WisDOT 2024-2028 CMAQ Program Application

# NOTE: This application is required for each proposed 2024-2028 program cycle

# CMAQ project. Please review and utilize CMAQ program application instructions when completing this application.

# Project Applicant and Application Type

Name, Location of Public Sponsor, and Sponsor Type:

Sponsor Name:

Sponsor Type:  State  County  City  Village  Town  Tribal Nation

(Check appropriate box)

Project Title:

Describe location, boundaries, and length of the project:

County:

Street Address of Project (if located on a highway or road):

Name of the MPO representing the project (check one):

Southeastern Wisconsin Regional Planning Commission (SEWRPC)

Bay-Lake Regional Planning Commission (BLRPC) – for Sheboygan Metropolitan Planning Area only

Non-Metropolitan Planning Area

**Project Representative Contact Person(s) Information**:

Primary Public Sponsor Agency Contact Information:

Name: Title: Street Address: Phone: **(   )   -**

Municipality: State:  **WI** Zip:

E-mail:

**Secondary Public Sponsor Agency or Private Organization Contact Information:**

Organization / Agency Name:

Name: Title: Street Address: Phone: **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Head of Government Contact Information**:

Name: Title: Street Address: Phone: **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Project Activity**

**CMAQ Category:**

Indicate which ONE of THREE categories best identifies the proposed project:

Project reduces the number of vehicle trips and/or vehicle miles traveled (VMT).

Project reduces the per mile rate of vehicle emissions related to traffic congestion.

Project reduces the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

**CMAQ Improvement Type:**

Indicate the appropriate improvement type(s) by checking all of the boxes which apply to the proposed project:

Public Transportation

Bicycle/Pedestrian

Car and Vanpooling

Park & Ride Lot

Traffic Flow Improvement (e.g. System Signalization)

Diesel Retrofit

PM2.5 Emissions Reduction

Other If Other, Please Describe:

**Project Summary** (100 words or less). Describe the project in the space provided. A project summary should describe the project well enough that the reader can make a value judgment without reading the rest of the application. Include in your summary how your project will contribute to lower emissions and mitigate traffic congestion. Project summary is a brief overview of your scope, include details in the narrative attachment.

|  |
| --- |
|  |

**Existing Plan**

Is your project consistent with the goals of a regional, county, or municipal plan?  Yes  No

Indicate and describe the plan and plan goal (describe in the space provided) that your project implements:

RegionalLong-Range Plan; County Comprehensive Plan;  Municipal Comprehensive Plan

MPO Long Range Plan Comment:

**Existing Facilities & Projects**

Rail Facilities:

Does a railroad facility exist within 1,000 feet of the project limits?  Yes  No If yes, specify:

If yes, does the project physically cross a rail facility? Yes  No Owner of Rail Facility:

Is the proposed project located in an area with known safety issues?  Yes  No

If yes, specify:  (consider applying for Highway Safety Improvement Program (HSIP) funds if applicable)

Is this project on or parallel to a local road or street?  Yes  No

If Yes, provide the name of the road or street:

Does this project cross a state or federal highway?  Yes  No

Does this project run parallel to a state or federal highway?  Yes  No

Is any part of this project on the National Highway System?  Yes  No

Will this project be constructed as part of another planned road project?  Yes  No

If Yes, specify if this is a state, county, or local project and when the road project is scheduled for construction:

Will any exceptions to standards be requested?  Yes  No

If Yes, provide a brief description of the exceptions that may be requested:

**Non-Single Occupancy Vehicle Travel (Non-SOV Travel)**

**What is the percent of non-Single Occupancy Vehicle travel?** Percentage: **%**

**How was the Non-SOV travel percentage derived?**

American Community Survey ; B—local survey ; C—system use measurement

**Environmental/Cultural Issues**

Agriculture  Yes  No  Not Investigated Comments:

Archaeological sites  Yes  No  Not Investigated Comments:

Historical sites  Yes  No  Not Investigated Comments:

Designated Main Street area  Yes  No  Not Investigated Comments:

Lakes, waterways, floodplains  Yes  No  Not Investigated Comments:

Wetland  Yes  No  Not Investigated Comments:

Stormwater management  Yes  No  Not Investigated Comments:

Hazardous materials sites  Yes  No  Not Investigated Comments:

Hazardous materials on existing structure  Yes  No  Not Investigated Comments:

Upland habitat  Yes  No  Not Investigated Comments:

Endangered/threatened/migratory species  Yes  No  Not Investigated Comments:

Section 4(f)  Yes  No  Not Investigated

Comments:

Section 6(f)  Yes  No  Not Investigated Comments:

Through/adjacent to tribal land  Yes  No  Not Investigated

Comments:

**Miscellaneous Issues**

**Construction Schedule Restrictions** (trout, migratory bird, local events):

**Real Estate:** Was any real estate acquired or transferred in anticipation of this project?  Yes  No

If yes, please explain.

**Right of Way (ROW)** *(NOTE: It is recommended that local funds be used to acquire right of way)* Is the project on an existing right of way?  Yes  No If Yes, have you obtained a permit from the WisDOT Regional Office Maintenance Section to conduct work on the right of way?  Yes  No

Check all boxes that apply to ROW acquisition for this project:

None  Less than ½ acre  More than ½ acre

Parklands  Large parcels  Temporary interests

**Other Concept Notes:** Provide any additional relevant project information that has not been covered in another section of the application.

**CONFIDENTIAL INFORMATION**

**Project Costs and Dates**

Complete the table on the following page for the appropriate fiscal years of the application/project cycle (2024-2028). If a sponsor proposes to construct a project in phases throughout multiple years, schedule the project costs as appropriate and provide further details in the project description. You must attach a **detailed breakdown of project costs in Microsoft Excel spreadsheet**. This detailed breakdown must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions. *This will not count against the 3-page narrative report text limit*.

Submit a separate application and budget for each project or stand-alone project segment for which you are willing to accept funding, or for a bike trail section that could function as a separate facility. Project requests are not considered for partial funding.

**Applicants may work with the Local Program Manager within their region for assistance to more accurately estimate costs.**

All estimates will be reviewed by WisDOT Region staff for consistency with current practices and approaches. WisDOT Region staff may revise estimates in these categories due to the complexity of the project or other factors. WisDOT will notify the sponsor of any changes to estimates within the application and determine whether the sponsor wishes to continue with the application with the revised estimate.

**Project Prioritization**

Priority for each project shall be relative to all your 2024-2028 program cycle project submittals. Enter priority numerically. WisDOT CMAQ selection committee will use the local ranking as a guide during application review**.**

**Project Priority:**

**Design:**

100%Locally Funded (state review is required to be included as 100% locally funded) **OR**

80%Federally Funded(“state review only” projects are not allowed)

**Schedule Preference:** FY 2024  FY 2025  FY 2026  FY 2027

**NOTE: Requesting design and construction projects in the same fiscal year is not allowed.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Funding** | **Federal Funding** | **Local Funding** |
| **A. Design Plan Development** | $ | $ | $ |
| **B. State Review for Design**  (provided by WisDOT Region) | $ | $ | $ |
| **Total Design Cost Estimate with State Review**  (sum lines A and B) | $ | $ | $ |

**Construction (minimum $200,000):**

**Basis for Construction Estimate:**  Itemized  Per Square Foot  Past Projects

Other, please specify:

**Schedule Preference:**  FY 2025  FY 2026  FY 2027  FY 2028

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Funding** | **Federal Funding** | **Local Funding** |
| Total Participating Construction Cost | $ | $ | $ |
| Total Non-Participating Construction Cost | $ | $0 | $ |
| **A. Subtotal Construction Costs** | $ | $ | $ |
| **B. Construction Engineering Costs**  (Coordinate with WisDOT Region) | $ | $ | $ |
| **C. State Review for** **Construction**  (Provided by WisDOT Region) | $ | $ | $ |
| **Total Construction Cost Estimate with Construction Engineering and State Review**  (sum lines A, B and C) | $ | $ | $ |

