



WisDOT FFY 2022-2023 Bipartisan Infrastructure Law (BIL) Supplemental Transportation Alternatives Program (TAP) Application Instructions

NOTE: An application is required for each new potential 2022-2023 program cycle project. Please review and utilize instructions when completing the application.

Project Eligibility

In this Supplemental 2022-2023 TAP program solicitation, eligible applications are limited to the following:

A) Applicant seeking funds for a non-infrastructure Safe Routes to School (**SRTS**) **programming** project

OR

B) Applicant seeking funds for a non-infrastructure **planning study** (Including SRTS planning)

Furthermore, applicants must:

- (1) Comply with all WisDOT TAP policies as outlined in WisDOT TAP guidelines
- (2) The project must relate to surface transportation
- (3) The project must have an eligible sponsor
- (4) The project must be selected through a competitive process
- (5) Meet a minimum non-infrastructure project size of \$25,000 (recommended)

Please note that WisDOT region staff may request revised or additional information from project applicants in order to resolve any eligibility issues prior to submitting applications for funding consideration. **Failure to provide a complete application or to provide supplementary information requested by WisDOT may preclude an application from consideration for receipt of TAP funding.**

If your project is selected for funding, WisDOT reserves the right to deny ineligible budget line items. Applicants can minimize potential eligibility issues by submitting applications and attachments as early as possible to allow WisDOT region staff to provide substantive technical assistance.

There is increased potential for SRTS funding award for any application that can obligate funds before September 30, 2022. For example, if a school district is applying for funding to pay for SRTS activities in the upcoming school year and that funding can be obligated/committed prior to September 30 (the 2022 federal funding deadline), there is an increased likelihood of the application being selected to receive funding. Committing funds prior to September 30, 2022 does not mean that funds must be spent prior to that date, meeting this deadline will obligate funds that will support SRTS activities occurring throughout 2022 and 2023.

Direct questions regarding the application process to the Wisconsin Department of Transportation (WisDOT) regional contact.

WisDOT Region	Contact	Phone	Email
SE Region	Jacob Varnes	(262) 548-8789	jacob.varnes@dot.wi.gov
SW Region	Michael Erickson	(608) 246-5361	michael.erickson@dot.wi.gov
NW Region	Randy Kirk	(715) 392-7860	randall.kirk@dot.wi.gov
NC Region	Ben Roskoskey	(715) 365-5783	benjamin.roskoskey@dot.wi.gov
NE Region	Alex Dums	(920) 492-5707	alex.dums@dot.wi.gov

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Application Submission and Deadline

Project application deadline is no later than **5:00 pm on Friday, June 3, 2022**. However, submitting applications prior to the deadline will allow WisDOT to review applications and communicate with locals regarding outstanding questions. *Late applications will not be accepted.*

Include the name of the local unit of government in the file name and email completed application(s) to the appropriate WisDOT Region email address. If your project is within the boundaries of an MPO you also need to email your application to the Metropolitan Planning Organization (MPO). Please visit the Wisconsin.gov MPO webpage (<https://wisconsindot.gov/pages/doing-bus/local-gov/plning-orgs/mpo.aspxto>) to determine whether your agency falls within an MPO boundary.

WisDOT Region	Email
SE Region	DOTDTSDSETEBPFP@dot.wi.gov
SW Region	DOTDTSDSWTEBPFP@dot.wi.gov
NW Region	DOTDTSDNWTEBPFP@dot.wi.gov
NC Region	DOTDTSDNCTEBPFP@dot.wi.gov
NE Region	DOTDTSDNETAP@dot.wi.gov

Application Highlights & Tips

- Project sponsors must fund a portion of total project costs. TAP project costs are funded with maximum 80% federal and minimum 20% local funds.
- Only one primary project sponsor is allowed per project. Ineligible sponsors may coordinate with eligible applicants to submit project funding requests, but the State Municipal Agreement (SMA) is with the primary project sponsor.
- Print and use instructions to assist in completion of application(s).

Application Format

WisDOT only accepts applications in Microsoft Word format. **Applications saved in PDF format will not be accepted**, as handwritten signatures are not required. Sponsors should send any necessary attachments in Microsoft Word, Excel, or Adobe PDF format.

Completing your Application

For this supplementary program solicitation, applicants must first select a checkbox that identifies your application as either an **SRTS Programming OR Planning Study** (including SRTS Planning Studies). Applicants may also select **Other** and provide a description in the Project Summary narrative section. Due to timeline considerations, infrastructure projects will be considered extremely unlikely for this solicitation unless they can meet a November 2022 construction let schedule date.

Project Applicant and Application Type

***NEW* Geographic Population Area:** Under the Bipartisan Infrastructure Law, TAP funds are distributed proportionally based on adjusted census-defined population areas. Competitive selection will occur amongst these population areas.

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Furthermore, Metropolitan Planning Organizations (MPOs) Greater than 200,000 (i.e., TMAs) in population receive a sub-allocation as determined by the Federal Highway Administration (FHWA). Under the BIL, eligible TAP sponsors located within these boundaries are only eligible to receive MPO-apportioned funds and may not compete for statewide funding. Please contact your DTSD Regional Program Manager if you have questions about this enhancement.

NOTE: Projects located within Metropolitan Planning Areas (MPAs) must be included in the applicable MPO's Transportation Improvement Program (TIP). MPAs include the census-defined [MPO urban] area plus contiguous areas expected to become urbanized within the 20-year forecast period of the MPO long-range transportation plan. MPAs are defined and approved after the decennial census urbanized [MPO urban] areas are determined.

Name, Location of Public Sponsor and Sponsor Type: Include the Primary Sponsor name and type

Project Title: Brief description of your project.

Project Location: Describe project boundaries and geographic location if located on a highway or road.

Project Contacts

Project Primary Public Sponsor Agency Contact Information: Provide contact information for the primary public sponsor agency.

Secondary Public Sponsor Agency or Private Organization Contact Information: In cases where the public sponsor is acting on behalf of a private organization, also provide contact information for the secondary organization on the project application form.

Head of the Local Public Sponsor Agency or Private Organization Contact Information: Also provide contact information for the official head of government who would formally receive notification of any potential award.

Project Activity

Select a checkbox that identifies your application as either an **SRTS Programming** OR **Planning Study** OR **Other**.

Project Summary

In 400 words or less, succinctly describe the project **in the space provided**. A project summary should describe the project well enough that the reader could hypothetically make a decision without reading the rest of the application. Prepare a project summary in a Word document, complete a spell check, and cut and paste the summary into the application form.

Project Benefit

Indicate the project benefit. Make sure that this benefit is fully supported in the project narrative.

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Local Resolution of Support

There must be a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor (i.e., County Board, City Council, or Regional Planning Commission Policy Board). This resolution must be submitted prior to award. Applicants must indicate there is a resolution or that there will be a resolution. **A copy of the resolution is due to the region no later than August 5, 2022.**

Existing Facilities and Projects

Does a County, State, or Federal Highway exist within 1,000 feet of the project limits? Check *Yes* or *No*.

Known safety issues? Check *Yes* or *No*. **If yes, specify,** and consider applying for Highway Safety Improvement Program (HSIP) funding. Please refer to the following link for additional information on HSIP: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/hsip.aspx>.

NOTE: SRTS Project applicants may request HSIP funds for safety-related improvements.

Does a railroad facility exist within 1,000 feet of the project limits? Check *Yes* or *No*. **If yes, specify** by selecting: *At-grade Crossing, Roadway Underpass/Overpass, Longitudinal Encroachment, or Parallel.*

NOTE: Provide accurate project limits or boundaries on page A-1 of the application.

Does the project physically cross an existing railroad facility? Check *Yes* or *No*.

If Yes, include the name of the railroad facility owner in the provided field.

To ensure compliance with both state and federal law and policy, all projects with any of the following conditions must be evaluated for rail issues:

- A railroad crossing located within the project limits or within 1,000 feet of the project location and/or on the designated detour route
- Grade separations between a highway and a railroad
- Projects that parallel a railroad on adjacent right of way
- Projects that use railroad properties
- Projects that involve adjustments to railroad facilities
- Projects that will impact a corridor reserved under an applicable recreational trails program

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

Miscellaneous Issues

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

School Demographics and Safe Routes to School (SRTS) Plan

Complete these two sections only if applying within the TAP Safe Routes to School eligibility category.

CONFIDENTIAL INFORMATION

Project Costs and Dates

Application Project Costs Guidelines: Applicants must demonstrate an ability to provide 20% in matching funds and finance the entire project until the Federal Highway Administration (FHWA) reimburses the federal share of 80% of project costs. Total dollar amounts must correlate to percentage totals.

Most projects are reimbursed monthly or quarterly on the basis of progress invoices.

Minimum / Maximum Project Funding Amounts: To ensure efficient utilization of local and state administrative resources and promote projects with significant impacts, WisDOT established the following minimum project funding amounts for TAP projects:

- **Non-Infrastructure and planning projects**, such as Safe Routes to School or system-wide bicycle planning activities, **recommended project cost of \$25,000 total or more.**

NOTE: For this supplemental solicitation, project applicants who are unable to meet this recommended minimum project cost will still be considered, based of population-based funding availability. However, whether a proposal could maintain efficient utilization of local and state administrative resources will be a consideration during project selection.

Complete the Project Costs and Dates table for the appropriate fiscal years of the application/project cycle. In addition to the application table, Sponsors must include a detailed breakdown of project costs. Attach a detailed breakdown of project costs in Microsoft Excel. This detailed breakdown must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions.

Some important things to remember when completing a detailed cost breakdown are to make sure to:

- Check your math more than once
- Your project costs are accurate and realistic
- Your cost estimate detail attachment totals match your Project Cost Table Totals

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.

Safe Routes to School (SRTS) Programing Projects Planning, Administration, etc.)

NEW For this one-time solicitation, applicants are invited to consider one of the following SRTS program packages as a high-level guide. Project cost breakdown percentages estimates are provided below for your convenience. Using these percentages, provide your own fiscal estimates in the table found on the application:

- Education-Emphasis: 70% Education, 20% Encouragement, 10% Evaluation
- Highway-Safety Concerns: 40% Education, 50% Enforcement, 10% Evaluation
- Outreach and Tracking-Emphasis: 30% Education, 35% Encouragement, 35% Evaluation
- Build your own; Complete table

Check the state fiscal year in which you request the phase be scheduled (i.e., FFY 2022 is October 1, 2021 – September 30, 2022). Please note that WisDOT has final authority to select the year in which the project is scheduled.

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Total Other Cost: Provide total cost for the planning, administration, or other non-infrastructure project.

Planning Studies (Including SRTS Planning Studies)

Check the state fiscal year in which you request the phase be scheduled (i.e., FFY 2022 is October 1, 2021 – September 30, 2022). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Other Cost: Provide total cost for the planning, administration, or other non-infrastructure project.

Narrative Response/Attachment

Provide up to **three double-spaced pages** of narrative (**minimum 11-point font size, 1-inch margins**) in response to questions 1 - 5. Review committees will rely upon these narrative responses to rate and rank applications.

Key Program Requirements Confirmation

Confirm understanding of project condition(s) by typing a name, title, and initials in the boxes at the bottom of the page. The individual providing initials and signature on the application (i.e., Head of Government or Designee, not a consultant) **must have fiscal authority** for the project sponsor.

Fiscal Authorization and Signature

Application prepared by a consultant? Check *Yes* or *No*.

If *Yes*, please provide the **Consultant Company Name** and **Company Location (City, State)**, **Consultant Signature**, and signature **Date**. An electronic typed signature is all that is required to submit an application. A handwritten signature in PDF format is NOT necessary.

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>

Sponsor Agency responsible for completing application. The Sponsor Agency is the local unit of government that is financially responsible for the federal-aid improvement.

Contact Person: Must be a Head of Government or Designee (e.g., County Highway Commissioner)

Title of the Contact Person

Address of the Contact Person

Telephone number of the Contact Person

Email address of the Contact Person

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Head of Government/Designee Signature: A local official, not a consultant, 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 the application was signed

Attachments Checklist

Refer to application form for details. Check the appropriate boxes to indicate that attachments are annexed to the application.

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

WisDOT staff will enter the information in the top portion at application review and enter the project ID(s) after project approval.

