Local Roads Improvement Program

2014-2015 Program Guidelines and Requirements
Program Contacts

Janice Watzke
- Program manager
- (608)266-9497  janice.watzke@dot.wi.gov

Lynne Strasburg
- Contract specialist
- (608)266-0775  lynne.strasburg@dot.wi.gov

Mary Forlenza, Chief
Local Transportation Program & Finance
Web Sites

LRIP home page
www.dot.wisconsin.gov/localgov/highways/lrip.htm

LRIP web system launch page
www.dot.wisconsin.gov/localgov/highways/lrip-system.htm
Local Roads Improvement Program

Established in 1991, the Local Roads Improvement Program (LRIP) assists local governments in improving seriously deteriorating county highways, town roads, and city and village streets. LRIP is a reimbursement program, which pays up to 50% of total eligible costs with local governments providing the balance.

The guidelines and requirements for the 2014-2015 LRIP program cycle are contained in the following packets. These are large files and may take several minutes to download. Please note application instructions are provided separately.

**Important:** The following document(s) are in WORD format unless otherwise noted.

- Guidelines and Requirements for Counties (Updated 7/31/2013)
  - CHL application
  - CHED application
- Guidelines and Requirements for Cities and Villages (Updated 7/31/2013)
  - MSILT application
  - MSIGT application
  - MSID application
- Guidelines and Requirements for Towns (Updated 7/31/2013)
  - TRI application
  - TRID application
- Application Instructions (for all application forms)

Changes to prevailing wage laws

For detailed guidance and requirements related to changes in prevailing wage laws, please see the Wisconsin Department of Workforce Development Internet site.

Bikeways and sidewalks in highway projects

Section 84.01(35), Stats., requires the Department of Transportation to ensure that bicycle and pedestrian facilities are included in all new highway construction and reconstruction projects funded in whole or in part from certain state or federal funds, and sets forth five circumstances under which such facilities are not required. For LRIP, communities are required to identify if bikeways and pedestrian ways are included in their project or the reasons why they can be excluded. Projects that 1) incorporate shared use or bike paths in lieu of bike lanes, or 2) listing disproportionate costs as the reason for being excluded are required to get an exception through WisDOT. The process to obtain approval is detailed in Facilities Development Manual (FDM) Ch. 11-46. For questions about this requirement contact your WisDOT regional bicycle and pedestrian coordinator or, in his/her absence, the state bicycle and pedestrian coordinator.

Substitutions, changes or funding transfers

Guidelines and application for requesting a substitution, project change or transfer of funds:
Section 84.01(155) Stats., requires the Department of Transportation to ensure that bicycle and pedestrian facilities are included in all new highway construction and reconstruction projects funded in whole or in part from certain state or federal funds, and sets forth five circumstances under which such facilities are not required. For LRIP, communities are required to identify if bikeways and pedestrian ways are included in their project or the reasons why they can be excluded. Projects that 1) incorporate shared use or bike paths in lieu of bike lanes, or 2) listing disproportionate costs as the reason for being excluded are required to get an exception through WisDOT. The process to obtain approval is detailed in Facilities Development Manual (FDM) Ch. 11.46. For questions about this requirement contact your WisDOT regional bicycle and pedestrian coordinator or, in her/his absence, the state bicycle and pedestrian coordinator.

**Substitutions, changes or funding transfers**

Guidelines and application for requesting a substitution, project change or transfer of funds:

- Guidelines for submitting a request
- Substitution-Change-Transfer application

**Summary reports**

The Open Project County Summary Report is a summary of open projects per county - including a project’s location, component type, number, and related funding information. The report is also available on the LRIP Web System.

The Open Project Statewide Summary is a statewide summary showing the total number of open projects, and their corresponding total project costs and the total final reimbursement amounts, per funding component for the biennium. This report is available on the LRIP Web System.

These reports are updated quarterly (January, April, July, and October).

The 2012-2013 LRIP Summary Report, published every two years, presents program activity during the past biennial cycle. The report provides an analysis of program performance and includes a listing of all projects funded during the biennium.

**On/At Manual**

The On/At Manual illustrates how to describe the location of your LRIP project using the On/At method. Starting with the 2004-05 program cycle, LRIP applicants have been required to use On/At in the LRIP Application Form to describe the location of their LRIP project(s). On/At is the same method used by the Wisconsin Information System for Local Roads (WISLR) and by local communities to submit pavement ratings to WisDOT every two years. Please contact your county highway commissioner with your On/At questions.

**Program Manager:** Janice Watzke, Janice.Watzke@dot.wi.gov, (608) 266-9497

**Related information:**

- Local Roads Improvement Program Web System
- Wisconsin Information System for Local Roads (WISLR)

Questions about the content of this page?

Janice Watzke, Janice.Watzke@dot.wi.gov
Last modified: July 31, 2013

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Background

LRIP is governed by §86.31, Wis. Stats. and ch. Trans 206
What is the Local Roads Improvement Program (LRIP)?

- **LRIP was created to address:**
  - Seriously deteriorating roads under local jurisdiction

- **It is an Improvement Program**
  - Maintenance, new roads, alleys & parking lots are not reimbursable
  - Project design life criteria of at least 10-years
  - Must be built to appropriate standards

- **It is a Reimbursement Program**
  - Up to 50% of eligible costs
  - Project must be completed and contractor(s) paid before reimbursement
Improvement Types

- **Reconstruction**
  - HMA purchase only

- **Pavement Replacement**
  - HMA purchase only

- **Reconditioning**
  - HMA purchase only

- **Resurfacing**
  - HMA purchase only

- **Structure**
  - Replacement
  - Rehabilitation

- < 20 ft.
- > 20 ft.
Eligible Costs

- May include feasibility studies, design, right-of-way acquisition, or any items that are an integral part of street and road and related engineering costs.
- Cold Mix Asphalt
- Double Chip Seal for Towns 86.31 (2)(h)
Ineligible Projects

- Maintenance
- New roads
- Utilities
- Purchase of cold mix asphalt
- Purchase of gravel
Ineligible Projects (cont.)

- Not a stand alone safety program
- Not a culvert replacement program
- Ineligible half of border roads
- Location has already received funding (within 10 years)
- Large patches (a complete redo of a 50’ section)
- 16’ roadway width and not willing to build to minimum of 18’
- Less than a 1.5” asphalt overlay on an existing pavement
WisDOT has provided a total of $427.3 million in LRIP funds since 1991.

Source: Local Roads Improvement Program Summary Report: State Fiscal Years 2012-2013
2014-2015 Entitlement Funds

CHI: $13,756,732
MSI: $9,117,834
TRI: $9,117,834
2014-2015 Discretionary Funds

- **EARMARK**
  - MSID: $1,953,000
  - CHID: $9,654,000

- **TRID**: $11,465,000
## Project Reimbursement Sunsets

<table>
<thead>
<tr>
<th>Program Cycle</th>
<th>Funding Sunset Date</th>
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</thead>
<tbody>
<tr>
<td>2008-2009</td>
<td>June 30, 2013 (completed)</td>
</tr>
<tr>
<td>2010-2011</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>2012-2013</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>2014-2015</td>
<td>June 30, 2019</td>
</tr>
</tbody>
</table>
Program Timeline

- **July 1, 2013**: 2014-2015 program cycle begins
- **November 1, 2013**: Applications due to county highway commissioners
- **January 15, 2014**: Applications due to WisDOT
- **March 15, 2014**: Target Date to execute FY 2014-funded SMAs
- **By July 15, 2014**: Target Date to execute FY 2015-funded SMAs
Roles and Responsibilities

- **Applicant**
  - Town
  - City/village population < 20,000 and city/village population of ≥20,000
  - County

- **Committee**
  - TRI and MSILT committees
  - TRID and MSID committees
  - County Highway Improvement District committee

- **County highway commissioner**
  - Administrator/liaison
Roles/Responsibilities for Applicant and Committee

- **Application Submittal**
- **TRI and MSILT committees**
  - Select entitlement projects
  - Review and prioritize discretionary projects
  - Sign and forward selected applications and minutes to commissioner
- **County Hwy Improvement District committees**
  - Review and recommend discretionary projects
  - Approve CEF’s
- **Pre-Bid Guidelines**
  - Bicycle/pedestrian facilities (if required)
  - Prevailing Wage (if required)
Roles/Responsibilities for Applicant

- Advertising
- Bidding and contracting
- County doing the work
  - Town contracting with county
  - Cities and villages contracting with county
  - County performing work with own forces
- Purchase of hot mix asphalt only
- Engineer’s certification, if required
- Exceptions to Standards
- Project completion/reimbursement
Roles/Responsibilities for Discretionary Committees

- **STRIDC and SMSIDC**
  - Develop criteria for selection
  - Review and recommend discretionary projects
Responsibilities – County Highway Commissioners

- Review project applications
- Manage programming caps
- Manage annual county entitlement funding
- Forward applications to WisDOT by 01/15/14.
- Confirm project documentation
- Maintain documentation
Flow Charts

- TRI and TRID processes
- MSILT/MSIGT and MSID processes
- CHI and CHID processes
Discretionary Improvement Program
Eligibility Requirements

- TRID projects total costs must be $100,000 or more
- MSID and CHID projects total costs must be $250,000 or more
- Meets general program requirements and addresses the selection criteria
- Improvement must be included in Improvement Plan
- Completed to improvement standards
  - Registered professional engineer certifies 10-year design life
  - Will hold up to current and anticipated traffic weight and volume
Selection Criteria

The selection criteria, in order of priority are:

1. Safety
2. Reconstruction
   2a. TRID-Reconstruction with heavy vehicle or high volume traffic
   2b. TRID-Reconstruction with typical traffic
3. High Traffic Volume Projects
4. Component specific
   - TRID-Multi-jurisdictional projects
   - MSID-Comprehensive Planning
   - CHID-Joint Projects
Applicant

A successful applicant must:

- Correctly identify the scope of the project
- Provide additional documentation emphasizing the four criteria
- TRID funding alternatives
  - Exceed their local levy limits
  - Borrowing
Contact and Mailing Information

**LRIP Program Manager:**  Janice Watzke, janice.watzke@dot.wi.us or (608) 266-9497

As the program manager, Janice handles all program related questions and requests for project changes.

**Contract Specialist:**  Lynne Strasburg, lynne.strasburg@dot.wi.gov or (608) 266-0775

As the contract specialist, Lynne handles all funding disbursements, including all requests for reimbursement.

**Mailing Address:**
Bureau of Transit, Local Roads, Railroads and Harbors
P.O. Box 7913, Room 951
Madison, WI  53707

**Shipping Address:**
Bureau of Transit, Local Roads, Railroads and Harbors
4802 Sheboygan Ave., Room 951
Madison, WI  53705
Guidelines and Requirements Appendixes

- §86.31, Wis. Stats.
- ch. Trans 206
- Entitlement and discretionary figures
- Programming caps (town and city/village documents)
- Checklist (town and city/village documents)
- Roadway standards
- Contacts – WisDOT and DNR
- Example: exception to standards, engineer’s cert.
- Advertising examples
- (County guidelines only) WCHA district map
- Program sanctions
Project Application Form
<table>
<thead>
<tr>
<th>Section I. Project Improvement Type</th>
<th>Funding year and local contact information</th>
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<tr>
<td>Project Improvement Type</td>
<td>Bicycle and pedestrian facilities</td>
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<td>CHECK ONE IMPROVEMENT TYPE</td>
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<tr>
<td>Structure</td>
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<td>ALSO CHECK</td>
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<td>REPLACEMENT</td>
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<td>EQUAL TO OR GREATER THAN 20 FEET</td>
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<td>PROPOSED IMPROVEMENT</td>
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**Surface Type**

- Typical Shoulder Width
- Curb and Gutter
- Left Shoulder
- Right Shoulder
- Left Shoulder
- Curb and Gutter

**Is this project part of the Improvement Plan (minimum of 2 years)?**

- Yes
- No

**Does this project meet ch. Trans 204, Existing Town Road Improvement Standards?**

- Yes
- No

**Does this improvement require bicycle and pedestrian facilities?**

- Yes
- No

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**Note:** If No, please check appropriate reason(s) that apply (pursuant to ch. Trans 75):

- N/A-improvement type does not require the facilities (typically resurfacing projects).
- Shared use or bike paths in lieu of bike lanes 76.02(3) (requires WisDOT approval)
- Bicycles or pedestrians prohibited by law 76.03.
- Excessively disproportionate costs 76.04 (requires WisDOT approval)
- Constrained environments 76.05.
- Absence of need 76.06.
- Refusal to maintain 76.07.
Section 2: Improvement funding and costs

Other transportation funding

Eligible costs

Committee chair signature (if applicable) and approved reimbursement amount

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<table>
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<tr>
<th>CHECK ALL THAT APPLY</th>
<th>REQUESTED</th>
<th>APPROVED</th>
<th>PROJECT ID</th>
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<tbody>
<tr>
<td>Surface Transportation Program—Rural</td>
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<td>Surface Transportation Program—Urban</td>
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<tr>
<td>Local Bridge Improvement Assistance Program</td>
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<tr>
<td>Bicycle and Pedestrian Facilities Program</td>
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<td>Local Transportation Enhancements Program</td>
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<tr>
<td>Congestion Mitigation and Air Quality Program (Eligible areas only)</td>
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<td>Safe Routes to School Program</td>
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<td>Highway Safety Improvement Program</td>
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<td>Transportation Economic Assistance Program</td>
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<td>Scenic Byways Program</td>
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A. Eligible Program Costs (Estimated)

- Preliminary Engineering
- Right-of-Way Acquisition
- Construction
- Estimated Total Eligible Costs

B. Eligible Costs to Purchase Hot Mix Asphalt ONLY (Estimated)

- Hot Mix Asphalt Purchase ONLY
- Ineligible Improvement Costs
- Estimated Ineligible Improvement Costs
- Estimated Total Improvement Costs

Reimbursement Amount Requested (Not to Exceed 50% of Eligible Project Costs)

Reimbursement Amount Requested (Not to Exceed 50% of Hot Mix Asphalt Purchase Only Costs)

Estimated Ineligible Improvement Costs

Reimbursement Amount Approved by CTRIC

Committee Chair Signature

[(County Town Road Improvement Committee Chair – Signature)]

(Date – mm/yyyy)

(Print Name)
### Section 3: Location Information

**LOCATION**

- **On Route – Road to be Improved**
- **At Route – Beginning Point**
- **Toward Route – Ending Route**

**Offset below only required if this project does not begin at the At Route intersection**

- **From Offset – Beginning Point (At Route)**
- **Project Length** (ft. OR mi.)

**Need for Improvement (Attach additional information if necessary)**

- **Average Daily Traffic**
- **Pavement Condition Rating (number)**

---

**LOCATION**

- **On Route – Road to be Improved**
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- **Project Length** (ft. OR mi.)

**Need for Improvement (Attach additional information if necessary)**

- **Average Daily Traffic**
- **Pavement Condition Rating (number)**

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Page 4 of 4
Section 4: Terms and Conditions

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.

2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.

3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.

4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in ch. Trans 206.

5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31 Wis. Stats. and all other municipal/county bidding requirements.

6. State financing will be limited to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less.

7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor has been fully reimbursed.

8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.

10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds $65,000.

11. Federal Single Audits of Local Government Units:
   a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-128, Section 4.)
   b) This audit shall be performed in accordance with Federal Circular A-128 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
   c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.

12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.

13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])

This request is subject to the terms and conditions above and is made by the undersigned under proper authority to make such request for the designated Municipality/County and upon acceptance by the State shall constitute agreement between the Municipality/County and the State.

Town of ____________________________  County of ____________________________

Head of Government/Designee Signature  Date

Print Name, Title
Reimbursement Requests
Reimbursement Issues

- Final lane/shoulder width
- Engineering costs
- Award amount listed as dollar amount, not price/ton amount
- Advertisement does not identify project as LRIP
- Reimbursement, Total LRIP and Total Improvement costs are actual dollar amounts, not estimated costs from the SMA
- Authorized form required
Questions