**Real Estate:** (Recommend funding with local funds.)

**Schedule Preference:** FY 2024  FY 2025  FY 2026  FY 2027

**Total Real Estate Cost** (round to next $1,000) **$**

**Utility:** (Compensable utility costs must be $50,000 minimum per utility. Recommend funding with local funds.)

**Schedule Preference:** FY 2024  FY 2025  FY 2026  FY 2027

**Total Utility Cost** (round to next $1,000) **$**

**NOTE:** WisDOT Utility Policy link:<http://wisconsindot.gov/rdwy/fdm/fd-18-01.pdf>

**Other:** (Transit Capital Purchase and Operations, Planning Studies, Public Education and Outreach Programming):

**Schedule Preference:** FY 2024  FY 2025  FY 2026  FY 2027

**Total Other Cost** (round to next $1,000) **$**

**Narrative Response/Attachment 1**

Provide a narrative response attachment answering questions 1 through 6, making sure to provide information in response to each sub-question. Please limit the response to **three double-spaced** pages, using a **minimum 11-point font size**. Answers will be used to calculate emissions estimates.

**1. For Projects Affecting the Road Network:**

- How many miles of arterial, highway or local road (segment) will the project affect?

- How many daily vehicle miles are currently traveled (VMT) on this segment?

- What are traffic counts for the affected segment?

**2. For Transit, Rideshare, Bicycle and Pedestrian Projects:**

**-** How many new or replacement trips are expected and from which modes i.e. biking or walking?

- How much of the new or replacement use is for work or other utilitarian trips?

- How many SOV auto trips will be eliminated?

- What is the average SOV trip distance of auto trips that will be eliminated?

**3. For Applied Research or Demonstration Projects:**

- For what applied research or demonstration area will the results have application?

- How will project/program activities directly reduce emissions?

**4. For Alternative/Clean Fuel, Engine Idling Reduction and Diesel Retrofit Development Projects:**

**-** How many vehicles or engines will be affected?

- What is the total number of miles driven per year for each vehicle type?

- What is the quantity of fuel pumped or used per day?

- What is the certification standard (and/or fuel type) expected for each vehicle or engine type?

- What time of day will idling reduction operations occur?

- Will the project replace existing vehicles or enlarge a fleet?

**5. For Area-wide Voluntary Trip Reduction and TMA Activities:**

- How many employers and employees will participate or be affected?

- What is the organization’s average passenger occupancy (APO)?

- What are the estimated length and frequency of affected trips?

- What are the estimated trip times for peak vs. non-peak trip hours?

**6. For all projects, to the extent not already addressed in answers to the questions above, describe project benefits by answering the following questions:**

- Why is the proposed project necessary to address non-attainment levels of fine particulate matter and/or ozone in the county or counties in which the proposed project will occur?

- How will the project sponsor ensure that the project is timely implemented in accordance with the Project Costs and Dates section of this application?

- What obstacles or problems must be overcome to implement this project?

- What will make this project a success, especially as compared to other proposed projects of the same or similar type? How will the project sponsor measure project success in the form of congestion and/or emissions reductions?

- How, if at all, does the proposed project add connectivity to the state’s multi-modal transportation network, including bicycle, pedestrian and transit facilities?

- Briefly describe the manner in which the proposed project would provide a cost-effective benefit to the public.

**7. Reference project Costs and Dates on this application form and provide detail if applicable or appropriate.**

**Key Program Requirements Confirmation**

Please confirm your understanding of the following project conditions by typing your name, title and initials at the bottom of this section. A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.

a. Private organizations proposing projects must represent a public sponsor such as a local government unit or transit operator. This must be documented and ratified as a public-private partnership.

b. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs. Additional costs incurred over the approved project limit will be 100% the responsibility of the project sponsor.

c. This is a reimbursement program. The project sponsor must finance the project until federal reimbursement funds are available.

d. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or other costs that are ineligible for federal reimbursement. In order to guarantee the project sponsor’s foregoing agreements to pay the state, the project sponsor, through its duly executed officers or officials, agrees and authorized the state to set off and withhold the required reimbursement amount as determined by the state from any monies otherwise due and payable by the state to the municipality.

e. The project sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.

