

Local Program Document Approval Designation MATRIX

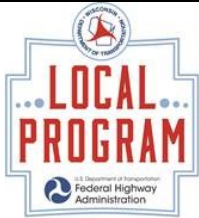
October 21, 2020

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ACTIVITY/TASK	P D C H I E F	P D S U P	C U S U P	L P P M	L P A	O T H E R	COMMENT
DESIGN							
State Municipal Agreement (SMA)					A	A	<ul style="list-style-type: none"> • Region Systems Planning Operations
Memorandum of Understanding (MOU) Memorandum of Agreement (MOA)				A	A		
Change Management Request				R	A	A	<ul style="list-style-type: none"> • LPA complete • Region LPM or LPPM review/sign • DTIM Approve
Safety Certification Document (SCD)					A	A	<ul style="list-style-type: none"> • At LPA request to be completed at Application if design less than standards • Approved by Design Standards
Tribal Historic Preservation Office (THPO) Notification				A			<ul style="list-style-type: none"> • LPA completes • LPPM Sends on WisDOT letterhead
Projects on Tribal Lands						A	<ul style="list-style-type: none"> • Region Tribal Liaison
Categorical Exclusion Checklist (CEC)				A		C	Federal Funded: IN ORDER <ul style="list-style-type: none"> • Region Environmental Coordinator (REC) certifies and recommends LPPM approval • LPPM provides signature approval
Section 4(f)				R	A	A	Federal Funded: IN ORDER See Applicable Section 4(f) Forms to Determine Appropriate Signatories <ul style="list-style-type: none"> • Signed by Preparer • Signed by LPPM • Bureau of Technical Services, Director (or Designee) signs and recommends FHWA approval-Required • FHWA provides signature approval-Required



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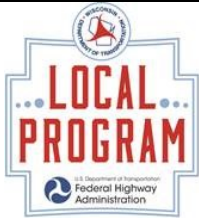
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Section 6(f)				R		C/A	<ul style="list-style-type: none"> ● Department of Natural Resources (DNR) concurrence ● National Park Service (NPS) approval ● Park (resource) owner concurrence ● FHWA Section 6(f) (if applicable)
Environmental Documents EIS, EA, FONSI, Draft ER, Final ER	A	A		R		A	<ul style="list-style-type: none"> ● Preparer (LPA, LPA designer) prints name ● Region Director (or Designee) signs ● Bureau of Technical Services, Director signs for EA, EIS ● Bureau of Technical Services, Director (or Designee) only signs ER if Section 4(f) determination required by FHWA ● FHWA signs
Army Corp of Engineering Permit (COE)				R			
DOT/DNR Project Review Form					A		
Screening List for history and archeology				A		A	<ul style="list-style-type: none"> ● LPM/LPPM sends request to Central Office Environmental Process and Documentation Section Cultural Resources Team (CRT)
Public Involvement Plan (PIP)					A	A	<ul style="list-style-type: none"> ● Low-risk project: Bureau of Technical Service – EPDS involved in review and approval of Public Hearing documents. *If hearing required, project could be removed from Low-risk pilot.
Hazardous Materials Reports					A		<ul style="list-style-type: none"> ● LPA prepares/signs ● https://wisconsin.gov/rdwy/fdm/fd-21-35.pdf#fd21-35-1
Asbestos					A	A	<ul style="list-style-type: none"> ● Testing recommended by WisDOT or LPA following NR447 ● https://wisconsin.gov/rdwy/fdm/fd-21-05.pdf#fd21-5
Pavement Design Report (PDR)					A		



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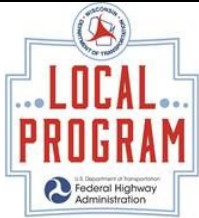
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Design Storm Water Report					A		
Soils Report					A		
Miscellaneous Traffic Reports				(A)	A		<ul style="list-style-type: none"> ● (LPPM) Capacity expansions only
Intersection Control Evaluation (ICE)				C	A		
Transportation Management Plan (TMP)				A	(A)		<ul style="list-style-type: none"> ● Local Program in Trans Portal ● (LPA) Low-risk pilot communicate final acceptance to LPPM for approval in Trans Portal
Earthwork Comps					A		<ul style="list-style-type: none"> ● As part of Plan
Encroachment Report					A		
Road Builder Quantities (RBQ)					A		<ul style="list-style-type: none"> ● LPA Report to LPPM
Design Study Report (DSR)				C	R		
DSR on National Highway System (NHS)				A	R	C	<ul style="list-style-type: none"> ● BPD Design Oversight Engineer
Design Justification				A	A		
Local Bridge preliminary and Final designs/plans						R	<ul style="list-style-type: none"> ● Bureau of Structure
Plans, Specification, Estimate (PSE)				A	A	R	<ul style="list-style-type: none"> ● Review by WisDOT technical experts as needed
Public Information Finding (PIF) Use of State or Local Furnished Materials				C		A	<ul style="list-style-type: none"> ● BPD LP Project Delivery Chief
Patented or Proprietary Products (DT1584)				A			<ul style="list-style-type: none"> ● Region project records
Bridge Approach Length Justification				C		A	<ul style="list-style-type: none"> ● BPD Design Standards Chief



