

Crossing Closure Incentive Payment Project Process

1. Identify possible closure.
2. Railroad offers incentive.
3. Locals petition Office of the Commissioner of Railroads (OCR) (if locals not vacating the road). OCR Order possible but not required at this point
4. Central office notifies region of closure if region isn't already aware.
5. Region contacts locals about process
6. Locals request region to submit a project to WisDOT RR Safety Committee
 - a. Letter describing how the federal match money is to be used
 - b. Letter of commitment from RR to pay the incentive (see #2 above)
7. Region assigns project ID number and submits project (copy to Region and Harbors Section (RHS)) Engineering and Safety Section and BSHP Program Development Unit) (Life Cycle 00)
 - a. Brief CDR
 - b. RR Crossing Report form
 - c. Local's request (see #6 above)
8. WisDOT RR Safety Committee acts
9. BSHP Program Development Unit sends out notice of project approval to region.
10. Region creates project in FIIPS and requests authorization (Life Cycle 10, Status F) OCR order required by this point.
11. BSHP requests authorization of BFS (Status G)
12. BFS submits electronic Fed 37 Form (Life Cycle 20)
13. FHWA approves (Status H) (Physical closure required)
14. Region prepares 2-Party Agreement for a RR crossing elimination project and sends to locals with local's letter describing how the federal money to be used as Attachment 1
15. RR makes payment (the payment can occur earlier but required by this point)
16. Locals sign agreement, attach copy of RR check and send to region.
17. Region requests payment of BFS (Send #15)
18. BFS cuts check and mails (Life Cycle 40)
19. Region requests BFS to close the project (Life Cycle 50)