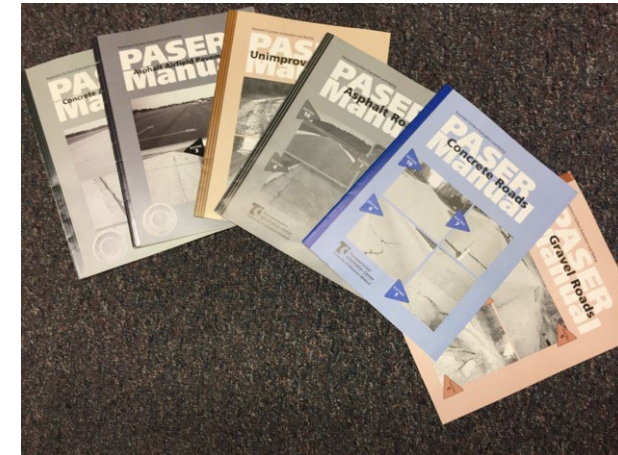
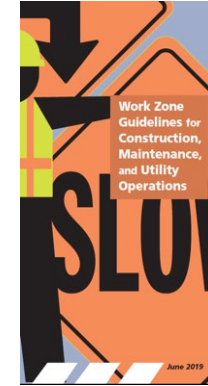
## LTAP Certificate Programs

- LTAP offers the Public Works Supervisory Academy (PWSA) and Public Works Management Institute (PWMI) certificate programs in cooperation with the Wisconsin Chapter American Public Works Association (APWA)
- PWSA – Nine one-day training courses (54 hours)
- PWMI - Builds on the PWSA with five additional one and two day courses (36 additional hours)
- PWMI is an approved program in the national APWA Institutes Program



## LTAP Publications

- Work Zone Guidelines for Construction, Maintenance, & Utility Operations
- Flagger's Handbook
- PASER (Pavement Surface Evaluation & Rating) manuals for Asphalt, Concrete, Sealcoat, Gravel, Brick & Block Pavements and Unimproved Roads
- Wisconsin Transportation Bulletin Series



# PASER & WISLR

A WisDOT & LTAP Partnership



Pavement ratings due by December 15th

Wisconsin Department of Transportation

## Wisconsin Information System for Local Roads

application: [home](#) | [main menu](#) | [route name discrepancy](#) | [log-off](#) | [manual and publications](#) | [On/At training quiz](#)

Select County/Municipality

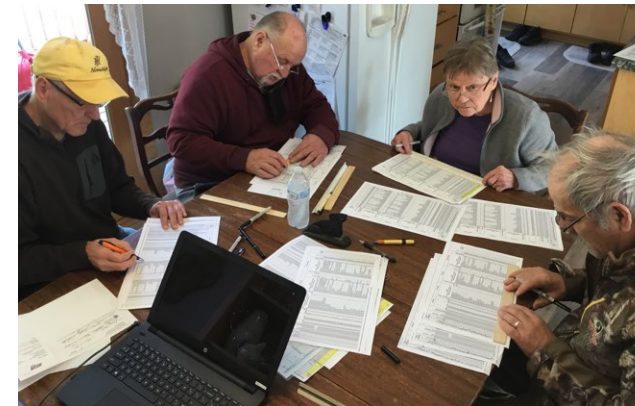
County  
TREMPEALEAU (61)

Municipality  
BURNSIDE (T) (006)

--OR--

County/Muni Code

Continue



Watch for online PASER & WISLR training from LTAP this Summer

<https://wisconsin-dot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>

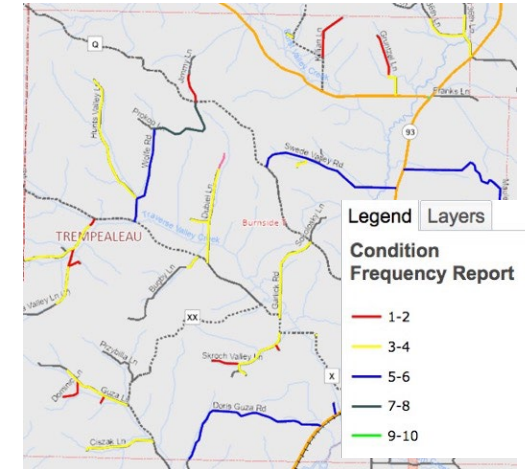
WISLR AND PAVEMENT RATINGS HELPLINE: (608) 266-2865





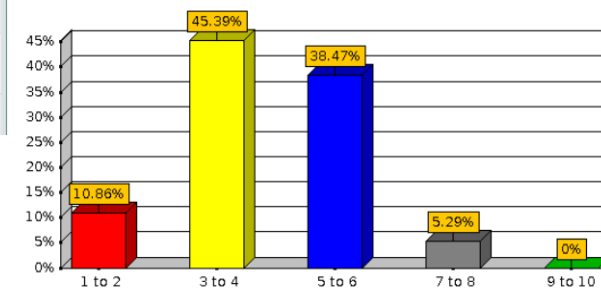
# Utilize the Pavement Management Tools In WISLR

Year:	1	2	3	4	5						
Budget:	80000	80000	80000	80000	80000						
Expenditures:	53113	79487	106817	8731	150959						
Stored Forecasts											
Name and Description:					<a href="#">Reload Saved</a> <a href="#">Save This Forecast</a>						
Application Functions											
Sort by Year:	1	2	3	4	5						
	Backlog	Map by Year	Map by Project Type	Print/Download Spreadsheet							
BURNSIDE - 1 to 12 of 58											
On Route	At Route	Toward Route	Pavement Sections					Details	Local ID	PMPC	Edit Options
Maule Coulee Rd	STH 93 / STH 121	Sather Hill Rd	Seg# At 1 0	End 9557	Surf Rtg 70 6	Width 18	Built 2007	Year: 1 Action(F): 6 WISLR Cost: 47040 User Cost: 0	2 3 4 5	LCL	Edit
Wolfe Rd	Prokop Ln	CTH Q / Jimmy Ln	Seg# At 1 0	End 6072	Surf Rtg 55 7	Width 20	Built 2010	Year: 1 Action(F): 7 WISLR Cost: 6071 User Cost: 0	2 3 4 5	LCL	Edit
Doris Guza Rd	CTH XX / Doris Guza Rd	STH 93	Seg# At 1 2640	End 14890	Surf Rtg 70 5	Width 24	Built 2012	Year: 1 Action(F): 5 WISLR Cost: 79487 User Cost: 0	2 3 4 5	LCL	Edit
Maule Coulee Rd	Sather Hill Rd	Gierok Rd / Maule Coulee Rd	Seg# At 1 0	End 1637	Surf Rtg 70 5	Width 18	Built 2007	Year: 1 Action(F): 5 WISLR Cost: 8056 User Cost: 0	2 3 4 5	LCL	Edit
Swede Valley Rd	CTH Q	STH 93 / STH 121	Seg# At 1 0	End 10666	Surf Rtg 55 6	Width 20	Built 2008	Year: 1 Action(F): 5 WISLR Cost: 58069 User Cost: 0	2 3 4 5	LCL	Edit



Condition Frequency Report - Paved  
Town of Burnside

Generated on 03/22/2021 05:30:20 PM



Rating Range





Wisconsin Traffic Operations and Safety Laboratory

## The WisTransPortal System

The WisTransPortal system serves the computing and data management needs of the [Wisconsin Traffic Operations](#) transportation operations applications, and transportation research. [Learn more.](#)

Home

About

Status

Authors

Contact

Help

### Welcome to the WisTransPortal

#### [Data Services](#)

WisTransPortal data requests and login account information.

#### [Data Products](#)

Traffic operations and engineering datasets and related resources.

#### [Web Applications](#)

WisTransPortal data retrieval and analysis tools, other applications.

#### [Documentation](#)

Database documentation, project architecture, and other documentati

#### [WisDOT Traffic Video](#)

LINK video sharing and public safety information service.

#### [Developer Resources](#)

Resources for TOPS and WisTransPortal system development.

### Quick Links

[Crash Data](#)

[Traffic Data](#)

[Lane Closures](#)

[Traffic Incidents](#)

[Traffic Video](#)

[Storm Report](#)

[511 WRS](#)

<http://transportal.cee.wisc.edu>

[About](#) | [Cor](#)

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## The WisTransPortal System

The WisTransPortal system serves the computing and data management needs of the [Wisconsin Traffic Operations and Safety \(TOPS\) Laboratory](#). transportation operations applications, and transportation research. [Learn more](#).

Home > Web Applications

Home

Services

Products

Applications

Documents

Traffic Video

Resources

### Web Applications

This page provides access to WisTransPortal systems and data organized by category. Access level restrictions vary by application.

#### Safety Data

- [Wisconsin Crash Data Analysis Tools](#)  
Web-based query and analysis tools for Wisconsin police reported crash data and crash reports.
- [Community Maps - TSC Crash Mapping](#)  
Online crash map populated by county TSCs and local agencies. Based on Google Maps API.

#### Work Zones

- [WisLCS Wisconsin Lane Closure System](#)  
WisDOT lane and ramp closure request and acceptance system.
- [WisTMP Wisconsin TMP System](#)  
WisDOT Transportation Management Plan (TMP) routing and approval system.

#### Operations / Dispatch

- [TIA Traffic Incident Alert System](#)  
WSP / TMC traffic incident email alerts and media releases.
- [511 WRS Winter Roads System](#)  
WSP / TMC 511 winter road conditions reporting system.
- [InterCAD Traffic Incident Database](#)  
Web-based query and retrieval facility for archived InterCAD traffic incident data.

#### Winter Maintenance

- [Winter Storm Report System](#)  
County maintenance Winter Storm Report submission system.

#### Traffic Data

- [V-SPOC Traffic Detector Database](#)  
Web-based query and retrieval facility for WisDOT ATMS and TRADAS traffic detector data.
- [Wisconsin Hourly Traffic Data Portal](#)  
Wisconsin hourly and directional traffic volume data. Compiled from the WisDOT DTIM TRADAS database.
- [Wisconsin 511 Travel Times Database](#)  
Web-based query and retrieval facility for archived Wisconsin 511 travel time data.

Crash Data







## Technical Assistance

---

LTAP provides answers to technical questions dealing with street and highway issues.

---

We can either provide assistance or refer you to other resources that can help.

---

Most technical assistance is provided by phone or email.



# LTAP Partnerships

- LTAP Works cooperatively partners including:
    - Wisconsin County Highway Association
    - The Wisconsin Towns Association
    - The League of Wisconsin Municipalities
    - Wisconsin Chapter American Public Works Association
    - Institute of Transportation Engineers Wisconsin
- and many others to deliver additional training at events sponsored or hosted by partners



Toll Free: (800) 442-4615

LTAP Email: [ltap@engr.wisc.edu](mailto:ltap@engr.wisc.edu)

LTAP Website: <https://ltap.engr.wisc.edu/>

**Andi Bill**  
**(608) 890-3425**  
**[bill@wisc.edu](mailto:bill@wisc.edu)**



# Local Programs Online Platforms Overview and TAPWeb

**Stephanie Mertens and William Arnold**

WisDOT TAP/CMAQ Statewide Program Manager and Netkinetix

WisDOT Local Programs Symposium

**May 22, 2025**



# Overview



**Netkinetix and WisDOT Partnership**



**Transportation Alternatives Program (TAP)**



**TAPWeb Platform**



# Introduction

- Based in La Crosse, WI
- Over 20 Years of Industry Experience
- Main Focus
  - Building custom business solutions
- Our Philosophy
  - Hard work and dedication
  - Long-term Partnerships



# Netkinetix/WisDOT Partnership

## 2017 – WebTAS

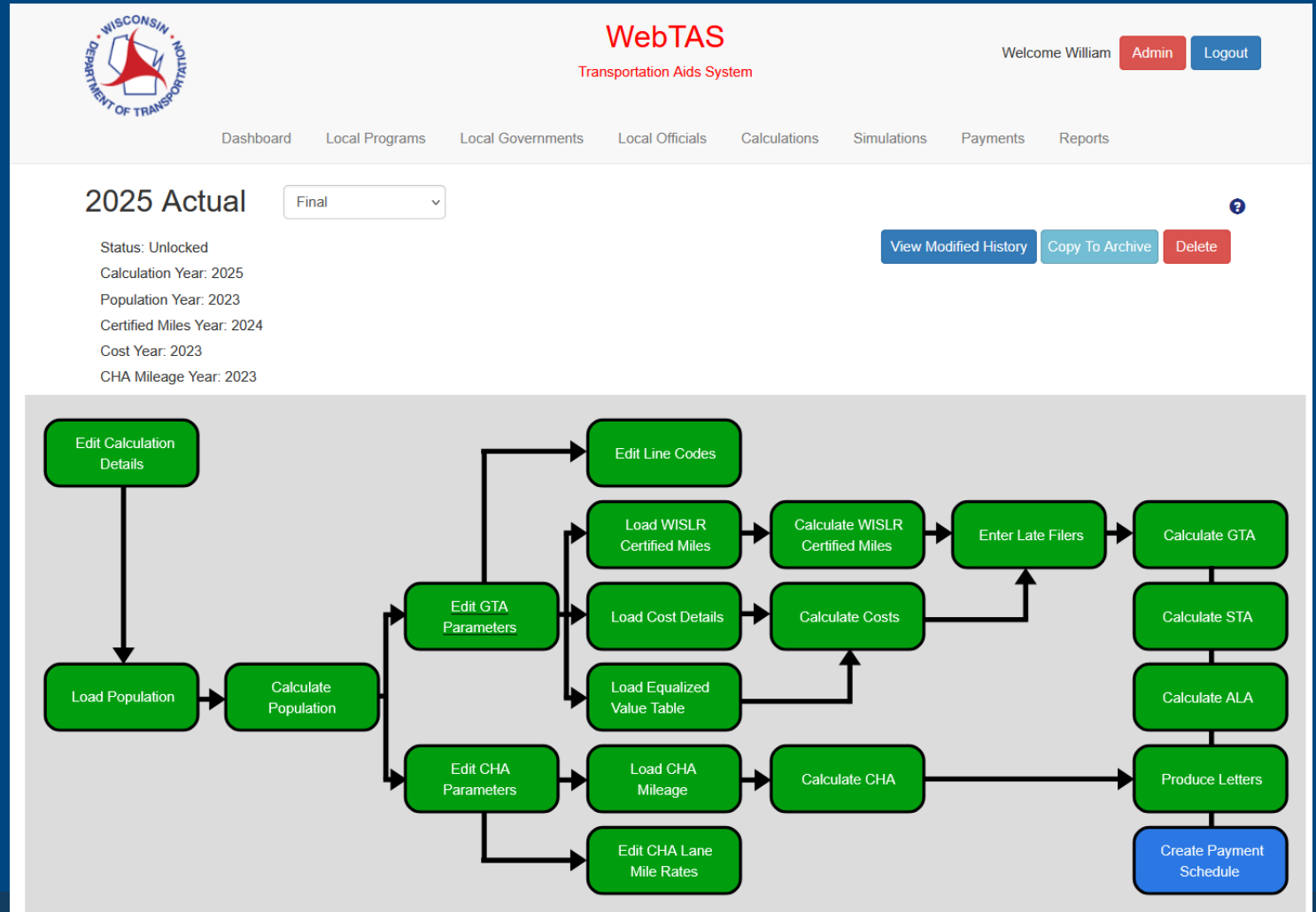
- Replace legacy system for the calculation and disbursement of General Transportation Aids and County Highway Aids
  - Web application facilitates the disbursement of more than **\$565 million** in aid funds to local governments
- Our focus
  - Simplified user interface and streamlined process
  - Reduced overhead
  - Automated Payment Notifications
  - Integration with PeopleSoft
  - Online Help System
- First Live Budget Cycle: Calendar Year 2019