f. The project sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current *Sponsor’s Guide to Non-Traditional Transportation Project Implementation*, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. Applicants who plan to implement their projects as Local Let Contracts using the Sponsor’s Guide must become certified that they are capable of undertaking these projects.

g. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year-round use by bicyclists and pedestrians is expected.

h. The project sponsor agrees to maintain the project facility. Failure to maintain the facility, or sale of the assets improved with FHWA funds will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project.

i. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.

j. The project sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

k. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.

l. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.

m. \*\*\*For 100% locally funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.

n. The project sponsor acknowledges that the requisite project completion timeline for approved CMAQ projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline can jeopardize federal funding.

o. Federally funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 66.0703. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

I confirm that I have read and understand project conditions (a) through (n) above:

Name:  Title:

**Accepted (please initial here):**

**Fiscal Authorization and Signature**

Application prepared by a consultant?  Yes  No

If yes, consultant information and signature required below.

Consultant Company Name: Company Location (City, State):

**Consultant Signature** (electronic only)**:  Date:**

**NOTE:** On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project **unless** the municipality either:

**a.)** uses a one-step QBS process with the scope of work to include the grant application and the design services, if authorized; or

**b.)** uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

**In either case, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information:** [**https://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3**](http://apwmad0p4145:37108/rdwy/fdm/fd-08-05.pdf#fd8-5-3)

Sponsor Agency:

Contact Person:  (Note: must be Head of Government or Designee)

Title:

Address:

Telephone:

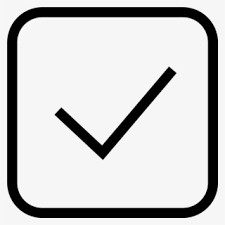
Email:

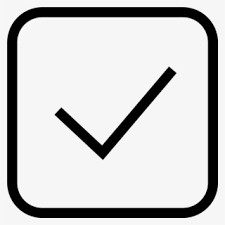
Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

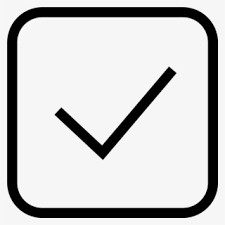
**Head of Government/Designee Signature** (electronic only)**:  Date:**

**Application and Attachments Checklist**

Submit applications and attachments utilizing the contact information contained in the corresponding CMAQ Program Application Instructions. Eligible applications must be **postmarked or electronically submitted on or before *September 1, 2023***, and must include the following documents:

[](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.clipartkey.com%2Fsearch%2Fcheck-box%2F&psig=AOvVaw3XhmyAnmVh5uDn_Fh5vC-5&ust=1620222404977000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCICxrfmUsPACFQAAAAAdAAAAABAI) A completed application **in Microsoft Word format**

[](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.clipartkey.com%2Fsearch%2Fcheck-box%2F&psig=AOvVaw3XhmyAnmVh5uDn_Fh5vC-5&ust=1620222404977000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCICxrfmUsPACFQAAAAAdAAAAABAI) Narrative Response: limited to three double-spaced pages of minimum 11-point font size and in Microsoft Word format.

[](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.clipartkey.com%2Fsearch%2Fcheck-box%2F&psig=AOvVaw3XhmyAnmVh5uDn_Fh5vC-5&ust=1620222404977000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCICxrfmUsPACFQAAAAAdAAAAABAI) Cost Estimate Detail Spreadsheet **in Microsoft Excel format**

Project map: submitted **in PDF format**, formatted to size 8½ X 11

**Optional attachment(s): no more than six pages of project description, additional photos, and maps**

**WisDOT Information – Shaded area to be completed by WisDOT staff only.**

**FOR WISDOT USE ONLY – enter the following information at application review**

**NOTE: Please add any WisDOT application comments in the comments section on the Confidential page A-5.**

Subprogram: Project Improvement Type:

Region Reviewer’s Name:

Reviewer’s Title:

Date Received:

WisDOT Region Reviewer’s Signature: Date:

**FOR WISDOT USE ONLY – enter the following information after project approval**

Project ID(s):

Additional WisDOT comments on application: