



WisDOT 2020-2021 Multimodal Local Supplement (MLS) Application Instructions

Project Eligibility

Eligible MLS projects must:

- Fall within one or more of six qualifying multimodal categories
- Be a new (i.e., non-previously existing) improvement project
- Cost-effectively improve regional economic activity and connectivity (though measurable factors such as freight movement and worker access to employment opportunities)
- Be submitted by an eligible local sponsor

NOTE: MLS project applications are not subject to the eligibility rules of other WisDOT local improvement programs

Recommendations for Completing the Application

An application is required for each proposed MLS project. Sponsors are permitted to submit an unlimited number of project applications. Please review and utilize instructions when completing a MLS application.

Include the name of the local unit of government in the file name and email completed application(s) to the following WisDOT email address: DOTLocalPrograms@dot.wi.gov

Additional MLS program information is available on the following WisDOT web page:

<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/default.aspx>

Application Deadline

Project application deadline is no later than 5:00 pm on Friday, December 6, 2019. Submitting applications prior to the deadline will allow WisDOT to review applications and communicate with local sponsors regarding outstanding questions. **Late applications will not be accepted.**

Application Format

Please complete the required sections of the application. Sponsors should send any necessary attachments in Microsoft Word or Microsoft Excel, if possible. Handwritten signatures are not required.

Project and Sponsor: General Information

Improvement Type. Indicate improvement type by checking the appropriate box.

Primary Project Sponsor, Sponsor Type. Provide the name of sponsor or primary public sponsor agency. Indicate sponsor type by checking the appropriate box.

County. Provide the name of the county in which the primary sponsor is located.

Secondary Project Sponsor, Sponsor Type (if applicable). Provide the name of the secondary sponsor if one exists. Indicate secondary sponsor type by checking the appropriate box

County (if applicable). Provide the name of the county in which the secondary sponsor is located.

Anticipated Project Construction Schedule Date (Calendar Year). Provide the anticipated year the project will be scheduled. A six-year project completion date, i.e., project sunset, is required for approved projects (calculated from date of award).

Funding Request. Indicate if funding request is for Design/Construction or only Construction.

Is Project Shovel Ready? (Y/N) Indicate if the project would be ready to commence in the spring of 2020.

Project Improvement Description Sections: Only fill out sections that apply to application improvement type(s). All applicants must fill out Sections F-H.

Section A: Road or Bridge Improvements (NOTE: Connecting highways are not eligible for MLS funding)

Section A1: Location & General Information (Complete for each Road or Bridge Improvement Applications)

On Route. Provide the name of the roadway on which the project is located.

At Route (Start). Provide the name of the intersecting roadway at the start of the project. If the project does not start at an intersection, the At Route is the nearest intersecting roadway outside of the project limits.

Offset (if applicable). If the project does not start at an intersection, an Offset is required. If the project starts at an intersection, an Offset is not required. An Offset is the distance, expressed as a positive number rounded to a tenth of a mile, between the nearest intersection and the start of the project.

Toward Route (End). Provide the name of the intersecting roadway at the end of the project. If the project does not end at an intersection, the Toward Route is the nearest intersecting roadway outside of the project limits. Enter the word "Termini" if the roadway terminates or a municipal boundary occurs after the end of the project but before the nearest intersection.

NOTE: Refer to the following link for information on the On/At method of describing the location of a project: <http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/onatmanual.pdf>

Surface Type. Select one of the following proposed surface code types indicating the surface code number. These are the same codes used in WISLR:

Code #	Surface Code Type
35	Gravel Road (not oil and gravel)
40	<1" Wearing Surface
45	Cold Mix Asphalt on Concrete
50	Cold Mix Resurf on Asphalt + Base <7"
52	Cold Mix Resurf on Asphalt + Base >7"
55	Cold Mix Asphalt Pvmnt + Base <7"
57	Cold Mix Asphalt Pvmnt + Base >7"
60	Hot Mix Asphalt Pvmnt on Concrete
65	Hot Mix Resurfacing on Asphalt Pvmnt
70	Hot Mix Asphalt Pavement (Warm Mix Asphalt)
75	Concrete Pavement

Surface Thickness (inches). Indicate thickness of surface, expressed in inches (e.g., five inches or 5").

Travel Width (Per Lane). Indicate width of one lane of pavement, not including shoulders, expressed in feet and inches (e.g., 11 feet, 0 inches, or 11'0").

Left Shoulder Width. Indicate width of left shoulder, expressed in feet and inches (e.g., 3 feet, 6 inches, or 3'6").

Right Shoulder Width. Indicate width of right shoulder, expressed in feet and inches (e.g., 3 feet, 6 inches, or 3'6").

Curb and Gutter? Check if curb and gutter in lieu of shoulders.

REQUIRED: Please attach a black and white, 8½ X 11 map showing the project location.

Length of Project (rounded to nearest tenth of a mile). Provide the length of the entire project rounded to the nearest tenth of a mile (Examples: 0.1 mile or 2.3 miles).

Average Daily Traffic (ADT). Provide the most recent ADT count.

ADT % Truck. Provide the percentage of ADT that is truck traffic.

Pavement Condition Rating (number). Enter the latest pavement rating that was submitted to WisDOT. The pavement condition rating provided on the project application should concur with the most current rating for the roadway provided to WisDOT for WISLR.

Improvement Type. Indicate improvement type by selecting the appropriate box.

Section A: Road/Bridge Improvements

Section A2: Bridge Information (Complete for Bridge Improvement MLS Applications ONLY)

Bridge Type (if Other, specify in narrative section). Select *Bridge, Lift Bridge, Bascule Bridge, Historic Bridge, Swing Bridge, Monolithic Dam, Box Culvert, Multiple Pipes, Railroad* or *Other* from drop down box. If *Other*, specify in narrative (Section F).

Feature the Structure Passes Over. Indicate the feature the structure passes over (e.g., waterway, roadway, railroad, etc.). Examples: St. Croix River, CTH T or Burlington Northern Railroad.

Number of Spans. The number of spans in the bridge or the number of barrels or culverts. Add clarification if barrels or culverts (example: 3 spans, 4 barrels, or 5 culverts).

Detour Length. Provide the length of detour resulting from bridge closure (in miles).

Clear Roadway Width of Bridge (feet). Provide the most restrictive minimum distance between curbs or rails rounded to the nearest foot (example: 24 feet). Refer to the Facilities Development Manual (FDM) for an explanation of Clear Roadway Width of Bridges: <http://wisconsin.gov/rdwy/fdm/fd-11-15.pdf>.

Bridge Length (feet). Provide a longitudinal measurement from end of deck to end of deck or from outside of the first barrel or culvert to the outside of the last barrel or culvert. Please round the bridge length to the nearest foot (example: 120 feet).

Approach Pavement Width (feet). The pavement width of the approaches, including any paved shoulders. Give this width to the nearest foot (example: 24 feet).

Total Approach Length (feet). The total length the approaches. Give this width to the nearest foot (example: 50 feet).

Structure ID/Designation (If Applicable). Provide the existing bridge number. Include leading zeros to fulfill the following format examples: B-01-1234 or P-21-0036.

Bridge Build Year. Enter the most recent year in which the bridge was originally constructed or fully reconstructed (not including rehabilitation or maintenance).

Bridge Rehabilitation Year. Enter the most recent year in which the bridge was rehabilitated.

Posted or Statutory Speed Limit(s). Provide the speed limit(s) in miles per hour (mph) within the project limits, whether it is posted or statutory.

Deck Rating: Indicate the deck rating number from the most recent inspection.

Substructure Rating: Indicate the substructure rating from the most recent inspection.

Superstructure Rating: Indicate the substructure rating from the most recent inspection.

Current Load Posting. Enter any current load posting for the bridge. If none, enter N/A.

Section B: Transit Improvements

Transit Improvement Type. Indicate improvement type by selecting the appropriate box.

Number of Vehicles for Purchase (Capital Purchase projects only). Indicate number of transit vehicles that will be purchased as part of the project.

Vehicles Purchase Type (Capital Purchase projects only). Indicate type(s) of transit vehicle that will be purchased as part of the project.

Facility Type (Facility Construction projects only). Indicate type(s) of transit facility that will be constructed/improved as part of the project.

Facility Improvement Description (Facility Construction projects only). Describe the facility improvement that will be funded as part of the project.

Equipment Purchase Description (Equipment Purchase projects only). Describe the equipment purchase that will be funded as part of the project.

Other Improvement Description (Other Transit projects only). Describe the transit improvement that will be funded as part of the project.

Section C: Railroad Improvements

Type of Railroad Improvement (if Other, specify in narrative section). Select Rail Corridor Use, Intermodal Freight Facility, Passenger Rail, Rehabilitation or Other. If Other, specify in narrative (Section F).

Evaluation of MLS Railroad Improvement applications may require coordination with the railroad company at an early stage (sometimes even prior to submitting the project application). The WisDOT Railroad and Harbors Section and the Region Railroad Coordinator are available to assist with coordination.

Total Annual Rail Carloads. Estimate the total annual tonnage shipped over the project facility, rounded to the nearest 10 tons (Example: 150 tons annually). Provide calculations for this figure in narrative (Section F).

New Rail Facility? Check Yes or No.

Rail Operator. Indicate rail operator.

Total Annual Eliminated Truck Traffic (Estimated, in Tons). Estimate the total volume of truck traffic that will be eliminated on an annual basis resulting from this improvement, rounded to the nearest 10 tons (example: 150 tons annually). Provide calculations for this figure in narrative (Section F).

Preserve Existing Rail Line? Check Yes or No.

Restore Inactive Rail Line? Check Yes or No.

REQUIRED: Please attach a black and white, 8½ X 11 map showing the project location.

Section D: Bicycle/Pedestrian Improvements

Bicycle/Pedestrian Improvement Type (if Other, also specify in narrative section). Indicate improvement type by selecting the appropriate box. If Other, describe and specify in narrative (Section F).

Improvement Location. Describe the location, boundaries, and distance of the project. Provide the county name and street address if the project is located on a highway or road.

Known Safety Issues? Check *Yes* or *No*. If **yes, specify**, and consider applying for Highway Safety Improvement Program (HSIP) funding, which will not count against local entitlement and is funded 90% federal and 10% local. Please refer to the following link for additional information on HSIP:

<http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx>

Will the proposed improvement utilize local forces? Check Yes or No.

REQUIRED: Please attach a black and white, 8½ X 11 map showing the project location.

Section E: Harbor Improvements

Harbor Improvement Type (if Other, specify in narrative section). Indicate improvement type by selecting the appropriate box. If Other, specify in narrative (Section F).

Total Annual Transportation Economic Impact (Estimated). Estimate the total annual transportation economic impact that will result from this improvement, rounded to the nearest \$1,000 (example: \$150,000 annually). Provide calculations for this figure in narrative (Section F).

Total Annual Benefit to Local Economy (Estimated). Estimate the total annual benefit to the local economy that will result from this improvement, rounded to the nearest \$1,000 (example: \$150,000 cost savings annually). Provide calculations for this figure in narrative (Section F).

REQUIRED: Please attach a black and white, 8½ X 11 map showing the project location.

Section F: Proposed Improvement Narrative (REQUIRED for all applications)

This is a field to provide a detailed description of the project beyond what has already been provided in previous sections. Prepare the project narrative in a Word document, complete a spell check, and cut and paste the summary into the application form. Provide supporting project documentation such as any permits/licenses (including issuing agency & start/end dates) and any relevant transportation/bike-pedestrian/comprehensive planning documents. Describe potential project impact on local or regional economic activity, including freight movement (e.g., specific shipping/receiving facilities), worker access to employment opportunities and overall economic connectivity enhancements. Describe potential project impacts on safety and local or regional quality of life.

Describe any relevant environmental/cultural issues, including any Section 4(f) and Section 6(f) concerns.

Section 4(f) refers to the use of publicly owned park and recreational lands, wildlife and waterfowl refuges and significant historical or archeological sites in transportation project development.

Section 6(f) of the Land and Water Conservation Fund (LWCF) Act refers to the conversion to other use of lands or facilities acquired with LWCF Act funds and requires replacement of used land with lands of equal value and use.

Include any information that demonstrates the viability of the proposed project by showing its value based on service life, economic benefits or in comparison to other alternatives. This may include benefit-cost analysis or other calculations.

A separate attached document not exceeding 1 page (double spaced, 10 pt. font) may be substituted for this section.

Section G: Cost Estimate/Funding (REQUIRED for all applications)

Has the county/municipality/town/tribal government requested or been approved for other federal or state funding from the Wisconsin Department of Transportation (WisDOT) for the improvement? Check Yes or No. **If yes, specify the Local Program** and provide the **WisDOT Project I.D.** previously designated to the improvement. NOTE: Only new improvement projects are eligible for MLS funding.

The Multimodal Local Supplement provides up to 90% State funding with a minimum 10% Local match. We anticipate the award process to be very competitive. Would the project sponsor accept a lower cost share to obtain funding? Check Yes or No.

Estimated Improvement Cost

The project application must include a detailed breakdown of project costs in Microsoft Excel or another 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 narrative report text limit.

Include all information in the detailed cost breakdown attachment. Some important things to remember when completing both the project costs table and detailed cost breakdown attachment are:

- Design only applications are not eligible for program funding
- Check that inflation is accounted for in the construction estimate
- Check math more than once
- Check that project costs are accurate and realistic
- Check that your cost estimate detail attachment totals match your project cost table totals

NOTE: Enter your project costs based on estimated cost in the year of anticipated construction.

Design Costs. Provide total improvement costs for design.

State Review for Design Cost Estimate (Provided by WisDOT). State review costs, if applicable, are calculated by WisDOT.

Construction Costs. Provide total improvement costs for construction.

NOTE: Temporary traffic/pedestrian control items should be included in the construction estimate.

State Review for Construction Cost Estimate (Provided by WisDOT). State review costs, if applicable, are calculated by WisDOT.

Total Improvement Costs (without State Review). Provide total improvement costs (design + construction).

Total Improvement Costs (with State Review, if applicable). **NOTE: For WisDOT use only.** If WisDOT determines state review is necessary, the project sponsor will be contacted, and state review costs will be calculated by WisDOT.

NOTE: WisDOT state oversight estimates are based on the complexity of the project. Not all projects will require state oversight.

Additional Funding Comments. This is an optional field to enter funding-related comments and estimated cost calculations.

Section H: Signature (REQUIRED for all applications)

Confirm understanding of MLS Application conditions by typing name, title, and date signed in the appropriate boxes. The individual providing signature on the application (i.e., Head of Government or Designee, not a consultant) must have fiscal authority for the project sponsor.

Project Sponsor, Sponsor Type. Provide the name of sponsor or primary public sponsor agency. Indicate sponsor type by checking the appropriate box.

County. Provide the name of the county in which the project is located.

Head of Government/Designee-Signature. A local official with fiscal authority must sign the application. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

Date. Date the application was signed (mm/dd/yyyy format).

Print Name. Must be a local official or designee with fiscal authority for the municipality.

Title. Indicate title of the individual signing the MLS application.

Secondary Project Sponsor-Signature (if applicable). Signature of the secondary project sponsor. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

Date. Date the application was signed (mm/dd/yyyy format).

Print Name. Must be a local official or designee with fiscal authority for the municipality.

Title. Indicate title of the individual signing the MLS application.

Submit completed application(s) to the following WisDOT email address: DOTLocalPrograms@dot.wi.gov

WisDOT will contact the primary project sponsor upon review of the application if any questions or a need for additional project documentation.

WisDOT Statewide Program Contacts for Multimodal Local Supplement

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MLS Informational Webinars:

- **Monday, September 30, 2019: 9:00 am to 10:30 am**
- **Wednesday, October 2, 2019: 1:00 pm to 2:30 pm**
- **Thursday, October 10, 2019: 2:00 pm to 3:30 pm**

Each MLS webinar will contain similar information and will include time for questions. Potential sponsors need only attend one webinar. If you are interested in participating in a MLS Informational Webinar, please select one of the dates and send an e-mail to the following WisDOT email address: DOTLocalPrograms@dot.wi.gov. Specific webinar links will be sent to you prior to the date(s).