# Highlight: Simplified Calculation Workflow

- Green is complete
- Blue is ready to work
- Gray is waiting for another task to complete
- Well-received and worked into other WisDOT applications



# Netkinetix/WisDOT Partnership

## 2019 – Local Roads Improvement Program – LRIP Web

- Replace legacy system for the LRIP grant process
- Web application facilitates the grant requests, approvals, and funding allocations for entitlement, discretionary, and supplemental
  - Disburses more than **\$174 million** to local governments in the form of road grants for Entitlement, Discretionary, and Supplemental programs
- Our focus
  - Simplified user interface
  - Streamlined process
  - Hierarchical Approval grant request and reimbursement process
  - Integration with Wisconsin Information System for Local Roads (WISLR), and Automated Email Notifications
- First Live Budget Cycle – 2020 – 2021 Biennium



# Highlight: Integration with WISLR Database

- Leverages a WISLR API
- Returns On Route, At Route, and Toward Routed information
- Returns a WISLR map to easily see the road selected for improvements

**New Project from Dropped (Substitution)**

Request Status: Submitted to PM Request Number: 138068 Recipient: Village of Francis Creek County: Manitowoc Biennium: 2020 - 2021 Program Type: MSILT

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

Recipient (Step 1) - Completed

Improvement (Step 2) - Completed

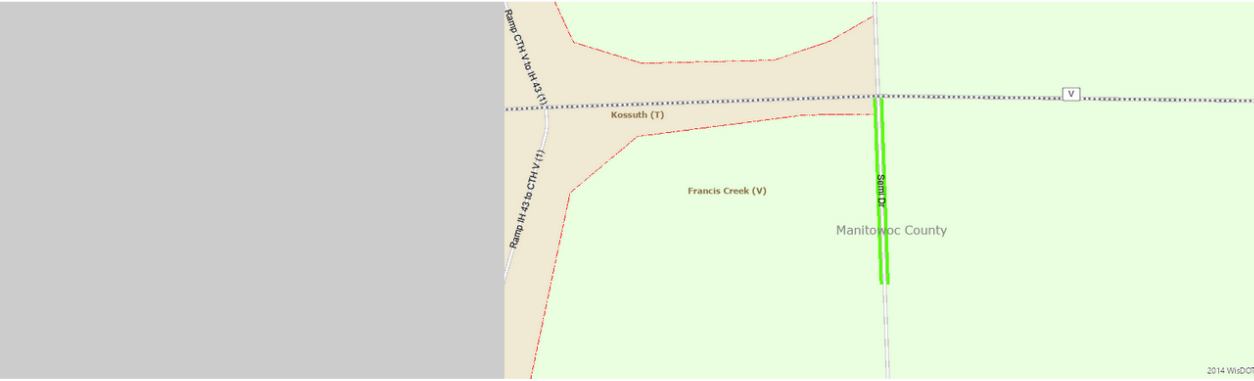
Project Location (Step 3) - Revisited

**Select Project Location(s)**

On Route 1 - Semi Dr - AT: CTH V - Toward: Semi Dr (Termini) - Section Length: 420 ft

On Route (Road to be Improved):  At Route:  Toward Route:

Minimum At Offset:  ft At Offset:  ft Length Between Intersections:  ft Section Length:  ft [Edit Route](#)



**Road Sections**

At Route	At Offset	Section Length	Surface Type	Surface Description	Surface Width	Surface Year	Traffic Lanes	Travel Width (Per Lane)	ADT	Functional Class	Pavement Rating	Pavement Year
CTH V / W Hillcrest Dr / W Hillcrest Rd	0 ft	420 ft	70	Hot Mix Asphalt Pavement (HMAC)	42 ft	2004	2	21 ft	0	Local Road (R)	4	2024

Need for Improvement:



# Transportation Alternatives Program (TAP)

- Funds smaller-scale projects using federal Transportation Alternatives (TA) Set-Aside contract authority and state budget authority
- Emphasis on funding **human powered, daily utilitarian transportation** rather than purely recreational activities
- **Reimbursement of up to 80%** of eligible project costs



Source: Dave Schlawbowski





# Sponsor Eligibility

- The following entities are eligible to receive federal TAP/CMAQ funding:
  - Local governments
  - Natural resource or public land agencies
  - Nonprofit entities responsible for the administration of local transportation safety programs
  - School districts, local education agencies, or schools
  - Regional transportation authorities
  - Tribal governments
  - Public transit agencies



Source: West Central Wisconsin Regional Planning Commission





# Transportation Alternatives Program (TAP)

- Eligible projects:
  - **Planning studies**
  - **Non-infrastructure projects** (e.g., Safe Routes to School Initiatives)
  - **Infrastructure projects** (e.g., construction or enhancement of bicycle and pedestrian facilities and recreational trails)
- Selection based on **benefit, planning, utility, and safety**
- Commencement Requirement: Wis. Stats. § 85.021(2)(b)

Source: Zoe Finney for WI Bike Fed





# TAPWeb Platform

- **New!** Online platform for submission of applications
- Available for the 2026-2030 solicitation cycle



## TAP Web Portal Sign In

Sign In with WisDOT

OR

E-mail\*

Password\*



[Need to Register?](#)

[Reset Password](#)

Sign In


**Transportation Alternatives Program (TAP)** allocates federal funds to transportation improvement projects and activities that expand travel choices, strengthen local economies, improve the quality of life, protect the environment, and enhance community activities. It is a legislative program that provides funding for projects that meet criteria for Safe Routes to School, Transportation Enhancements, and/or Bicycle & Pedestrian Facility construction projects.

Access is restricted to authorized users only.

Contact the [TAP System Administrator](#) with any questions.



# TAPWeb: Dashboard



Stephanie Mertens  
Local Sponsor

Dashboard

Start an Application

View My Work Queue

Search Applications/Projects

## Transportation Alternatives Program (TAP) Web

### Program Applicant Dashboard

[Start an Application](#)[View My Work Queue](#)[Search Applications/Projects](#)

[Request Reimbursement](#)

### Application and Project Synopsis


### Training

Training is a necessary part of this program and is required in every program cycle prior to the Authorization to Incur Costs (ATIC). If you have not completed training for the current application cycle, follow the link ([Training Link](#)) and upload the certificate below. If you need assistance creating a training account follow this link, ([Job Aid](#)). Training will take approximately 3 hours, so plan accordingly.

[Browse](#)[Upload](#)

Cycle	Certificate File Name	Upload Date	Status	Action
No trainings found				

### Resources

Resource Name	Resource Description	Resource Link
TAP Guidelines	Wisconsin Department of Transportation 2024 - 2028 Transportation Alternatives Program Guidelines - Updated June 2023	





# TAPWeb: Application

- Same questions as previous applications, re-organized
- Ability to upload attachments directly
- Dynamic application process

## Welcome to the TAP Web Application Process!

[TAP GUIDELINES](#) [TAP APPLICATION INSTRUCTIONS](#)

Edit Application - 000012

Review and utilize TAP guidelines and application instructions when completing this document. Visit the [WisDOT TAP webpage](#) for more information and program resources.

Applicants will be notified if their application is found ineligible.

[DELETE](#)

### Application Type

Respond to the following questions to identify your application type:

Check the primary location of your project below (Select **only one** option below)

**NOTE:** If located primarily within a TMA area, select the appropriate TMA from the list.

- ☐ Rural (Population less than 5,000)
- ☐ Urban (Population 5,000 - 49,999)
- ☐ Urban Metropolitan Planning Organization (MPO) (Population 50,000 - 199,999)

MPO Name

- ☐ Urban Transportation Management Area (TMA) (Population 200,000 or greater)

- ☐ Appleton, WI ☐ Milwaukee, WI
- ☐ Green Bay, WI ☐ Round Lake Beach - McHenry - Grayslake, IL - WI
- ☐ Madison, WI

[SAVE](#)[SAVE AND NEXT](#)[SAVE AND EXIT](#)

### Project Applicant Information

### Proposed Activity and Location

### Brief Project Summary

### Project Benefit

### Real Estate (RE) / Right of Way

### Environmental / Cultural Issues

### Planning Considerations

### Other Funding Sources

### School Demographics

### Budget

### Narrative Response

### Local Resolution of Support and Other Attachments

### Key Program Requirements Confirmation

[SUBMIT TO REGIONAL STAFF](#)[SAVE AND EXIT](#)

# TAPWeb: Benefits

## Convenience & Accessibility

- Streamlined communication
- Applicant history

## Application

- Enhanced user experience
- Automation and improved accuracy
- Application tracking





# TAP Application Resources

- Program Guidelines
- Application Instructions
- TAPWeb Manual
- Word Document Application
- Sponsor's Guide to Non-Traditional Transportation Project Implementation



# Thank you!

**Stephanie Mertens**

[Stephanie.mertens@dot.wi.gov](mailto:Stephanie.mertens@dot.wi.gov)  
608-266-9507

**William Arnold**

[william@netkinetix.com](mailto:william@netkinetix.com)  
608-709-8335





# Break #1

## 10:40 - 11:05



# WisDOT Local Program Symposium Bicycle and Pedestrian

**Chris Squires**

Statewide Bicycle & Pedestrian Coordinator

WisDOT Local Program Symposium

**May 22nd, 2025**





# WisDOT Statewide Resources

## Bike and Pedestrian

- Programs and Policies
- Planning and Design Resources
- Safety, Education and Outreach



# Programs and Policies

- Federal and State
- Incorporate as part of projects
  - *Opportunities to address needs, gaps and deficiencies*
  - *Network travel across the system*
  - *Access to destinations*



Safe convenient  
walking and  
bicycling facilities

Integrated into  
transportation  
systems

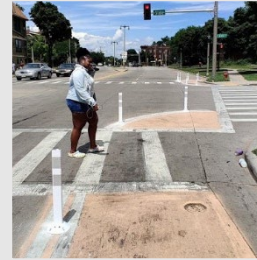


Connected  
networks



# Programs and Policies

- Evaluate options
  - Transportation for biking and walking
  - Small improvements = big difference
- Decision to omit accommodations should not be the rule
  - Document circumstances and decisions



Flexibility in design

Safety benefits



Efficiencies



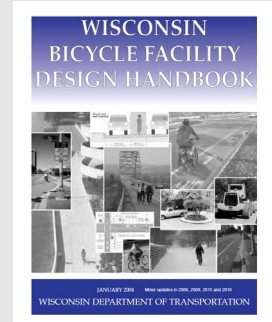
# Planning and Design Resources

- Bike and pedestrian elements
  - State, regional and local
- ADA compliance
  - Roadway projects defined as an ADA alterations
- WisDOT Facilities Development Manual (FDM) 11-46
- Multimodal design guidance update in development



Statewide  
Transportation  
Plan

Design Guides



Modal Plans  
and Resources

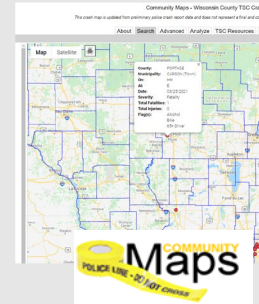


# Safety, Education and Outreach Resources

- Increase knowledge and awareness
- Collaboration for improvements
- Regional assistance

<https://wisconsindot.gov/Documents/projects/multimodal/bike/coord-map.pdf>

## Crash Data



## Training



## Resources



# Chris Squires

## WisDOT Statewide Bicycle and Pedestrian Coordinator

(608) 267-9860

[christopher.squires@dot.wi.gov](mailto:christopher.squires@dot.wi.gov)

[wisconsindot.gov/Pages/travel/ped/](http://wisconsindot.gov/Pages/travel/ped/)  
[wisconsindot.gov/Pages/travel/bike/](http://wisconsindot.gov/Pages/travel/bike/)





# Planning Program & Requirements at WisDOT

**Colleen Hoesly and Sara Husen**

Bureau of Planning and Economic Development

WisDOT Local Road Program Symposium

**May 22, 2025**



# WisDOT Planning

## Projects, Prioritization, and Funding

- Statewide Plans
  - Connect 2050
- Planning Programs
  - Statewide Transportation Improvement Program (STIP)
  - Transportation Improvement Program (TIP)
    - WisDOT gives approval and oversight to MPO TIPs

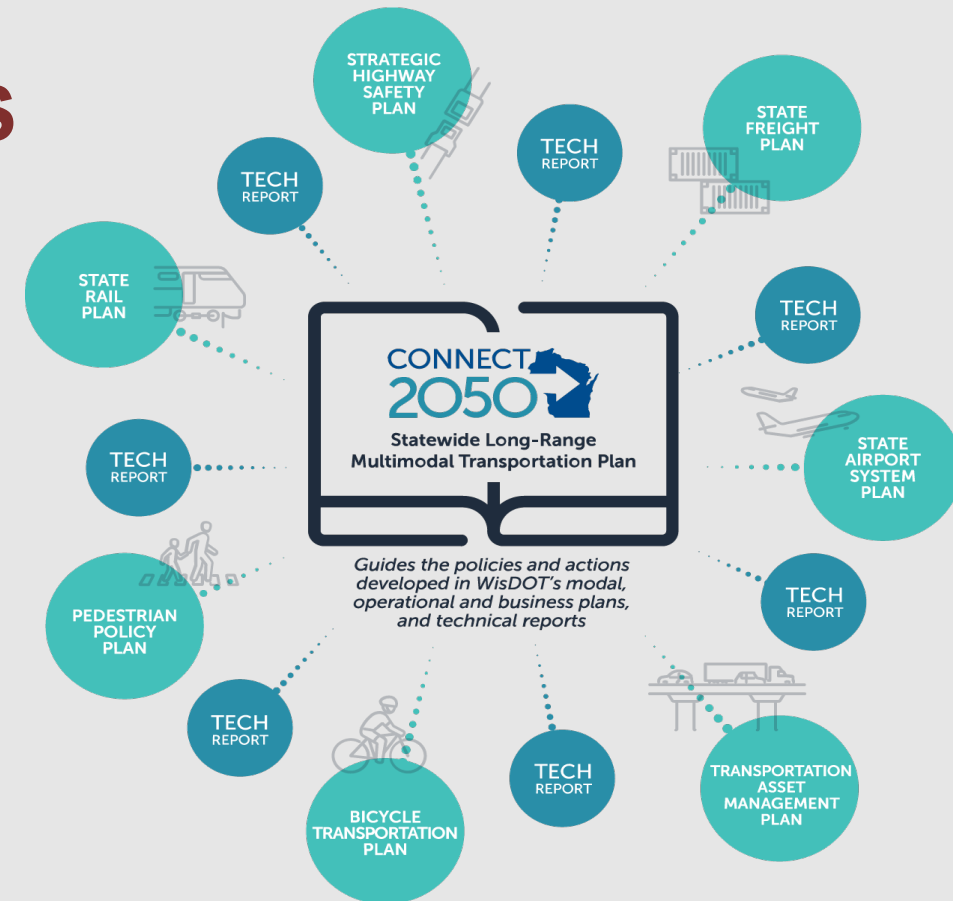


# WisDOT Planning

## Statewide Plans

### Connect 2050 Vision:

- *WisDOT envisions an integrated multimodal transportation system that maximizes the safe and efficient movement of people and products throughout the state in a way that enhances economic productivity, transportation accessibility, and the quality of Wisconsin's communities while minimizing impacts to the natural environment and socioeconomic, historic, and cultural resources.*
- Supports and guides transportation policy in the state of Wisconsin.

