

**Process that is followed for a
WisDOT Railroad Safety Project
(RR Force Work Component)**

1. Region identifies candidate project.
2. Field review (possibly with Railroad and Harbors Section (RHS) and RR (Railroad)).
3. Region assigns RR project ID number **Life Cycle 00**.
4. Region sends submittal package (CDR, plan sheets & RR Crossing Report) to RHS (Engineering and Safety Section) and BSHP (Program Development Unit)
5. WisDOT RR Safety Project Committee reviews.
6. BSHP (Program Development Unit) sends approval letter to region with instructions.
7. The Region Railroad Coordinator (RRC) (with input from RHS and the project initiator) provides Region Planning with the crossing ID number(s), project estimate, RR % of funding, location, schedule date and type of work. Region assigns RR Project ID number(s) and initializes in FIIPS/FOS. Under "functional type" code as a construction project. **R/R "Schedule Date" equals the 25th day of the month prior to the let date of companion highway project or is 6-25 of its FY funding for a stand-alone project, I/E "Schedule Date" is left blank, "PS&E Date" should be 2 months prior to the schedule date. Public's share of funding should be similar to the funding on the associated highway project. Life Cycle 10, Status I.**
8. Region puts together the "design package" and sends to RHS if additional information is requested.
9. If appropriate, the region gets a municipal agreement signed by the locals.
10. RRC requests the FIIPS/FOS Coordinator to authorize the project for charges.
 - A. If the request for authorization is prior to the same fiscal year as the R/R schedule date or the environmental document hasn't been approved, then the request will be for railroad design costs. Region requests authorization of BSHP for the total project estimate amount and sends an e-mail notification to the BFS Highway Accounting Unit that this is a railroad project with design cost authorization being requested. Environmental clearance date field is left blank if the environmental document hasn't been approved. (These types of projects may have a categorical environmental exemption.) In FIIPS under 'Project Notes' in the electronic 'FHWA-37 form' state "5% of project to be used for Railroad PE." The project remains in Life Cycle 10. **Status F.**
 - B. If the request for authorization is in the same fiscal year as the R/R schedule date and the environmental document has been approved (or project is exempt), then request full authorization of the project. The project remains in Life Cycle 10. **Status F.**
11. BSHP requests authorization of BFS. **Status G.**
12. BFS electronically submits the FHWA-37 form. After submittal, BFS changes the FHWA Fiscal Management Information System (**FMIS**) to be 5% of the total project cost. BFS does the 5% modification only if following 10"A" above.
13. FHWA electronically approves the FHWA-37 form.
14. Project is authorized for charges by BFS (5% of the total funding needed is obligated at this time if following A.' above) **Status H.**
15. RHS drafts proposal/estimate request and sends to RRC for comments.
16. RRC and project manager/designer review proposal/estimate request.
17. RHS makes necessary changes.
18. RHS sends proposal/estimate request to railroad.
19. RHS petitions OCR.
20. Project manager/designer prepares testimony.
21. RHS and region hold a pre-hearing conference.
22. OCR hearing.
23. Proposed OCR decision to RHS.
24. RHS forwards proposed decision to RRC.
25. RRC and project manager/designer review proposed decision.
26. RHS comments to OCR on proposed decision (both central office and region comments).
27. Final OCR decision (Order) to RHS.
28. RHS forwards final decision to RRC.
29. RHS sends revised proposal/estimate request to railroad.
30. Railroad performs preliminary (design) engineering, generates an estimate and sends to RHS.
31. RHS prepares agreement.
32. Agreement originals sent to railroad. RRC receives agreement copy, copies and forwards to project manager. Region FIIPS/FOS coordinator also receives a copy, checks out the project in FIIPS, updates the cost along with any other necessary information and requests BFS to obligate the remainder of the funds by

- delegating the project to BFS with a FIIPS draft delegation note including the environmental clearance date if it is blank in FIIPS (if following 'A.' above). (= **PS&E Date**) **Life Cycle 20.**
33. BFS electronically modifies FMIS for the entire amount of project (if following 10'A' above).
 34. May need further RR negotiations or amended agreement based on RR comments.
 35. Railroad approves agreement and sends to RHYS (Let highway project now OK to award).
 36. RHS prepares DT-25 & cost share form.
 37. Agreement to BFS ---- Secretary ---- Governor.
 38. Agreement executed by BFS (Contract Administration Unit) and encumbers the dollars (Expenditure Accounting Section) (= **Schedule Date**).
 39. Executed agreement to RHS.
 40. Copy of executed agreement sent to the Railroad (with authorization to order materials) along with the RRC and region FIIPS/FOS Coordinator.
 41. Progressive billing by RR may begin. (design and material bills may be submitted before construction with other progressive bills coming up until the final bill is submitted or 1 year after the completion certificate is sent to the railroad).
 42. The region ensures that the R/R schedule date and the EAPS encumbrance date are in sync and move the project to life cycle 40. (**Life Cycle 40**).
 43. RRC provides a copy of the executed agreement to the project manager.
 44. Project manager ensures a copy of the executed agreement is given to the construction project manager.
 45. RRC reviews progressive bills and forwards to BFS for partial or complete payment. (an explanation of partial payment is required by BFS).
 46. RRC issues written start notice to railroad and copies RHS. If there was an OCR Order then also send a copy to the OCR.
 47. Construction project manager arranges with railroad to attend pre-construction meeting.
 48. Railroad notifies RRC of intent to start.
 49. Construction by RR and inspection by region.
 50. Railroad notifies RRC of the completion date. (If the railroad didn't notify the RRC of the completion date and a field inspection of the project indicates that the project is complete, then go ahead to the next step)
 51. Region does field inspection for acceptance.
 52. RRC fills out final acceptance letter and completion certificate. The original gets sent to the railroad and copies get sent to BHR and BFS. If there was an OCR order then also send a copy to the OCR.
 53. Railroad is given three months to dispute state's final acceptance of the project otherwise use the completion date from the final acceptance letter to start the one year for the railroad to send the final bill to the RRC.
 54. Railroad needs to submit final bill to the RRC within one year of the state's final acceptance of the project, otherwise the RRC can close the project.
 55. RRC reviews final bill and resolves with the railroad any disputed items.
 56. RRC forwards undisputed final bill to BFS for payment along with advising BFS to disencumber any remaining project dollars and closes the project to charging.
 57. BFS disencumbers any remaining project dollars and closes project to charging. **Life Cycle 50.**
 58. One month after sending the final bill to BFS, RRC checks EAPS to see if the final bill has been processed and marked as final and to see if the remaining funds have been released. Also check FIIPS to see if the project is closed except for JV.