

## Local Program Document Approval Matrix

May-24

P=Prepare  
 A=Approve  
 C=Concur  
 R=Review (provide comment and recommend approval)  
 For LPA approval, an LPA employee must provide signature  
 All documents shall be submitted to WisDOT for project file  
Designations supersede WisDOT manuals



Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LP Project Manager	Local Public Agency	Other	Comments
<b>DESIGN</b>							
State Municipal Agreement (SMA)					A	P/A	Region system planning operations (SPO) prepares SMA LPA signs Authorized WisDOT representative approves.
Change Management request				R	P	A	LPA prepares. Region LPM or LPPM review/sign LPM submits CM to DTIM approval
Safety Certification Document (SCD)						A	See FDM 11-38-1.3.1.2.
<a href="#">Tribal Historic Preservation Office (THPO) Notification</a>				R	P		LPPM emails the project notification to the THPO, copying the Regional Tribal Liaison.
<a href="#">Verification of Project on Tribal lands</a>						A	<a href="#">LPPM emails the completed Native American Lands of Interest (NALI) Scoping Determination to the Regional Tribal Liaison.</a>
<a href="#">Delegated DNR Design Concurrence template</a>				A	P	R	Region Environmental Coordinator (REC) reviews/certifies for approval. LPPM provides signature approval. If the DDDC does not apply, refer to Line 12.
<a href="#">DNR Project Coordination Request for Roadway and Transit Projects template</a>				R	P	R	REC and LPPM review LPA submits to DNR
<a href="#">Cultural Resources Screening (DT1030)</a>				R	P	A	LPA prepares LPPM reviews & submits to Cultural Resources Team (CRT) CRT approves
<a href="#">Environmental Documents EIS, EA, FONSI, Draft ER, Final ER</a>	A			R	P	A	LPA prepares (w/designer). Region Director (or Designee) signs for ER, EA, FONSI. Bureau of Technical Services, Director signs for EA, FONSI, EIS. Bureau of Technical Services, Director (or Designee) only signs ER if Section 4(f) determination required by FHWA. FHWA signs ER, EA, FONSI, EIS.
<a href="#">Categorical Exclusion Checklist (CEC)</a>				A	P	R	REC reviews/certifies for approval LPPM provides signature approval
Section 4(f) Property Impacts				R	P	A/R	LPA coordinates with LPPM, REC, and BTS-EP&D Region Environmental Liaison to determine appropriate course of action for impacts to Section 4(f) property.
Memorandum of Agreement (MOA)				A	A	A/C	<a href="#">FDM 26-30-5, relating to Cultural Resource Preservation and Adverse Effects as part of the Section 106 process.</a>
Section 6(f) Property Impacts				R	P	C/A	LPA coordinates with LPPM REC to determine appropriate applicable Section 6(f) process. The National Park Service (NPS) must approve conversions of Section 6(f) lands to non-recreational uses.
Army Corps of Engineering permit (Preconstruction Notification Information (PCN))				R	P	R	< 0.1 acres - TRGP >0.1 acres - PCN (Review with REC)
WPDES permit				R	P	A	WisDNR issues permit
Public Involvement Plan (PIP)				R	P/A	A	In the event of a public hearing, BTS-EP&D and FHWA involved in review/approval of public hearing documents.
<a href="#">Hazardous materials (FDM 21-35)</a>				R	P/A	R/C	LPPM reviews. Any reports indicating additional investigation reviewed by REC REC concurs with report, coordinates Phase 2/2.5 investigations through C.O. Master Contract