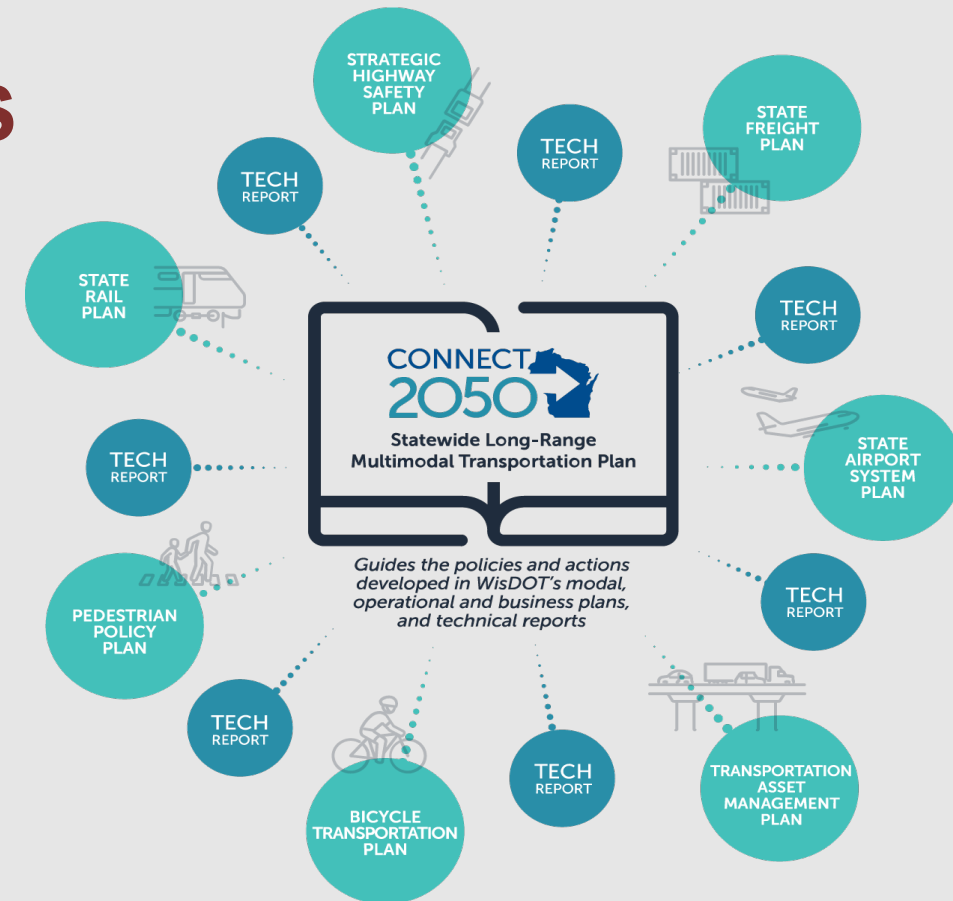


# WisDOT Planning

## Statewide Plans

### Connect 2050 Goals:

- Goal 1: Pursue sustainable long-term transportation funding.
- Goal 2: Focus on partnerships
- Goal 3: Pursue continuous improvement and expand data-driven decision-making processes
- Goal 4: Increase options, connections, and mobility for people and goods
- Goal 5: Maximize technology benefits
- Goal 6: Maximize transportation safety
- Goal 7: Maximize transportation system resiliency and reliability
- Goal 8: Balance transportation needs with those of the natural environment, socioeconomic, historic, and cultural resources



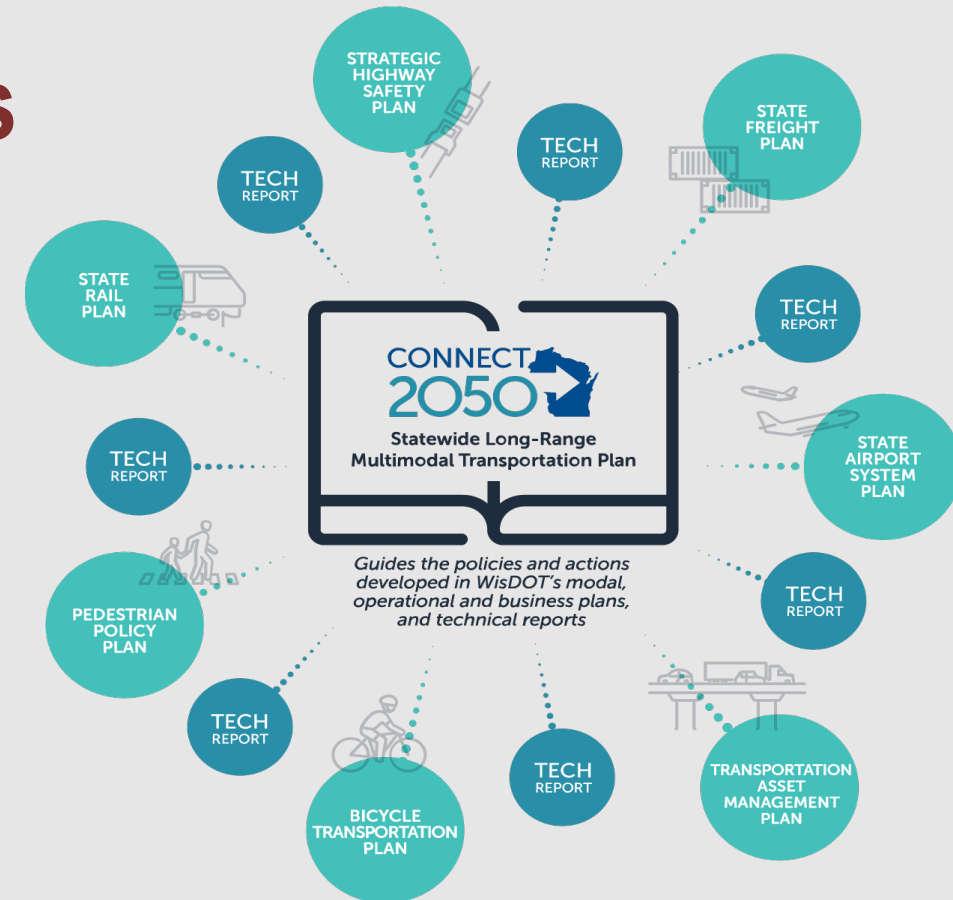


# WisDOT Planning

## Statewide Plans


### *Connect 2050 Performance Based Decision-Making:*

- Performance-based decision-making combines target-setting and trends analysis with measuring and tracking progress toward meeting those targets
- We track performance in two ways:
  - Federal Transportation Performance Measures
  - MAPSS Performance Improvement Program




# WisDOT Planning

WisDOT Plan Webpage




Planning Now to Move Tomorrow



**Wisconsin Rail Plan 2050 Adopted**

The final adopted plan is now available.


August 9, 2023



**Wisconsin Active Transportation Plan 2050**

Upcoming public involvement opportunities.

August 18, 2023



**State Freight Plan Published**

The Wisconsin State Freight Plan has been approved by U.S.DOT.  
**Appendix A has been modified as of November 2024.**

January 9, 2025



# WisDOT Planning

## Statewide Transportation Improvement Program (STIP)

“The statewide transportation plan and the transportation improvement program [STIP] developed for each State shall provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter van pool providers) that will function as an intermodal transportation system for the State...”

- 23 United State Code (U.S.C.) Sections 134 and 135 and their implementing regulations 23 Code of Federal Regulation (CFR) 450 and 49 CFR 613



# WisDOT Planning

## Statewide Transportation Improvement Program (STIP)

### *STIP Contents and Purpose:*

- Provides a prioritized project list of WisDOT and Local Program projects within the next 4 calendar years (2025 – 2028 = 4-year STIP Period)
- The STIP provides opportunity to coordinate with Metropolitan Planning Organizations (MPO) and Local Governments
- The STIP provides opportunity for public involvement in the projects programmed to be completed in their communities



# WisDOT Planning

## Statewide Transportation Improvement Program (STIP)

*Which projects are required to be in the STIP:*

- Federally funded highway and transit projects
- Regionally significant projects also need to be included
  - 23 CFR 450.104
- How often is the STIP amended?
  - Monthly STIP amendments are posted on the 20<sup>th</sup> for a 15-day public comment period



# WisDOT Planning

[Wisconsin Department of Transportation Statewide Transportation Improvement Program \(STIP\)](https://wisconsindot.gov)  
([wisconsindot.gov](https://wisconsindot.gov))

## Statewide Transportation Improvement Program (STIP)

### Assistance programs

[Bipartisan Infrastructure Law funding](#)

[Road and bridge](#)

[Transit](#)

[Other aid](#)

The Statewide Transportation Improvement Program (STIP) required by 23 CFR 450.216, is a four-year prioritized listing of highway and transit projects for the state of Wisconsin. The STIP includes both capital and non-capital projects that are federally funded or considered regionally significant in both urban and rural areas. The STIP incorporates the Transportation Improvement Programs (TIPs) prepared by the state's 14 [metropolitan planning organizations \(MPOs\)](#) by reference. Approval of the STIP is done jointly by the Federal Highway Administration and the Federal Transit Administration and constitutes formal approval of the incorporated MPO TIPs.



STIP 4-Year Map

### STIP 4-Year Interactive Map

The [STIP interactive map](#) allows users to zoom in on locations across the state. The map displays the projects from the current 2024-2027 STIP.

### STIP Public Involvement Plan

The [STIP Public Involvement Plan \(PIP\)](#) includes information on how stakeholders and the public have opportunities to provide input on annual STIP updates and monthly STIP Amendments. The STIP PIP was updated April 9, 2021 following the established process.

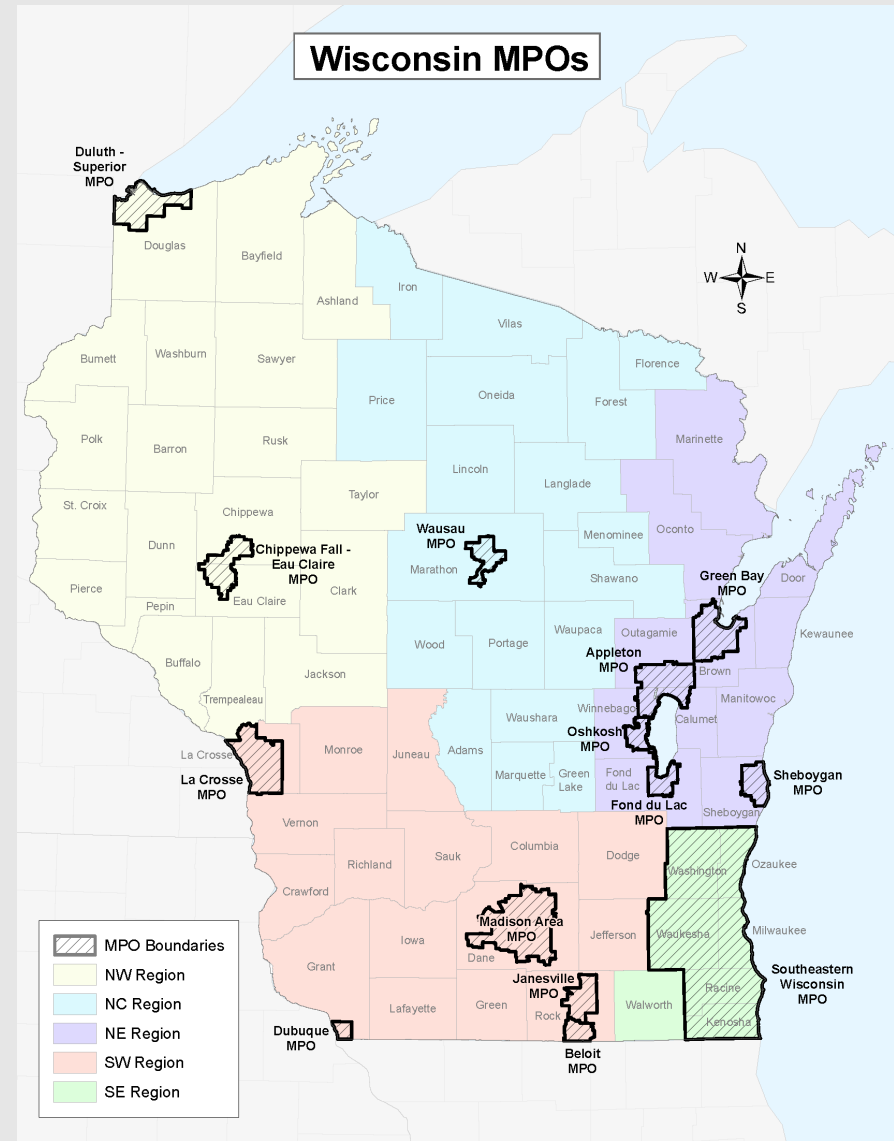
### 2024-2027 Final STIP



# WisDOT Planning

## Metropolitan Planning Organizations (MPOs)

- Wisconsin has 14 Metropolitan Planning Organizations (MPOs) that share responsibility for transportation planning in 17 metropolitan areas.
- WisDOT works closely with MPOs to ensure a comprehensive, coordinated approach to local, regional and state transportation planning in Wisconsin's urbanized areas.



[MPO, RPC, and WisDOT Contact Information - January 2025](#)



# WisDOT Planning

## Transportation Improvement Program (TIP)

The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor.

- 23 CFR 450.326(a)





# WisDOT Planning

## Transportation Improvement Program (TIP)

### *TIP Purpose and Contents:*

- The Transportation Improvement Program (TIP) is a listing of federally funded transportation projects proposed to be carried out by State and local governments over the next **four** years within a given Metropolitan Planning Area (MPA).
- The TIP contains a four-year prioritized project list, containing both capital and non-capital projects.
- The TIP is developed and maintained by Metropolitan Planning Organizations (MPO).



# WisDOT Planning

## Transportation Improvement Program (TIP)

### *TIP Amendments, Approvals, and Authorization:*

- Regions ensure WisDOT and Local Road program projects are accurately included in the TIP via a TIP Amendment
- New projects or project changes must be approved by the MPO Policy Boards
- After MPO Policy Board approval, TIP Amendments are sent to WisDOT Planning for Secretary approval.
- WisDOT approved TIP Amendments are forwarded to FHWA & FTA for authorization.



# WisDOT Planning

## Contact Us

### Planning Section:

Colleen Hoesly – Planning Section Chief

[Colleen.hoesly@dot.wi.gov](mailto:Colleen.hoesly@dot.wi.gov)

(608) 267-3611

### STIP:

Sara Husen – Urban and Regional Planner

[Sara.husen@dot.wi.gov](mailto:Sara.husen@dot.wi.gov)

(608) 266-8806

### TIP:

Matthew Sorensen – Statewide MPO/RPC Coordinator

[Matthew.Sorensen@dot.wi.gov](mailto:Matthew.Sorensen@dot.wi.gov)

(608) 267-0458



# Thank you!



# Transportation Facilities Economic Assistance and Development (TEA) Program Overview

**Roselynn Bittorf**

TEA Program Manager



# What is the TEA Program?

- Grant program is to help support new business development in Wisconsin by funding transportation improvements that are needed to secure jobs in the state
- Administered by Wisconsin Department of Transportation (WisDOT)
- Governed by state statute [s.84.185](#) and administrative code Chapter [Trans 510](#)



# Who is Eligible?

- The applicant (or sponsor) must be a governing body, such as town, village, city, or county
- The funding is intended to help a business located within that governing body with transportation improvements that leads to creating and/or retaining jobs with the business
- Program funding is provided to the governing body





# Eligibility Requirements

- Based on Trans 510.04 (1)
- To be eligible for TEA grant funding, you must meet these four eligibility requirements
- Program funding is provided to the governing body



# TEA Eligibility Requirements

Eligibility requirement #1: The economic development project is unlikely to occur in Wisconsin unless the transportation facility improvement is built.



# What is an Economic Development Project?

Economic development project is defined in s.84.185 (1) (am) as a business development that directly retains jobs or increases the number of jobs in this state.



# Transportation Facility Improvements

- Roadway: Street, road, highway, intersection, interchange improvements
- Rail: Industrial lead, spur, team track or trackside intermodal transfer facility
- Harbor: Dredging, dock walls, piers, intermodal connections, lighting, etc.
- Airport: Runway, taxiway, or apron of an airport



# Transportation Facility Improvements

- It can be roadway, rail, harbor or airport
- But it must be open to the public for travel and come under either the jurisdiction or ownership of a public authority
- No private roads, driveways, parking lanes, or parking lots are eligible for TEA funding
- Rail projects require the business to grant a track easement to the local government on the business land



# TEA Eligibility Requirements

Eligibility requirement #2: The transportation facility improvement is not likely to occur without the grant.



# A Need for TEA Funding

- The sponsor must demonstrate why it is unable to provide 100% of the funding for the project
- Approving a resolution acknowledging the need for additional funding from the TEA grant
- Agree to abide to all conditions of the grant





# Takeaway

- If the governing body plans on using TEA funding for a project, they should not advertise the transportation project's construction work or begin any ground disturbance within the right-of-way until the Secretary has signed the TEA grant award and WisDOT staff has approved key items such as, engineering plans, environmental documents, and bid packages.
- Not honoring this requirement will automatically make the project ineligible for TEA funding.



# TEA Eligibility Requirements

Eligibility requirement #3: The business development meets the definition of an “economic development project” set forth in s.84.185 (1) (am).



# What is an Economic Development Project?

Economic development project is defined in s.84.185(1)(am) as a business development that directly retains jobs or increases the number of jobs in this state.



# Economic Development Requirement

- Creating new jobs: Requirement is met by creating new jobs that would otherwise not be created if your proposed improvement did not happen
- Retaining jobs: Requirement is met by retaining jobs that would otherwise be eliminated if your proposed improvement did not happen



# Job Timeline

- Jobs created/retained is based on a 7-year timeline with the clock starting at the point of which the project agreement is signed
- Job creation needs to be within 3 years of *signing the project agreement*
- Another job snapshot is taken at 7 years of *signing the project agreement*



# TEA Eligibility Requirements

Eligibility requirement #4: Construction of the transportation facility improvement would be scheduled to begin within 3 years of the date when a grant is awarded for the improvement.



# TEA Timeline

- Construction of the transportation facility improvement would be scheduled to begin within 3 years of the date when a *grant is awarded* for the improvement
- Job creation needs to be within 3 years of *signing the project agreement*
- Another job snapshot is taken at 7 years of *signing the project agreement*





# Funding

- The amount of funding that the community ultimately receives will be determined by comparing the following criteria and selecting the lowest figure from among them:
  - 50% of the project's actual TEA-eligible costs
  - Total dollar amount for created and/or retained jobs based on \$5,000 per job rate multiplied by jobs created and/or retained



# TEA Recap



Here's a story of a municipality  
Who was looking to expand their industrial park  
All they had was empty land and a site plan  
But the future was looking somewhat stark

# TEA Recap



Here's a story of a business  
Who had a transportation structure need  
A way to move their product was their dream  
But due to lack of funding they had no lead

# TEA Recap

Till the one day when the municipality learned of TEA funding  
And they knew it was much more than a hunch  
That they must somehow connect with this business  
So they completed the TEA grant application packet bunch



# TEA Recap

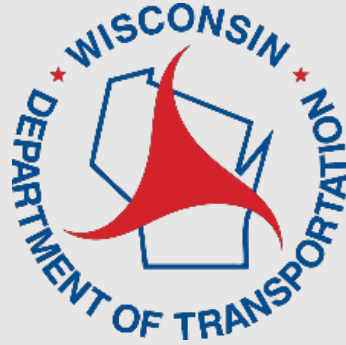
Now the TEA partnership is off and running  
As the TEA grant has provided resources to grow  
The funding helped the business expand further  
And the municipality has a successful project to show



# More Information

- Visit the [Transportation Economic Assistance \(TEA\) website](#)
- Review [TEA Project - Key Steps and Documentation](#)
- Review [Additional TEA Application Guidance](#)
- Contact [Roselynn Bittorf](#), TEA Program Manager with Questions
  - [roselynnx.bittorf@dot.wi.gov](mailto:roselynnx.bittorf@dot.wi.gov)
  - 608-267-2934





# Consultant Contracting

**Mitchell Patoka**  
BPD Consultant Services

Local Program Symposium

**May 22, 2025**



# Consultant Contracting

- Solicitation of Services
  - Scope of Services
  - Estimate
- Solicitation Process
  - Small Purchase
  - Roster Notification
- Selection



# Developing a Solicitation

- Also called Request for Qualifications
- Overview of project
- Description of services needed
- Key requirements – basis of selection



# Design Fee Estimate

- Sufficient detail to assist negotiations
  - Broken down to task level
  - Consider staff classifications needed
- Consultant costs have increased recently

# Scope of Services

- Overview of project
- Description of services needed
- Key requirements to differentiate submissions
- May limit consultant response length (ex 8 pages)



# Solicitation Process

- FDM 8-5-20.2
  - Email WisDOT Roster
  - Email Municipal Roster
  - Small Purchase
- Federal Regulation 23 CFR 172.7(a)



# Small Purchase

- Engineering estimates (and contract) less than \$200,000
  - Total cost with amendments cannot exceed \$250,000
- Identify at least three willing and able consultants
- Additional justifications needed if fewer than three



# Roster Solicitation

- WisDOT Roster (recommended)
  - Contact WisDOT for email list
  - WisDOT generally receives fewer than 20 NOIs per solicitation
    - Local projects tend to receive fewer responses
- Municipal Roster
  - Minimum of 10 firms





# Consultant Evaluation

- Qualification Based Selection
- Based on criteria in Scope of Services/Request for Qualifications
- Selection committee of at least three – no consultants
- WisDOT uses qualitative evaluation
- Document key differences for the consultant ranking



# Conflict of Interest

- Consultant Municipal Engineer
  - Firm cannot compete for design engineering
- Local Bridge Independent Engineering Study
  - Same consultant cannot do study and design
- Additional updates will be in the next FDM publication



# Selection Approval

- DT1515
- Review for Correctness/Completeness
  - Roster used checkbox (select one if not small purchase)
  - Number of firms responding
- Description of Work
  - Provide enough detail for WisDOT to understand the engineering work to be done – generally 3-6 sentences



# Selection Approval

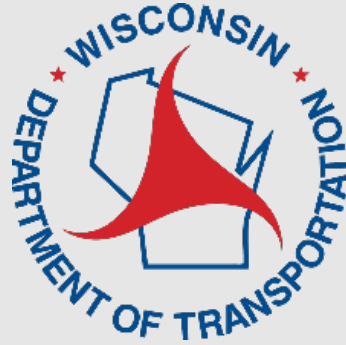
- If fewer than three firms to rank, provide justification
  - RFQ sent to entire WisDOT Roster
  - If sent to a smaller group document firms that declined to pursue work
    - Note number firms contacted, number responding
- Submit per Instructions



# Lunch

## 12:00 - 12:30





# Local Program Federal Funds

## Federal Funding Primer

**Tanya Iverson**

Program Finance

Bureau of State Highways

May 22, 2025

# FEDERAL FUNDS

## Attributes

- Project Specific
- Reimbursements
- Time Limited





# FEDERAL FUNDS

## Rules

- **Project Specific**
  - Funding codes
  - Project limits
  - Work types
- **Reimbursement**
  - Local pays first
  - Match
- **Time-Limited**
  - Guaranteed only in the year specified in the SMA
  - Must be in the STIP/ TIP
  - Must be completed by Anticipated All Work Complete Date



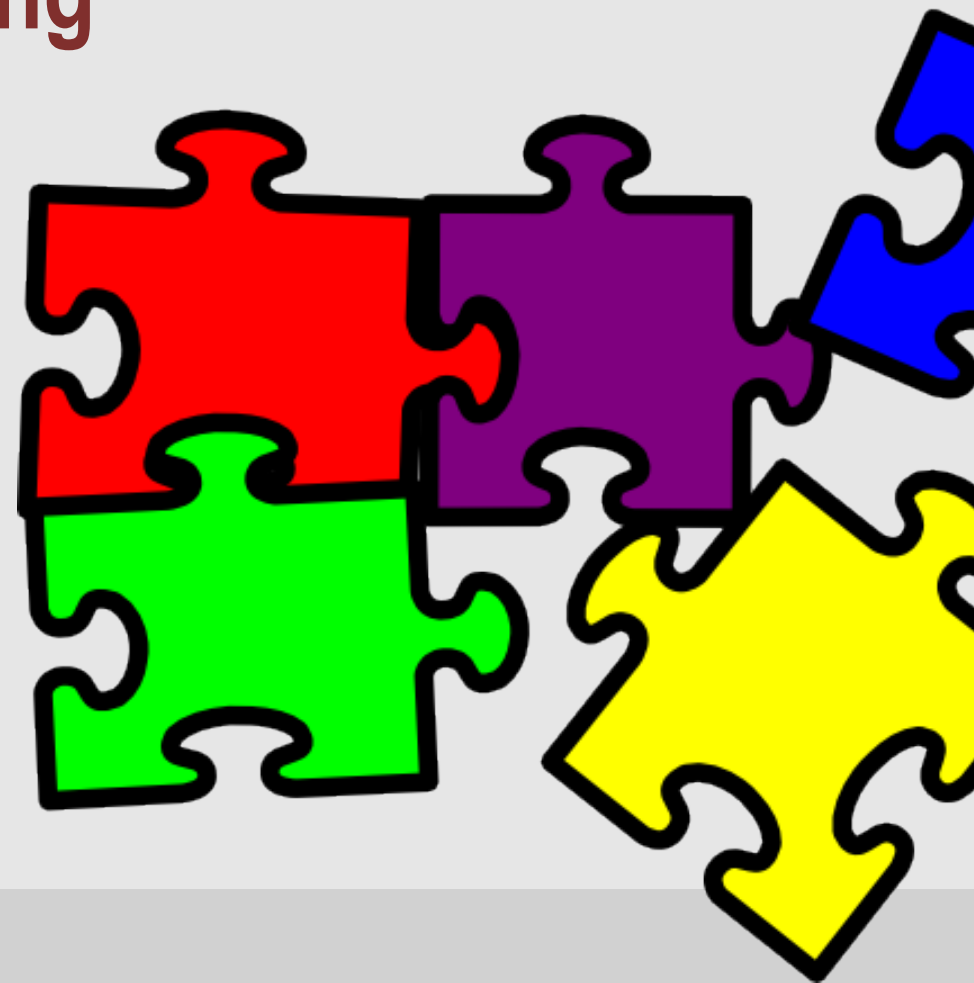
# Federal Obligation

## Big Picture Funding

WisDOT fully programs its funds.

WisDOT spends all that it is allowed to spend each year.

If something needs to move, there needs to be a place to move to where funds are available.



# Change Management

## Considerations and Limitations

- Cannot always be accommodated in the year you want
- Cannot go beyond the Anticipated All Work Complete Date
- Work with your WisDOT Region Local Program Manager **as soon as you know** that there may be a need to move the schedule or request more funding
- **Stay on top of your deliverables and schedule.**





# Utility Coordination

**Abby Williamson**  
Statewide Utility Engineer

Wisconsin DOT Local Program Symposium

**May 22, 2025**

# Why is Utility Coordination Important?

- Utilities have a statutory right (ss.86.16) to occupy public right of way
- Planners and excavators are required to “avoid to extent possible interference with transmission facilities” (ss.182.0175)
- System upgrades
- Cost to tax payers & rate payers



# Roles and Responsibilities

## LPA/Design Consultant



- Follow local/state/federal regulations
- Follow WisDOT Guide to Utility Coordination
- Complete Utility Coordination Task List
- Update Local Program Project Manager (LPPM)
- Finalize PS&E documents
- Send certification of utility coordination to LPPM

# Roles and Responsibilities (cont.)

## WisDOT

- LPPM

- Work with LPA to ensure utility coordination is taking place
- Sign USR after receiving certification
- Communicate with utility unit on complex issues

- Utility Unit

- Region and central office staff available if LPPM needs assistance
- Statewide contact for local program utility concerns





# Utility Timeline

- Preliminary Design

- Identify/notify utilities of project
- Field locate utilities
- Show utilities on plan sheet & identify potential conflict

- 60% Design

- Send plans to utilities
- Review utility relocation plans

- Final Design

- Finalize PS&E documents
- Stake right-of-way for utilities as needed
- Coordinate with utilities on relocation status

- Invite utilities to planning & pre-construction meetings



# Utility Coordination Task List

- Provides general guidance on typical coordination tasks
- Task list should be filled out at start of each project
- LPA or design consultant (if applicable) are responsible for all coordination
- Link to UC Task List:
  - <https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrcs/util/lpa-uc-tasklist.docx>



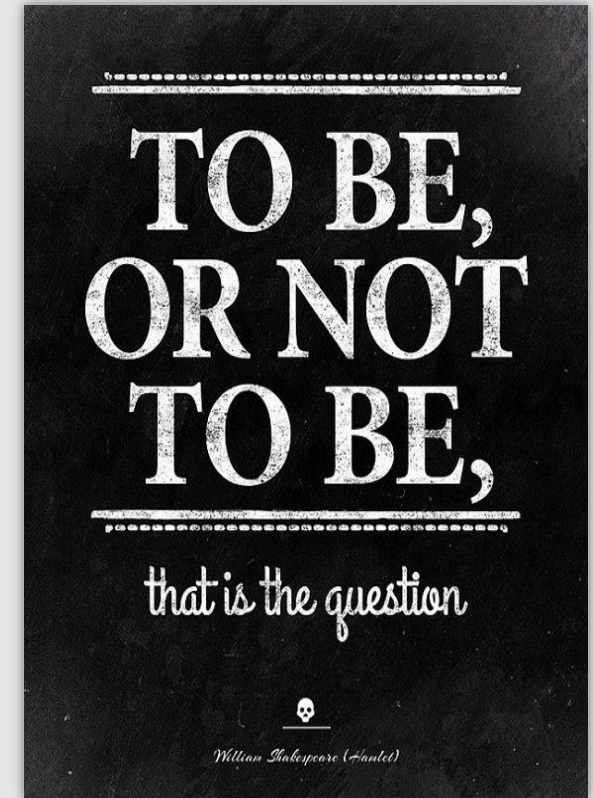
# Sending Plans to Utilities

- Project plan set should include all information necessary to determine conflicts & design utility work plans
  - Plan and profile, cross sections, typical sections
  - May be applicable: Right of way plat, storm sewer, structure, lighting, signals plans, etc.
- Send at 60-70% design
- Review utility work plans within 30 days



# Wis. Administrative Code Ch. Trans 220

- Trans 220 **does not** apply to local roads, but timelines and processes are still recommended
- What if project limits include STH and local?
- Utility work plan return time:
  - 60 days for resurfacing
  - 90 days for reconditioning
  - 120 days for reconstruction
  - Add 30 days if compensable or joint work



# Reviewing Utility Work Plans

- Things to look for:
  - Are all potential conflicts addressed?
  - Can design be modified to avoid relocations?
  - Do timelines & relocation plans fit with other utility plans?
  - Do timelines fit with construction schedule?
  - Utility is responsible for relocations, not directing the contractor
- Local version of utility worksheet:
  - <https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrces/util/lpa-util-wrksht.docx>



# “Old” Policy - Utility Land Rights

- Early communication if complex land rights or agreements are likely
- Releasing land rights
  - Quit Claim Deed (QCD)
  - Conveyance of Rights in Land (COR/CORIL)
  - Temporary Construction Easement (TCE)

## CONVEYANCE OF RIGHTS IN LAND

### (Non-Fee Land Interests)

Exempt from filing transfer forms s. 77.21(1) Wis. Stats.

Locals 04/2019

Select one \*

\_\_\_\_\_, GRANTOR, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, grants and conveys any and all rights and interest which, by virtue of prior title, easement, license, or other legal devices, GRANTOR holds in the land described below to the \_\_\_\_\_, GRANTEE, for the purposes of constructing, operating, and maintaining a public highway and appurtenant facilities on, over, under, or across the said land; provided, however that GRANTOR reserves to itself the subordinate right to cross, traverse, or otherwise occupy said land with its present and future overhead or underground transmission lines, appurtenant facilities, and supporting structures in a manner consistent with the purposes of this conveyance and in a manner which will not interfere with normal roadway maintenance and operation; provided, further, that the costs of any relocation or alteration, now or in the future, of the transmission lines, appurtenant facilities, or supporting structures when required by the GRANTEE for any reason, including accommodating future expanded or additional highway facilities on, over, under or across said land, will be paid by the GRANTEE; provided, however, that the costs of such relocation or alteration, or of the installation of new or additional facilities when done at the instance of and for the purposes of the GRANTOR, will be defrayed by the GRANTOR.

This conveyance shall be binding on the GRANTOR, GRANTEE, and their respective successors and assigns.



# “New” Policy - Utility Land Rights

- New policy has recently been implemented by WisDOT for STH projects in which utility land rights will now be acquired through the real estate process
- NOT required for local projects, but can be utilized if desired
- Form required to explain which policy will be followed
- Updated guidance in FDM, REPM & UC Guide
- Any questions can be sent to:  
[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)





# Utility Compensation



- Eligible for compensation – land right or prior COR
  - Use agreement or include as “Compensable Utility Costs” in SMA
  - Use local funding
- Not eligible for compensation
  - Work included in contract: “Non-Participating Items” in SMA
  - Work not included in contract: Not in SMA

# PS&E Requirements

- Utilities article of special provisions
  - Let Review Standards guidance
- General Notes
- Utility Status Report (USR)
  - Fill out USR except certification & signature box
  - Send to LPPM with statement below

I certify that the utility coordination process has been completed for the subject project, according to the Utility Coordination Guide referenced in the Department's Facilities Development Manual, as well as I understand **INSERT PROJECT SPONSOR NAME** responsibilities based on the language found in the most recent State-Municipal Agreement.

- Low Risk Bridge Pilot projects do not require USR, but still need to certify coordination is complete



# Post-PS&E through Construction

- Track status of permit applications
  - 30-day reminder
- Follow up/monitor relocations prior to construction
- Provide updates on relocation status for pre-construction meeting
- Continue to monitor relocations taking place during construction



# Resources

- Local Program Agency

Tools: <https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/util/lpatools.aspx>

- WisDOT Guide to Utility Coordination
- Utility Coordination Task List
- USR (DT1080) & job aid
- Local forms

- Utility Coordination Tools:

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/util/utiljobaids.aspx>

- Let Review Standards
- Additional land rights/plats guidance

- Facilities Development Manual (FDM) - Chapter 18

Abby Williamson

[Abby.Williamson@dot.wi.gov](mailto:Abby.Williamson@dot.wi.gov)

608-266-0319



# Railroad Coordination for Local Projects

2025 Local Program Symposium

May 22, 2025

Kris Sommers, PE

Supervisor, Railroad Engineering and Safety

Rails and Harbors Section

Bureau of Transit, Local Roads, Rails and Harbors

WisDOT Division of Transportation Investment

[Kristen.sommers@dot.wi.gov](mailto:Kristen.sommers@dot.wi.gov)

608-266-3341





# Today's Objectives

## Today's topics....

- Why railroad coordination is necessary
- Essential roles in railroad coordination
- Project delivery -projects with at-grade crossings
- Other Considerations (WMUTCD)

## What this presentation won't do.....

Give you all the answers about delivering projects with railroad coordination.





# Wisconsin Railroads & Harbors 2025

## Four Class I's

- BNSF
- Canadian National (WCL, SSM)
- CPKC (SOO)
- Union Pacific

## Short Lines and Regional Freight Railroads:

- Escanaba and Lake Superior
- Fox Valley & Lake Superior
- East Troy Railroads
- Wisconsin Northern
- Tomahawk Railway
- Wisconsin Great Northern
- Wisconsin and Southern

	BNSF	Burlington Northern-Santa Fe
	CN	Canadian National
	CPKC	Canadian Pacific Kansas City
	ELS	Escanaba & Lake Superior
	FOX	Fox Valley & Lake Superior
	ETER	East Troy Railroad Museum
	WN	Wisconsin Northern
	TR	Tomahawk Railway
	UP	Union Pacific
	WGN	Wisconsin Great Northern
	WSOR	Wisconsin & Southern Railroad

Publicly-owned Lines



# Why is Railroad Coordination Necessary?

## Federal and state laws!

Warning devices: 23 CFR 646.214(b): highway projects with fed funds must have adequate warning devices before being opened to traffic

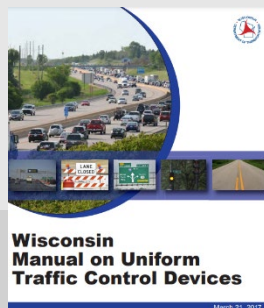
Crossing surfaces: State Statute 86.13

Regarding PS&E, 23 CFR 646.216(d): projects with federal funds that make adjustments to railroad facilities must have agreement in writing.



Which leads to our goal:

**Have RR agreements signed by RR by PS&E!**





# Crossing Surface and Signal work

What's unique about this work?

Work not performed by a contractor through a let process

Performed by railroad forces or their contractor according to terms of agreement



# Project Management: critical path items

## Recognizing Critical Path items....

**Critical Path Item: A task or group of tasks that are essential to a project's completion**

- If task on critical path is delayed, entire project delayed
- Any delay will directly impact project delivery timeline
- Require careful attention and management

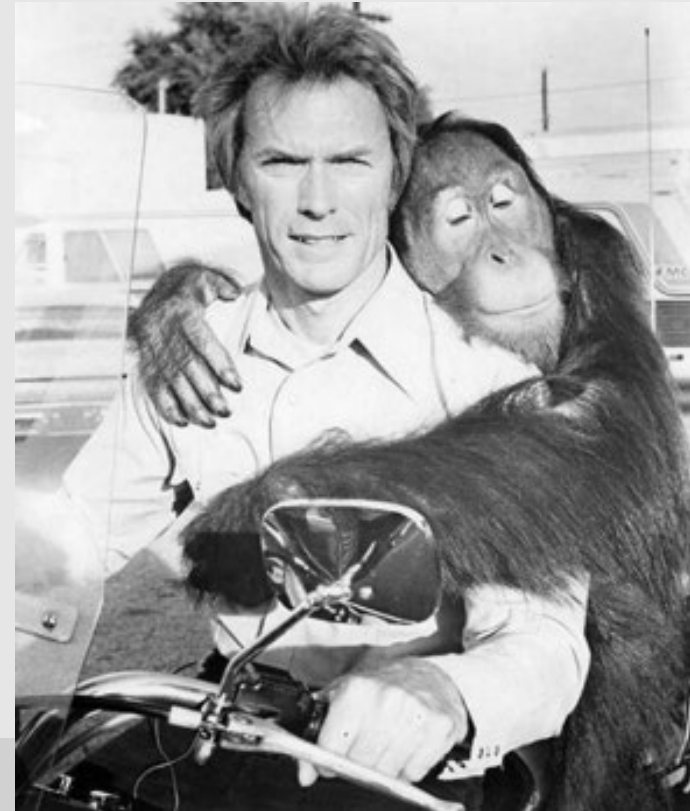
**Can railroad coordination be critical path?**

**Yes. No RR signed agreements, no contract award!**

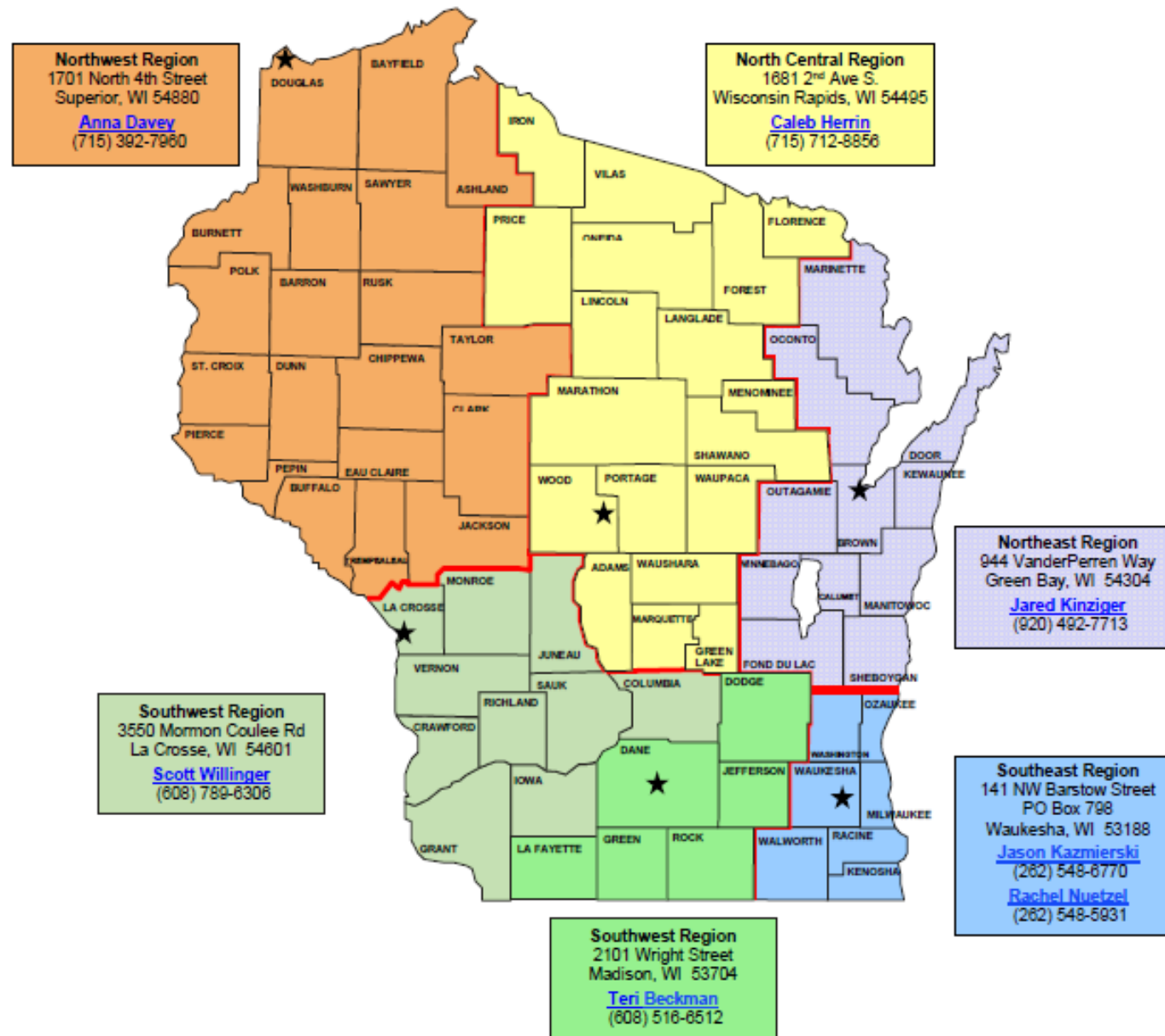


# Essential Roles – critical to project delivery

- Project development: locals, project managers/leaders, WisDOT, consultants
- Region Railroad Coordinator
- Rails and Harbors
- Office of Commissioner of Railroads
- Railroad Companies



# Region Railroad Coordinators



- Primary liaison between project and RHS
- Advise project development on RR coordination matters
- Review Railroad Project Submittal Package
- Work directly with railroads on construction end



# Proximity of project limit to grade crossing: what distance requires railroad coordination?

## Rule of Thumb:

If your project has a railroad crossing within 1,000' of your project, or a detour containing a RR crossing, contact the Region Railroad Coordinator to determine what coordination is necessary



# Does your project need railroad coordination?

If your project has a railroad crossing within 1,000' of your project, or a detour containing a RR crossing, contact the Region Railroad Coordinator to determine what coordination is necessary



# Essential tasks completed during railroad coordination lead time

## this all starts after acceptable RPSP (1-12 months)

- RHS review RPSP..... 1-9 months
- OCR Process (when needed)..... 6-9 months
- RHS send estimate request to railroad..... Days-Weeks
- Railroad develop the estimate..... 4-16 months
- RHS write agreements, send to railroad.... Days-Weeks
- Railroad sign agreements..... 4-8 months

---

**Take lead times seriously!**

**Challenges: HSIP and Local Program projects**



# Constraints and important points

- Get Region Railroad Coordinator involved early
- Cannot gap or stop just short of a crossing to avoid RR impacts. Must end project at a “logical” point.
- Projects with railroad impacts are not simple projects and don’t fit the streamlined PS&E process. **Add a year for dealing with railroads and Office of the Commissioner of Railroad (OCR).**
- FDM requires design submittal package to your region railroad coordinator **24 months prior to PS&E.** The more complex the project the longer it takes.
- Railroads have their own requirements and can vary in their responsiveness
- Warning devices are project responsibility





# Projects with Railroad Structures

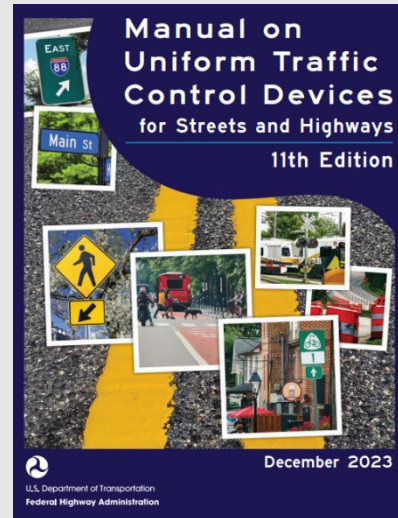
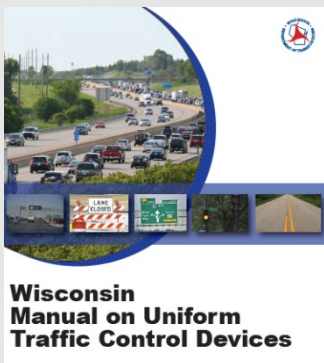
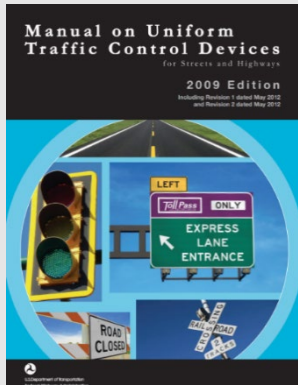
For all these reasons, contact Region Railroad Coordinator early in design!

- Necessary lead times for rail structure coordination
- STSP options for protective liability insurance and flagging
- Contractor issues
- Temporary crossings and/or relocations
- Road worker and safety awareness training
- Real estate and utility issues on rail property

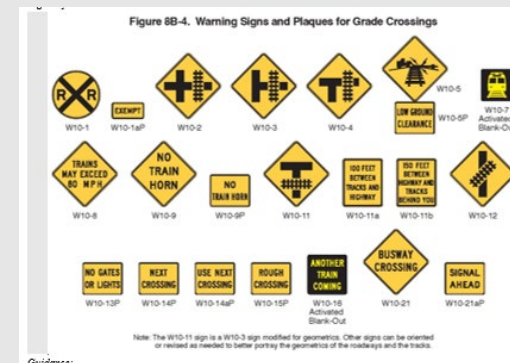
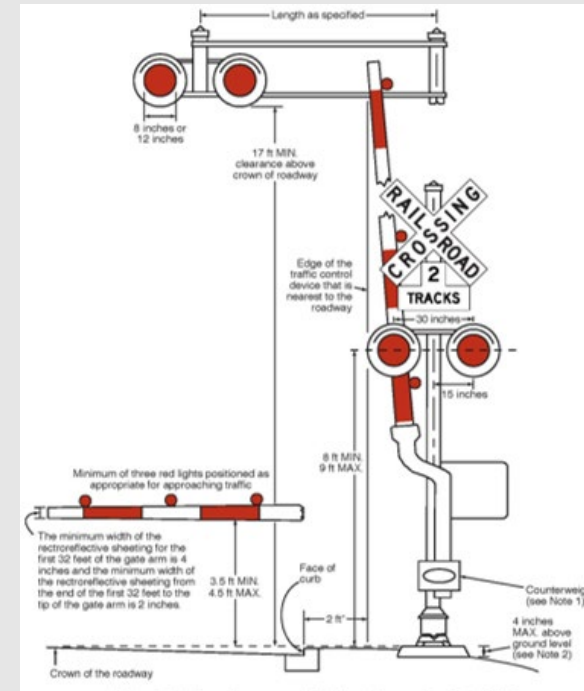


# MUTCD - Wisconsin Supplement

23 CFR 655: MUTCD is national standard for designing, applying, and planning traffic control devices



WMUTCD expected  
spring/summer 2025



Guidance:



# Emergency Notification Systems (ENS) Sign

49 CFR 234.303  
contains  
requirements for  
telephonic reporting  
of unsafe conditions



**Anybody can report:**

- Warning device malfunction
- Disabled vehicle
- Obstructions
- Any unsafe condition



Thank you!

## 2025 Local Program Symposium

May 22, 2025

Kris Sommers, PE

Supervisor, Railroad Engineering and Safety

Rails and Harbors Section

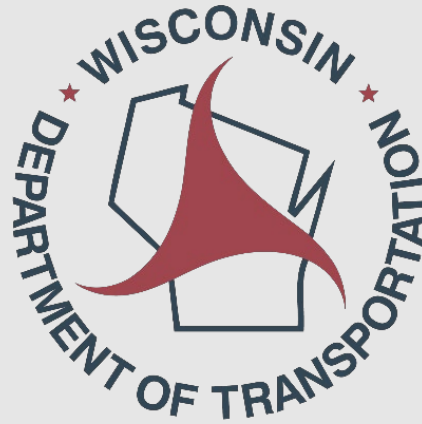
Bureau of Transit, Local Roads, Rails and Harbors

WisDOT Division of Transportation Investment

[Kristen.sommers@dot.wi.gov](mailto:Kristen.sommers@dot.wi.gov)

608-266-3341





# ~ Real Estate ~

**Megan Munden**

Statewide Local Program Real Estate Manager (LPREM)

Local Program Symposium  
Virtual via Teams

**May 22, 2025**

# Covering Today

- **UPDATES**

- Manual Updates
- Statute 32.015 Clarification
- ULIR Acquisition Policy

- **GOALS**

- Ramping Up Project Audits
- Monthly Policy Reminders
- Form Updates

**2025 Real Estate Conference – September 23-24, 2025**



# Manual Updates

- FHWA Mandated Updates
  - Submitted by June 3, 2025
- Real Estate Program Manual (REPM)
  - & Local Program Real Estate (LP RE) Manual
- WisDOT LP RE Webpage:  
<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx>



# Statute 32.015 Clarification

- “Property may not be acquired by condemnation to establish or extend a **recreational trail**; a **bicycle way**, as defined in s. 340.01 (5s); a **bicycle lane**, as defined in s. 340.01 (5e); or a **pedestrian way**, as defined in s. 346.02 (8) (a).”
- ... “When read in context, the definition of pedestrian way in s. 346.02 (8) (a), and the limitations on condemnation in this section and s. 61.34 (3) (b), **unambiguously exclude sidewalks**. Accordingly, this section and s. 61.34 (3) (b) did not prohibit the village in this case from condemning property to build a sidewalk. *Sojenhomer LLC v. Village of Egg Harbor*, 2024 WI 25, 412 Wis. 2d 244, 7 N.W.3d 455, 21-1589.”





# ULIR Acquisition Policy

- All State projects now required to acquire Utility Land Interests and/or Rights (ULIRs) in real estate as a party of interest.
  - This is NOT required for local projects, it is optional
- New Form MUST be completed on all projects
  - Documents from LPA how ULIRs will be acquired
  - Required starting for 2026-2031 Program Cycle projects
- Acquired in Real Estate OR Acquired in Utility Coordination



# ULIR Form

- Once completed it will be available on WisDOT's website.
- Form should be sent to the LPA by the Local Program Project Manager (LPPM)
- Form should be completed as soon as possible in the project
  - Certainly completed prior to DSR approval
  - Decision impacts project timeframes
  - Decision impacts consultant contracts / responsibilities
  - Form MUST be completed prior to real estate start



# “Old” Policy – ULIRs Acquired in Utility Coordination

- ULIRs acquired by utility coordinators
- ULIRs acquired on a corridor level (QCD, COR, TCE)
  - Fewer documents and work as compared to “new” policy
- Utility does not have appeal rights
- LPA must be willing to put project on hold if agreements with utilities cannot be reached

# “New” Policy – ULIRs Acquired in Real Estate

- ULIRs acquired by real estate agents
- ULIRs acquired on a per parcel level (as a party of interest)
  - More documents and work as compared to the “old” policy
- As a party of interest, utility has appeal rights
- On parcels where condemnation is possible, utilities unable to reach an agreement may be acquired through condemnation if necessary



# Goals Moving Forward

- Project Audits
  - We have been and will continue ramping up internal reviews
  - For real estate certification
- Policy Reminders
  - Send LPA approved staff/consultants monthly emails
  - Each month will be a new topic offering policy reminders
- Form Updates
  - Work through updates to LP RE forms in the coming year



# Thank You!

Megan Munden

Statewide LPREM

Email: [Megan.Munden@dot.wi.gov](mailto:Megan.Munden@dot.wi.gov)

Phone: 715-392-7962

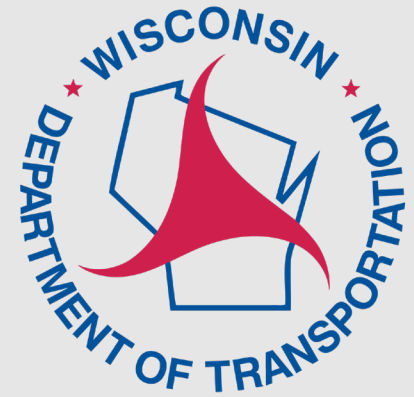
For ULIR Questions (also include):

[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)





*Highway Safety Improvement Program  
Data Driven Decisions*



# HIGHWAY SAFETY IMPROVEMENT PROGRAM

***Division of Transportation Investment Management***  
*Bureau of State Highway Programs*

**HSIP General Information**  
**Local Program Symposium**

Matthew Johnson-Gast  
WisDOT Statewide HSIP Manager  
608.267.3277  
[matthew.gast@dot.wi.gov](mailto:matthew.gast@dot.wi.gov)

# *Presentation Overview*

- **Basics of Highway Safety Improvement Program (HSIP)**
  - Overview, Funding, Program Cycle/Deadlines, Typical Projects, and High Risk Rural Roads Program (HRRRP)
- **HSIP Process**
  - Application requirements, analysis, and programming





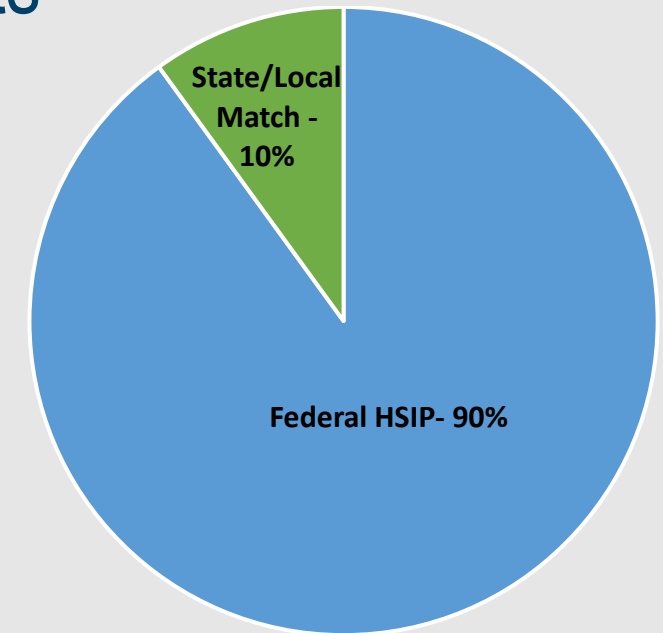
# ***HSIP Basics: Overview***

- Projects that reduce the number and severity of crashes on all public roads
- Focused on infrastructure improvements identified and selected through a data-driven approach
- Lower-cost treatments are given first consideration
- High Risk Rural Roads (HRRR)



# HSIP Basics: Program Funding

- Current program level = \$60 million/year
- A federal reimbursement program and NOT a federal grant program
- 90% federal HSIP funds available for most projects
- 10% match required
  - State pays match for STN projects
  - Locals pay match for non-STN projects (local streets and highways)



# *Program Cycle & Application Deadlines*

- Four-year program<sup>1</sup> of projects
- Solicitation is on a bi-annual cycle
- Current program is SFY2026-2029
  - Next application period for SFY2026-2029 is August 15<sup>th</sup>, 2025
  - Following application period for SFY2026-2029 is February 15<sup>th</sup>, 2026

<sup>1</sup>*Projects with longer, more complicated delivery schedules (at least 4 years) will be considered for approval in Years 5 and 6; but will be given lower priority than projects that can be delivered quickly.*



# *Typical Eligible Projects*

- Intersection safety improvements (including roundabouts and channelization/turning radii improvements)
- Installing or modifying traffic signals; as allowed under state statutes
- Installing signs, delineators, flashing warning lights; as allowed under state statutes.
- Improving sight distance
- Access modifications
- Constructing turning, bypass, or other auxiliary lanes



# *Typical Eligible Projects Continued*

- An improvement for pedestrian or bicyclist safety or safety of the disabled where there are crashes
- Installing pedestrian countdown timers and signals
- Installing a priority control system for emergency vehicles at signalized intersections
- Installing guardrails, barriers, and crash attenuators

The previous slides were examples of typical eligible projects, not an exhaustive list. If you aren't sure of the eligibility of your project reach out to your regional HSIP Coordinator.



# *High Risk Rural Roads Program (HRRRP)*

- Focuses on:
  - Local rural minor and major collector corridors
  - Run-off-the-road crashes
  - Fatal and serious injury crashes
  - Low complexity, low-cost treatments that can be implemented in less than 4 years
- Program development starts with annual review of crash data statewide by WisDOT



# *High Risk Rural Roads Program (HRRRP)*

- After initial screening and more detailed review of crash information by regional WisDOT safety engineers, 20 corridors are selected for further review and analysis
- With local agency participation, a WisDOT consultant reviews each corridor and develops a Corridor Safety Evaluation (CSE)
- CSE includes:
  - Summary of locations in the corridor with safety concerns
  - List of safety treatment within the corridor eligible for HRRRP funding
  - Cost estimates for design and construction if eligible treatments





# *High Risk Rural Roads Program (HRRRP)*

- Local agency has the option of using the CSE to develop an application for HRRRP funding
- Real estate acquisition is not eligible
- After a CSE is completed, it can be used for an HRRRP for the duration of three application periods



# The HSIP Process

Applications, Review, Approval,  
and Programming Details



# ***Application Requirements***

- Completed HSIP Project Application Form
- General sketch of the project proposal
- Collision diagrams
- Crash history (most current consecutive 5 years) and appropriate crash analysis
  - A summary of reports is sufficient, but individual reports should be available upon request
- Site photos
- Itemized cost estimate
- Project Evaluation Factor (PEF) analysis worksheet(s) – completed by WisDOT



# ***HSIP: Project Analysis***

- WisDOT region staff calculate a Project Evaluation Factor (PEF) for each HSIP application
- The PEF is used to evaluation and compare proposed projects
- The PEF estimates crash reduction potential of proposed improvements and compares them to project costs over a ten year period
- The PEF calculation includes
  - Estimated costs of proposed project
  - Crash history at the project location
  - Identification of crashes that the proposed project would have reduced
  - Estimate crash reduction potential of proposed improvements, based on established research and studies



# ***HSIP: Programming***




- Co-Pay and funding cap applies to all projects
- Local Projects – overages charged to Local sponsor
- Any funding cap increase must be approved by the HSIP Program Manager
- Any schedule change resulting in the project moving SFY must be approved by the HSIP Program Manager
- Any project scope change would require application resubmittal with an updated PEF (using the original submittal's crash history)



# *HSIP: Co-Pay Requirement*

## **For Local-sponsored projects:**

**Projects over \$4,600,000 trigger a co-pay requirement**

1. First \$4,600,000       HSIP Program Funds (90% Fed)
2. Second \$4,600,000       Non-HSIP Funds
3. Balance of Project       Cost Shared equally between HSIP & Non-HSIP Sources



# ***Tips for Successful HSIP Applications***

- Follow general instructions on HSIP application
- Projects rooted in documented crash problems (crash reports)
- Be as specific as possible in “Proposed Improvements” box justifying the selected improvement and explaining why alternatives weren’t selected or list other safety countermeasures that have previously been deployed and crashes have persisted.
- Be **realistic** with the provided estimate and outlined SFY timeframe
  - Generally, design, R/E, and construction not be scheduled in the same FY. If R/E is required please allow more time when preparing the project schedule.