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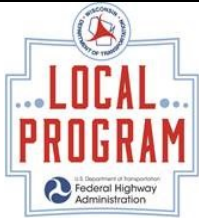
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Railroad Certificate (DT1804)						A	<ul style="list-style-type: none"> ● Region Railroad Coordinator
Utility Status Report (USR) Checklist				A			
Right of Way Acquisition					A		
Right of Way Certification				A	A	A	<ul style="list-style-type: none"> ● LPA prepares ● RE Coordinator approves with R/W ● LPPM approves when no R/W
Right of Way Plat					A		
Cost Effective Finding (CEF) for Local Force Account	A				A		<ul style="list-style-type: none"> ● Copy required with DT25 ● Original kept in Region project files
Traffic Forecasting					A		
CONSTRUCTION							
Quality Management Plan (QMP)						A	<ul style="list-style-type: none"> ● Region Materials Coordinator
Erosion Control Implementation Plan (ECIP)				R	R	R/C	<ul style="list-style-type: none"> ● DNR Concurrence
Start Notice				A			<ul style="list-style-type: none"> ● Issued by WisDOT
Partial/Conditional/Final Construction Acceptance Letters to Contractor				A			<ul style="list-style-type: none"> ● Issued by WisDOT
Completion Certificate				A			<ul style="list-style-type: none"> ● Issued by WisDOT at final invoice
Local work on Let contract DT2300				A			<ul style="list-style-type: none"> ● Region Project Files
LFA Under \$5000	A			C			



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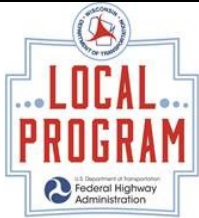
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LFA \$5000 and over	R			C		A	<ul style="list-style-type: none"> ● Approved by Contract Manager (CAU)
Contractor Pay Estimates				A			
Cost Reduction Incentive (CRI)				A	A		<ul style="list-style-type: none"> ● Participating item – LPPM Approve ● Non-participating item – LPA Approve
Contract Modification Justification (CMJ) - Under \$25,000				A	R		
CMJ - \$25,000-\$50,000		A		C	R		
CMJ - \$50,000 and Over	A			C	R		
CMJ - Time Extension				A	R		
Contract Modification (CM) - Time Extension				A	R		
CM - Administrative Items				A	R		
CM - No cost				A	R		
CM - Under \$25,000				A	R		
CM - \$25,000 - \$50,000		A		C	R		
CM - \$50,000 and Over	A			C	R		
CONSULTANT CONTRACTS							
Consultant Local Design Solicitation			A	R	A		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant Design Contract (DC)			A	R	C		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant Construction Contract (CC)			A	R			<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval



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Consultant DC & CC Selection Approval			A	R	C		<ul style="list-style-type: none"> • CU-Sup approval follows Region process for Director involvement/approval
Consultant DC & CC Negotiation			A	R	C		<ul style="list-style-type: none"> • CU-Sup approval follows Region process for Director involvement/approval
Consultant DC & CC Amendment < \$50,000			A	R	C		<ul style="list-style-type: none"> • CU-Sup approval follows Region process for Director involvement/approval
Consultant DC & CC Amendment > \$50,000			A	R	C	A	<ul style="list-style-type: none"> • Follow statewide local program process • DOT Contract Manager Approve
Consultant Invoices				A	C		<ul style="list-style-type: none"> • 3 party design • 2 party construction
Final Records/Documentation				A			

- **Project Development Chief – PD CHIEF**
- **Project Development Supervisor – PD SUP**
- **Consultant Unit Supervisor – CU SUP**
- **WisDOT Project Manager – LPPM**
- **Local Program Manager - LPM**
- **Local Public Agency – LPA**
- **Bureau of Project Development - BPD**