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<a href="#">Asbestos worksheet</a>				P		A	<a href="#">Testing recommended by WisDOT or LPA follows NR447 (FDM 21-5). BTS-ESS approval.</a> <a href="#">LPPM prepares request for asbestos testing on structures.</a>
Pavement design report (PDR)				R	P/A		WisDOT review not required for Low-Risk Projects. LPPM may have to approve PDR if low cost alternative is not selected (FDM 14-15.15.1.2)
Design stormwater report				R	P/A	R	Prepare CEF (FDM 3-5-10.9) justifying state owned/furnished/designated materials PDS chief signature approval. BPD-LP Chief signature approval.
Traffic forecast - trendline or county growth rate				R	P/A		<a href="#">Local Program Forecasting Tool developed to aid in traffic forecasting.</a>
Soils (geotechnical) report				R	P/A	R	Regional soils engineer reviews as necessary. WisDOT review not required for Low-Risk Projects
Traffic forecast - travel demand model				R	P/A	C	Traffic forecasting unit concurrence.
<a href="#">Intersection control evaluation (ICE)</a>				R	P/A		WisDOT review not required for Low-Risk Projects
Traffic management plan (TMP)				A	P		Region workzone engineer if detour on state highway
Design justification, non-controlling criteria				A	P/A		Approval of DJ is given when LPPM concurs with DSR Attach justification to DSR
Design Justification - controlling criteria and/or National Highway System (NHS)				C	P/A	A	Designer fills out DJ template LPPM reviews, concurs, sends to BPD BPD Design Oversight Engineer approval Attach justification to DSR
<a href="#">Design study report (DSR)</a>				C	A		FDM 11.4-10.2, Table 10.1 Authorizing Signature
DSR on National Highway System (NHS)				A	A	C	BPD Design Oversight Engineer
Encroachment report				R	P/A		Attach report to DSR
Roadside Hazard Report				R	P/A		Attach report to DSR
Right-of-way acquisition					A		
<a href="#">Right-of-way certification</a>				A	P/A	A	LPA prepares RE Coordinator approves with R/W LPPM approves when no R/W
Right-of-way plat					P/A		
<a href="#">Patented/proprietary products (DT1584)</a>				A	P		File approved DT1584 in project files
<a href="#">Prequalification - Work by Locals (DT2300)</a>				A	P		Work by LFA or work by locals on Let contract
CEF for LFA or local work on let contract (DT25)	A			A	P	A	<a href="#">Required with DT25, original kept in region project file (FDM 3-5-10)</a>
<a href="#">CEF for use of state owned, furnished and designated materials for let contracts</a>	A			R	P	A	Prepare CEF (FDM 3-5-10.9) justifying state owned/furnished/designated materials PDS chief signature approval. BPD-LP Chief signature approval.
Local bridge preliminary designs/plans					P	R/A	BOS approval.
Roadbuilder Quantities (FIIPS Preliminary Quantities)				R	P		Report quantities at 30/60/90 to LPPM for entry into the database.
Draft PS&E				A	P/A	R	Reviewed by WisDOT regional technical experts as needed
<a href="#">Railroad certificate (DT1804)</a>				R	P	A	Railroad project coordination engineer approval.

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<a href="#">Utility status report (USR)</a>				A	P	R	Central Office reviews
<a href="#">Bridge approach length justification: &lt; 300'</a>				A	P		
<a href="#">Bridge approach length justification: 300-600'</a>		C		A	P		
<a href="#">Bridge approach length justification: &gt; 600'</a>				R	P	A	BPD Design Standards Chief approval.
<b>CONSTRUCTION</b>							
<a href="#">Quality Management Plan (QMP)</a>						A	Contractor Submits Region Materials Coordinator
<a href="#">Erosion Control Implementation Plan (ECIP)</a>				A		C	Contractor Submits DNR concurrence and region ECIP approval process.
Notice to Proceed (start notice)				A			Issued by WisDOT
Partial/Conditional/Final construction acceptance letter to contractor				A			Issued by WisDOT with input from LPA.
LFA < \$5000	A	R		R			
<a href="#">LFA ≥ \$5000 (DT2056)</a>	R	R		R	P	A	Approved by Contract Manager
Contractor Pay Estimates				A			Construction Staff Creates
Final Records/Documentation				A			Construction Staff Submits
<a href="#">Contract Modification Justification (CMJ)</a>					R		The department will notify the LPA of all CMJs and records the LPA contact's name and date notified, on the <b>DT2355</b> . Comments received from the LPA can be attached to the CMJ packet. <a href="#">Follow Change Order approval authorities as outlined in CMM Section 242, Table 242-1</a>
Contract Modifications					R		<a href="#">Follow Change Order approval authorities as outlined in CMM Section 242, Table 242-1</a>
<b>CONSULTANT CONTRACTS</b>							
Design Consultant Solicitation				R	A		Review of locals Request for proposals (RFP) at locals request (highly recommended to ensure RFP does not violate QBS process)
<a href="#">Design Consultant Selection Approval (DT1515)</a>			R	R	P	A	DT1515 prepared and submitted by LPA to LPPM LPPM reviews and submits to CU Supervisor CU Sup review/submits to C.O. Consultant services for approval
Design Consultant Contract Negotiation		R	R	P	P		LPA lead negotiations with assistance from LPPM PDS Sup / CU-Sup review follows Region process
Design Consultant Contract Approval					A	A	CU-Sup approval follows Region process for Director involvement/approval DOT Contract Manager Approve
Design Contract Amendment < \$50,000			A	R	P/A		CU-Sup approval follows Region process for Director involvement/approval
Design Contract Amendment > \$50,000			R	R	P/A	A	CU-Sup approval follows Region process for Director involvement/approval DOT Contract Manager Approve

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Construction Consultant Selection			R	P		A	LPPM recommends consultant selection CU Sup review/submits to C.O. Consultant services for selection approval
Construction Consultant Contract Negotiation		R	R	P			LPPM lead negotiation PDS Sup / CU-Sup review follows Region process
Construction Contract Amendment < \$50,000			A	R			CU-Sup approval follows Region process for Director involvement/approval
Construction Contract Amendment > \$50,000			R	R		A	CU-Sup approval follows Region process for Director involvement/approval DOT Contract Manager Approve
Consultant Invoices				A			Consultant submits invoice through CARS