# ***For More Information***

- WisDOT Programs for Local Government
    - <http://www.dot.wisconsin.gov/localgov/highways/hsip.htm>
    - HSIP application materials are available for download at the website listed above
  - WisDOT HSIP Staff
    - WisDOT Regional HSIP Coordinators and Safety Engineers
      - General program information
      - Questions about specific potential projects and application help
    - Statewide HSIP Manager
      - General program information
- Matthew Johnson-Gast  
608.267.3277  
matthew.gast@dot.wi.gov



# Regional HSIP Coordinators

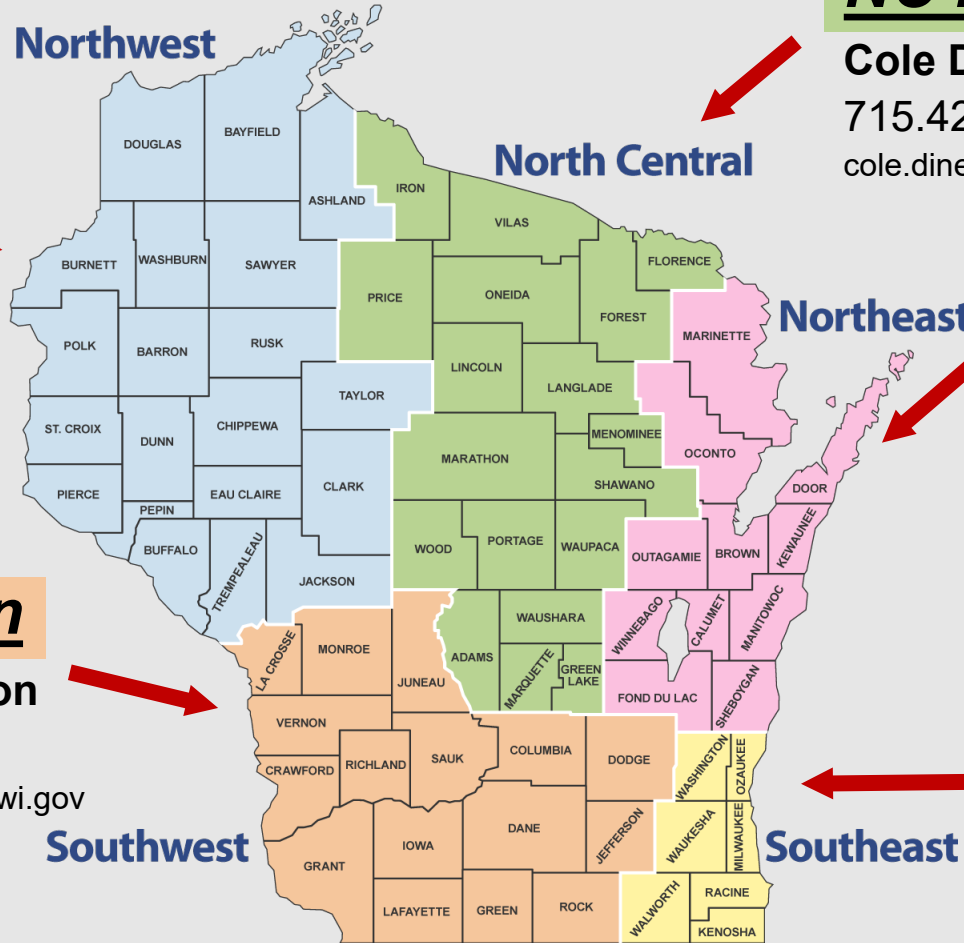
## NW Region

**Tim Smrstick**

715.836.2834

timothy.smrstick@dot.wi.gov

**Northwest**



## NC Region

**Cole Dineen**

715.421.8083

cole.dineen@dot.wi.gov

**North Central**

## NE Region

**Kelsey Lorenz**

920.492.0142

kelsey.lorenz@dot.wi.gov

**Northeast**

## SW Region

**Linda Richardson**

608.789.7869

linda.richardson@dot.wi.gov

**Southwest**

## SE Region

**Tyler Beinlich**

262.548.5856

tyler.beinlich@dot.wi.gov

**Southeast**

**Roslin Burns**

262.521.5383

roslin.burns@dot.wi.gov

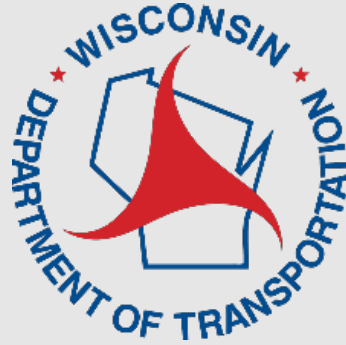


Take A  
Break!



**Break #2: 1:30 - 1:45**





# Local Program Title VI Requirements

**Office of Business Opportunity and Equity Compliance**

**Title VI Program**

Taqwanya Smith  
Senior Title VI and ADA Coordinator

**2025 Local Program Symposium**

# What is Title VI?

## Title VI is Nondiscrimination

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, and national origin.

Specifically, 42 USC 2000d states that *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

<https://highways.dot.gov/civil-rights/title-vi-civil-rights-act-1964-and-additional-nondiscrimination-requirements>

# Title VI Assurances

## Required for Federal Financial Assistance

“Every application for Federal financial assistance to which this part applies...shall, as a condition to its approval and the extension of any Federal financial assistance pursuant to the application, contain or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all the requirements imposed by or pursuant to this part. ***Every award of Federal financial assistance shall require the submission of an assurance.***”

USDOT Title VI Regulation, 49 CFR 21.7(a)



# Federal Financial Assistance (FFA)

## Subrecipients

***“The Recipient shall provide for such methods of administration ... to give reasonable guarantee that it, **other subrecipients**, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants **of Federal financial assistance under such program** will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.”***

USDOT Title VI Regulation, 49 CFR 21.7(b)



# Who are Subrecipients?

- Cities and Counties (STP, etc.)
- Planning Agencies
- Consultant Contractors
- Suppliers
- Universities and Colleges
- Other recipients of Federal-aid highway funds

FHWA Title VI Regulation, 23 CFR 200.9(b)(7)

# WisDOT as the Primary Recipient

## Title VI Implementation Plan

- Due to FHWA annually on October 1.
- Standard Operation Procedures for Program Area Reviews, **Subrecipient Reviews**, Training, Complaint Processing, and Language Access Services.

FHWA Title VI Regulation 23 CFR 200.9(b)(11)

# WisDOT as the Primary Recipient

## Title VI Goals & Accomplishments Report

- Due to FHWA annually on December 1.
- Program Area Reviews (Construction, Contract Administration, Design, Environment, Finance, Planning, Right-of-Way, etc.) conducted in a year.
- **Subrecipient Reviews conducted in a year.**

FHWA Title VI Regulation 23 CFR 200.9(b)(10)



# Requirements for Subrecipients

## Title VI Complaints

WisDOT Subrecipients are required to:

- Develop a complaint policy and procedure.
- Keep a log of all complaints received.
- If a complaint is filed with a Subrecipient City or County, that receiving agency should forward the complaint to the State DOT.
- State DOT should forward the complaint to the State's FHWA Division Office.
- State's FHWA Division Office should forward the complaint to FHWA HQ Civil Rights.

# Requirements for Subrecipients

## Title VI Compliance Reviews

- Review Notification
- Request for Information (RFI)
- Desk Audit
- Onsite Review (field audit)
- Report of Findings and Corrective Action Plans if applicable
- Report of Findings in the Title VI Goals & Accomplishments Report

[FHWA Title VI Review Plan Template](#)

# Resources

- Local Public Agency Guide
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/lpaguide.aspx>
- Sponsor's Guide for Non-Traditional Transportation Project Implementation
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx>
- State/Municipal Agreement – General Terms and Conditions
  - <https://iisgtwyp.wi.gov/ffm/pmm/03/03-25-20e.pdf>
- Two-Party and Three-Party Contracts – Section V. Miscellaneous Provisions E and G
  - <https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/con-docs.aspx>

# Training Resources

- FHWA Federal-aid Essentials for Local Public Agencies
  - <https://highways.dot.gov/fed-aid-essentials/videos>
- Local Program Project Development Process Training
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/proced-tools.aspx>
- Local Programs Symposium
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/symposium.aspx>
- Sponsor's Guide Certification Training
  - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx>
- Title VI Training in the LearnCenter
  - <https://wisconsindot.gov/Pages/doing-bus/contractors/cntrctr-trng/default.aspx>



# Contact Information

Taqwanya Smith

Senior Title VI and ADA Coordinator

Office of Business Opportunity and Equity Compliance (OBOEC)

4822 Madison Yards Way, 5th Floor South

Madison, WI 53705

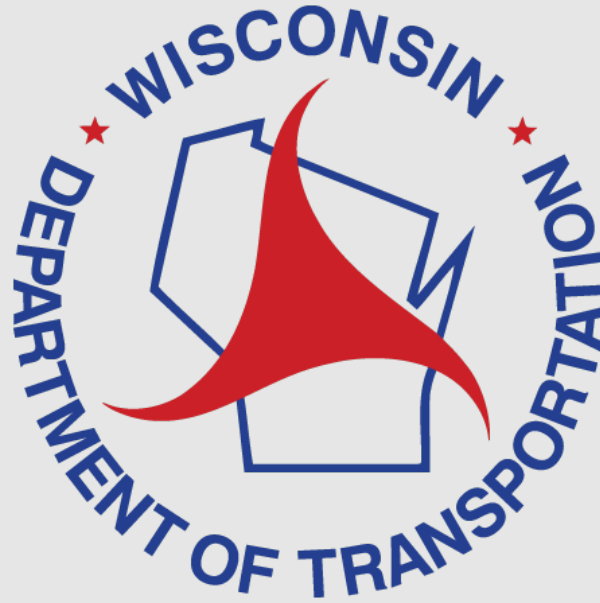
Telephone: (608) 266-8129

TTY: (800) 947-3529; WI Relay 7-1-1

Fax: (608) 267-3641

Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov)

<https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx>



# **Traffic Forecasts for Local Program Projects**

**5/22/2025**

**Kory Dercks**

**Traffic Forecasting Section Chief**

# Background

- Traffic forecasts for WisDOT Local Program projects are the responsibility of the Local Public Agency (LPA)
  - LPA is designated approver of traffic forecasts
- The WisDOT Traffic Forecasting Section (TFS) developed policy and guidance in 2023 to assist in the preparation of traffic forecasts for Local Program projects
  - Guidance documented in [Section 70 of Transportation Planning Manual \(TPM\)](#)



# Policy & Guidance Overview

- Forecasts only required when project needs a future AADT for design purposes
  - Based on FDM design requirements and improvement concepts
- Methodologies consider the availability of historical traffic counts and varying levels of expertise
  - Based on national best practices
  - Flexible and readily available software
- WisDOT TFS will be available for support, if needed
  - Process initiated by Local Program Project Managers (LPPMs)



# Forecast Need Determination

Improvement Strategy	Improvement Type	Improvement Concept Code	Forecast Required
Perpetuation	Preservation / Restoration	PSRS10	No
		PSRS20	
		PSRS30	
		PSRS40	Yes
	Resurfacing	RSRF10	Yes
		RSRF15	
		RSRF20	
		RSRF25	
		RSRF30	
		COLD10	
		COLD20	
	Bridge Preventive	BRPVTV	No
	Bridge Rehabilitation	BRRHB	Yes
Rehabilitation	Reconditioning	RCND10	Yes
		RCND20	
	Pavement Replacement	PVRPLA	
		PVRPL O	
		COLD30	
	Bridge Replacement	BRELIM	Yes
		BRRPLE	
		BRRPL	
Modernization	Reconstruction / Expansion	RECST	Yes
		RECSTE	
		BRNEW	

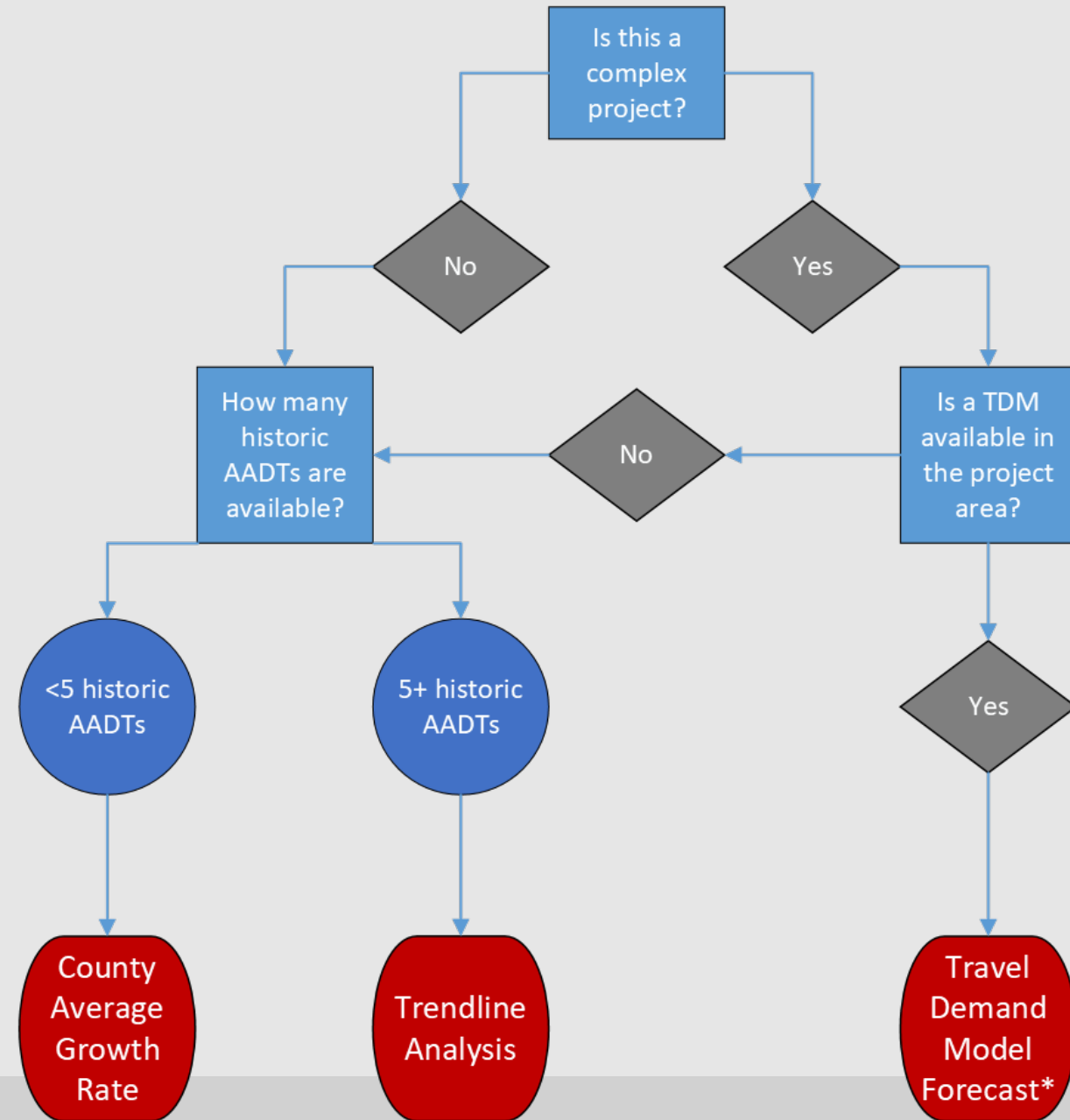
# LP Forecasting Methods

- Trendline forecast
  - Perform regression on historical traffic counts and apply growth rate to most recent count
- County average growth rate
  - Apply a county average growth rate to most recent count
- Travel Demand Model (TDM)
  - Use TDM traffic assignments to forecast from most recent count



