

GUIDELINES FOR SUBMITTING A SUBSTITUTION/CHANGE/TRANSFER REQUEST

The *Local Roads Improvement Program Application* (DT2218) must be completed for all substitutions, project changes or transfers of funding.

Substitution – The project recipient selects a different location to be improved as a replacement for an already approved project.

- ◆ The County Highway Commissioner must approve substitutions for TRI and MSILT projects.
- ◆ The CHID committees must approve substitutions and changes for CHID projects.
- ◆ Recipients are limited to one substitution per project approval. If the substitute project is not built, the funds are returned to the LRIP appropriation and redistributed statewide during the next program cycle. (*Note: Substitutions are not allowed for TRID and MSID projects.*)
- ◆ WisDOT must approve requests for substitutions, **PRIOR** to awarding any contracts. Projects completed without notifying WisDOT will not be reimbursed.

(Note: The substituted project must be completed, the contractor(s) paid, and a request for reimbursement submitted by the funding sunset date.)

Completing the Application for Substitution

- ◆ Check the 'Substitution' box at the top of the form and enter the project number from which you are requesting to substitute.
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ Complete all sections of the form as if completing a new project application (for detailed new project application instructions, refer to Application Instruction on the [LRIP Homepage](#)).

New Project Using Savings – Savings are generated when project costs are insufficient to enable the department to reimburse a project recipient the entire awarded LRIP reimbursement amount. (*Note: \$5,000 minimum to set up a new project.*)

Completing the Application for New Project Using Savings

- ◆ Savings of \$5,000 or more can be used to set up a new project.
- ◆ Check the 'New Project Using Savings' box at the top of the form, and enter the project number that generated the savings.
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ Complete all sections of the form as if completing a new project application (for detailed new project application instructions, refer to Application Instruction on the [LRIP Homepage](#)).

(Note: The substituted project must be completed, the contractor(s) paid, and a request for reimbursement submitted by the funding sunset date.)

New Project Using Forfeited Funds – If a project recipient is unable to use funds awarded for an approved project, the funds may be forfeited and transferred to another recipient.

Completing the Application for a New Project Using Forfeited Funds

- ◆ Check the ‘New Project Using Forfeited Funds’ box. Enter the project number from which the unused funds originated and the project number that will receive the forfeited funds.
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ Complete all sections of the form as if completing a new project application (for detailed new project application instructions, refer to Application Instruction on the [LRIP Homepage](#).)

(Note: The substituted project must be completed, the contractor(s) paid, and a request for reimbursement submitted by the funding sunset date.)

Project Change – Modifications to an approved projects improvement type, termini or LRIP fund amount. More than one change per project may be requested, if necessary.

Completing the Application for Project Change

- ◆ Check the ‘Project Change’ box at the top of the form, and enter the project number to which the change will apply.
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ It is not necessary to complete all sections for project changes, only those that are pertinent:

For example:

- To change the project improvement type or proposed improvement, complete Section 1.
- To change the termini, complete Section 3.
- To change estimated project costs, complete Section 2 (A) Eligible Program Costs (Estimated) **or** complete Section 2 (B) for Eligible Costs for Hot Mix Asphalt Purchase Only (Estimated).

Transfer Savings - Savings generated from a closed project may be transferred to an already-approved open LRIP project that will be built before the funding sunset date. *(Note: Savings less than \$3,000 are non-transferable.)*

Completing the Application for a Transfer of Savings

- ◆ Check ‘Transfer Savings’ box at the top of the form. Enter the project number the savings are from and the project number that will receive the funds.
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ Complete Section 2. (A) for Eligible Program Costs (Estimated) **or** complete (B) for Eligible Costs for Hot Mix Asphalt Purchase Only (Estimated). *(Note: It is not necessary to complete any other sections for a transfer of savings.)*

Transfer Funds – If a municipality is unable to use funds awarded for an approved project, the funds may be forfeited and transferred to another recipient's already approved open LRIP project. Also, if a recipient is unable to use the funds from an approved project they may transfer funds to another approved open LRIP project the recipient will complete.

Completing the Application for a Transfer Funds

- ◆ Check 'Transfer Funds' box at the top of the form. Enter the project number the funds are from and the project number that will receive the funds. *(Note: Funding transfers less than \$3,000 are non-transferable.)*
- ◆ Check the appropriate component and enter the county, the community for TRI, MSILT or MSIGT applications and contact information.
- ◆ Complete Section 2. (A) for Eligible Program Costs (Estimated) **or** complete (B) for Eligible Costs for Hot Mix Asphalt Purchase Only (Estimated). *(Note: Not necessary to complete any other sections for a transfer of funds.)*

(Note: The substituted project must be completed, the contractor(s) paid, and a request for reimbursement submitted by the funding sunset date.)

Submit Application

For towns, cities or villages once the application is complete submit a letter to the county highway commissioner stating the reason or need for the modification, along with the completed *Local Roads Improvement Program Application* (DT2218).

- ◆ Once the commissioner reviews the application and concurs with the requested modification(s), the commissioner signs and forwards the request to WisDOT.
- ◆ For CHI and CHID applications the County highway commissioner signs and forwards the request to WisDOT.
- ◆ If approved, WisDOT forwards new/revised copies of the *State Municipal Agreement* to the recipient with courtesy copies to the highway commissioner.