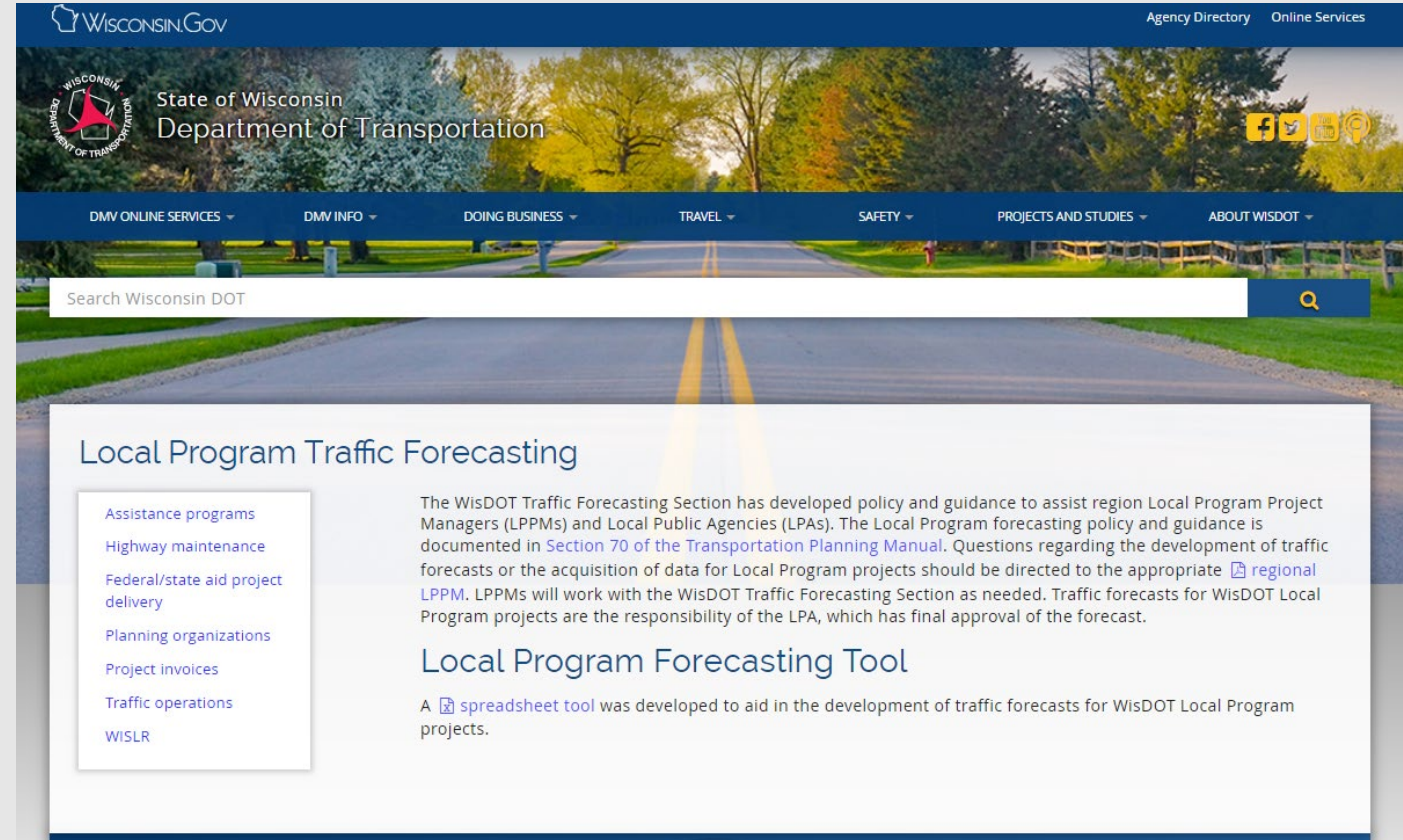
# TPM Guidance

- TPM Section 70
- For each method, guidance details:
  - Strengths of method
  - Data needs
  - Data checks
  - Step-by-step directions and demonstration
  - Reasonableness checks



# LP Forecasting Tool

- Created a simple, Excel-based tool to expedite and automate most of the forecasting process for the LPA
- Trendline method
  - Data needs: 5+ traffic counts
- County average GR method
  - Data needs: 1 traffic count
- Tool to be updated annually



<https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/lptft.aspx>





# LP Forecasting Tool – Trendline

## Trendline Traffic Forecast

### 1) Location Information

County	Fond du Lac
Project Description	City of FDL, Park Ave
Project ID	0000-00-00
Count Site ID	000000

### 2) Count Information

Count Year	AADT
2022	4600
2019	4500
2016	4200
2013	4300
2010	4100

### 4) Traffic Forecast Information

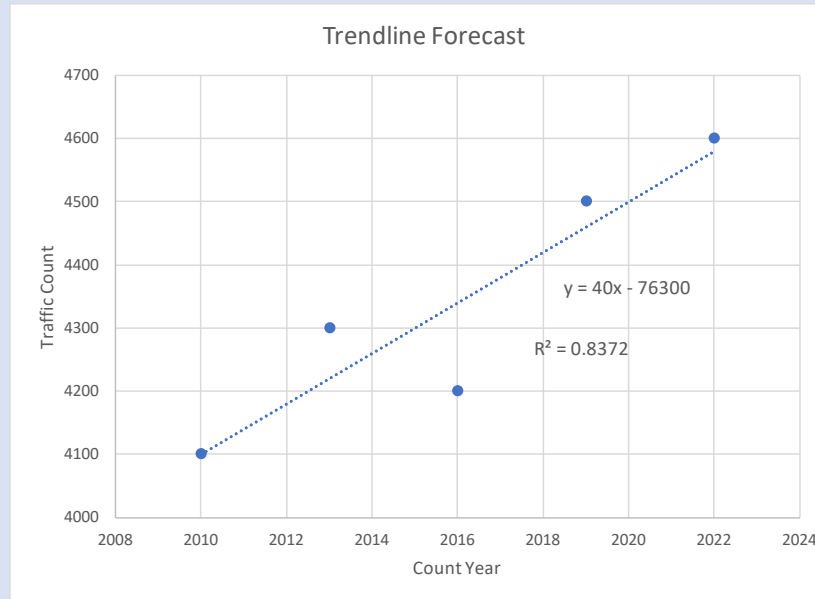
Future AADT Year 1	2047
Future AADT Year 2	2037
Future AADT Year 3	2027

### 5) Traffic Forecast

Forecast Year	Future AADT
2047	5600
2037	5200
2027	4800

Growth rate*	0.87%
--------------	-------

### 3) Linear Regression



A Trendline Forecast can be completed if there are five or more historic traffic counts available in the study area. If fewer than five counts are available, a trendline forecast may still be appropriate if there is a strong trend, though user discretion should be applied.

To complete a Trendline Forecast using this tool:

- 1) Fill out the location information for the project
- 2) Obtain all traffic counts for the study location performed within the last 20 years. In cells C10-D19, and starting with the most recent count, fill out the count years and AADT count values. The tool allows for up to 10 traffic counts.
- 3) The graph will auto-populate based on the count data you have input. Check the R-squared value. If it is low, consider performing a County Average Growth Rate Forecast and comparing it to the results of the trendline forecast.
- 4) Enter the years for which a future forecasted AADT is needed in cells D22, D23, and D24. Leave cells blank if fewer than 3 future years are needed. Enter the years in descending order, with the most distant forecast year in Cell D22
- 5) The tool will auto-populate a rounded AADT for each forecast year in cells D28, D29, and D30.
- 6) If the location shows a negative growth rate, the user should manually apply a 0.0% growth rate to the most recent AADT.

\*The growth rate provided is the annual average growth rate from the most recent traffic count to the final unrounded future forecasted AADT. The annual growth rate may differ from the growth rate developed for the linear regression.

# LP Forecasting Tool – County Avg Growth Rate

## County Average Growth Rate Forecast

### 1) Location Information

County	Bayfield
Project Location	CTH H
Project ID	0000-00-00
Count Site ID	000000

### 2) Count Information

Most Recent AADT	2500
Traffic Count Year	2022

### 3) Traffic Forecast Information

Future AADT Year 1	2045
Future AADT Year 2	2035
Future AADT Year 3	2025

### 4) Traffic Forecast

Forecast Year	Future AADT
2045	2700
2035	2600
2025	2500

County average growth rate	0.40%
----------------------------	-------

A County Average Growth Rate Forecast can be completed if there are fewer than 5 historic traffic counts available in the study area.

To complete a County Average Growth Rate Forecast using this tool:

- 1) Using the dropdown menu, select the County in which the project is located. If a project spans 2+ counties, consider developing separate forecasts for each segment, or use the higher County AGR.
- 2) Obtain the most recent traffic count for the study location. Enter the most recent AADT (traffic count) in cell D7. Enter the year the traffic count was performed in cell D8.
- 3) Enter the years for which a future forecasted AADT is needed in cells D11, D12, and D13. Leave cells blank if fewer than 3 future years are needed.
- 4) The tool will auto-populate a rounded AADT for each forecast year in cells D17, D18, and D19.

# Questions?

Kory Dercks  
Traffic Forecasting Section Chief  
[kory.dercks@dot.wi.gov](mailto:kory.dercks@dot.wi.gov)  
608-266-1379





# Local Program Project Environmental Process

**Jay Waldschmidt, P.E.,**  
EPDS Section Chief

2025 Local Road Program Symposium

**May 22, 2025**



# The Application

## Environmental Considerations

- Archaeological and Historical Sites
- Section 4(f) & Section 6(f)
- Tribal Lands
- Environmental Justice Populations and Impacts
- Federal & State Threatened/Endangered Species
- Wetlands
- KNOWLEDGE is KEY!!!



Anna  
Jahns

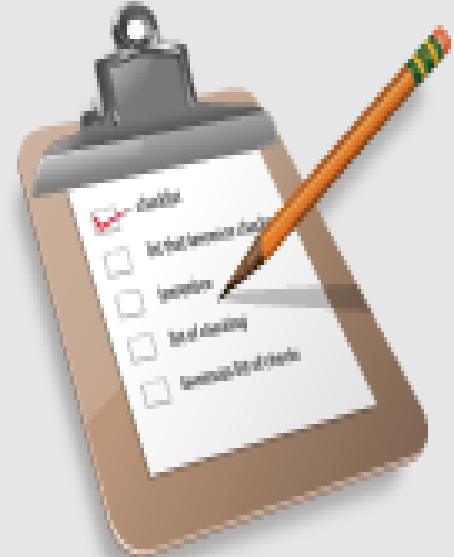
# Which Environmental Document is Right for You?

- ~~Environmental Impact Statement (EIS)~~
- ~~Environmental Assessment (EA)~~
- Categorical Exclusion (CE)
  - Environmental Report (ER)
  - Categorical Exclusion Checklist (CEC) - 97%



# Environmental Document Approval

- Allow ample time for report reviews and approvals
- The environmental document cannot be approved until:
  - Fiscal constraint has been demonstrated (STIP/TIP)
  - Tribal notification emails & hard copies are sent
  - History/Archeology is screened, or Section 106 is approved
  - T&E species coordination is completed
  - Section 4(f) & Section 6(f) coordination is complete
- A CEC is approved by WisDOT and can take a few months to approve – Quality is Key!
- An ER is approved by FHWA and can take longer to approve



# Demonstrating Fiscal Constraint in Environmental Documents

There are two Parts to demonstrating project-level fiscal constraint with two Parts to each of those before the environmental document can be signed:

## Part 1

- There must be money available for a next major step before the environmental document can be signed
  - Substantial acquisition of real estate money available in the STIP/TIP, OR,
  - Construction money available in the STIP/TIP (can be for a portion of the project, but there must be a reasonable assurance that there is money for construction of the entire project)

## Part 2

- The total project cost shown on the environmental document in Year of Expenditure dollars must be within one or the other of two parameters when compared to the total project cost included in the STIP/TIP
  - The total project cost must be within \$2 million of the STIP total project cost [when there is a TIP involved, the Metropolitan Planning Organizations have their own dollar numbers (see attached)], OR
  - The total project cost must be within 20% of the STIP total project cost (when there is a TIP involved, the Metropolitan Planning Organizations have their own percentage numbers)





# Updated environmental document templates

## New Categorical Exclusion Checklist (CEC)

- Complete overhaul of the CEC Checklist
  - Guidance language added into the template
  - More question-based statements to guide preparers through the topics
  - Many more questions/topics added to hit key items that were being missed
  - Drop downs in some locations to pick responses
  - Specific terms such as environmental justice, climate change and Council on Environmental Quality Code of Federal Regulations citations removed per the new federal administration



# Updated environmental document templates

Watch for the statewide  
CEC showcase event  
coming soon!



## Categorical Exclusion Checklist (CEC)

01-13-2025

Wisconsin Department of Transportation

This template may be used for National Environmental Policy Act (NEPA) documentation and/or Wisconsin Environmental Policy Act (WEPA) Categorical Exclusion (CE) documentation. A determination that this project satisfies the criteria for a Federal Highway Administration (FHWA) CE does not relieve the applicant of the requirement to comply with other laws and regulations including, but not limited to, Section 404 of the Clean Water Act, Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act, and Section 4(f) of the US Department of Transportation Act. Coordination to comply with these other laws may require FHWA involvement. Furthermore, designation of this project as a (c) and (d) listed (as appropriate) CE does not relieve the requirement for WisDOT to coordinate with WDNR under the Cooperative Agreement. Any correspondence or documentation used to comply with Federal, state, or local laws or regulations should be maintained in the project file and provided with this checklist upon request.

Project Information			
<b>Project Design ID</b> Enter ID	<b>Project Construction ID</b> Enter ID	<b>Project Route or Facility</b> Enter Route or Facility	<b>County</b> Enter County
<b>Project Title</b> Enter Title	<b>Project Termini (Limit)</b> Enter Termini – Termini must match the termini/limits identified in the STIP for projects with federal funds and TIP (if applicable). If termini do not match, then a STIP/TIP amendment will be needed before the environmental document may be signed.	<b>City, Village, Town</b> Enter city, town, and/or village	<b>Funding Sources</b> <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Other
<b>23 CFR 771.117(c) or (d) -or- Trans 400 WI Admin Code Project Type Number and Text:</b> Enter 23 CFR 771.117 (c) or (d) Action or Trans 400			
<b>Environmental Process Start Date:</b> Enter date – Tribal notification date even if early environmental coordination has occurred prior to the tribal notification.			
<b>Signatures - All level of reviews must be complete prior to document signatures.</b>			
<b>Preparer Name:</b> Click here to enter text.		<b>Preparer Agency/Firm:</b> Click here to enter text.	
<b>WisDOT Region Environmental Coordinator (REC) or Central Office Bureau of Technical Services Environmental Services Section (ESS) or Environmental Process and Documentation Section (EPDS) Staff Member:</b> I certify that I meet the requirements for staff who review and recommend approval of Categorical Exclusion (CE) actions, specified in the FHWA – WisDOT CE Programmatic Agreement (CE-PA). I further certify that I have reviewed this document and agree with the determination that the proposed project and resultant impacts meet the definition of a CE as described in 23 CFR 771.117(a) & (b) and will not result in significant environmental impacts. I recommend this CE for approval.			
<b>Print Name and Affiliation</b> Enter Name and Affiliation		<b>Signature</b>	<b>Date</b> Enter Date



# Putting the Public in Public Involvement

- FDM Chapter 6, Public Involvement has been updated!
- Detours and businesses!!!
- Demographics and Limited English Proficiency
- Acquisitions and relocations
- Yet to come:
  - ArcGIS Hub for project webpages
  - One public involvement website
  - Public involvement training for WisDOT staff and consultants



# Demographic Questionnaire and Form Letter for Acquisitions/Relocations

WisDOT's Environmental Services Section has developed a Demographic Questionnaire and Form Letter that project teams will be able to utilize on low-scope projects where relocations of residences or businesses are anticipated

## Done to comply with:

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act (1970)
- Title VI of the Civil Rights Act (1964)
- FHWA Technical Advisory T 6640.8A – Guidance for Preparing and Processing Environmental and Section 4(f) Documents (1987)
- The National Environmental Policy Act (NEPA) Regulations 40 CFR 1500-1508 (1969)
- Among others



# QUESTIONS?

Contact:

Fred Wisner, P.E.

[frederick.wisner@dot.wi.gov](mailto:frederick.wisner@dot.wi.gov)

or

715-499-5204

?



# Q&A Session

