2026-2030 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION INSTRUCTIONS

UPDATED: OCTOBER 2025

APPLICATION SOLICITATION: JUNE 17, 2025 UNTIL OCTOBER 31, 2025

Project Eligibility

Please refer to the WisDOT TAP Guidelines for extensive eligibility discussion. Eligible TAP projects must:

1. Fit within one of the federal eligibility categories and must 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; and
4. The project must be selected through a competitive process.

Before Applying

An application is required for each new potential 2026-2030 program cycle project. Please review and utilize instructions when completing the application.

WisDOT region staff may request revised or additional information from project applicants 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.**

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. WisDOT will approve or deny budget items after project sponsors submit detailed engineering work for WisDOT review.

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

WisDOT Region	Contact	Phone	Email
SE Region	Tyler Beinlich	(262) 548-5856	tyler.beinlich@dot.wi.gov
SW Region	Brandi Workman Rob Winterton	(608) 785-9047 (608) 789-7879	brandi.workman@dot.wi.gov robert.winterton@dot.wi.gov
NW Region	Chuck Hubbard Randy Kirk	(715) 833-9809 (715) 635-5014	charles.hubbard@dot.wi.gov randall.kirk@dot.wi.gov
NC Region	Evan Maves	(715) 365-5778	evan.maves@dot.wi.gov

NE Region	Kelsey Lorenz	(920) 492-0142	kelsey.lorenz@dot.wi.gov
Statewide	Will Keenan	(608) 266-5402	will.keenan@dot.wi.gov

Submitting an Application

Please follow the following steps when submitting your TAP application:

1) Include the name of the local unit of government in the file name.
2) Email the completed application(s) to the appropriate WisDOT Region email address listed below:
   a) If applicable, email a copy of the application(s) to the relevant Metropolitan Planning Organization (MPO) contact. Refer to page 24 of the TAP Local Program Guidelines for a list of MPO contacts.

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

- TAP is a reimbursement program where Project Sponsors cover upfront project costs and submit costs and material evidence to be reimbursed.
- Sponsors must fund a portion of total project costs. TAP project costs are funded with maximum 80% federal and minimum 20% local funds.
- There is no requirement to consider all eligible TAP activities equally. Therefore, each type of eligible activity is rated against all other types.
- The final project scope, cost, and delivery schedule are the responsibility of the sponsor.
- 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 or the TAPWeb manual to assist in completion of application(s).

Application Deadline

Project application deadline is **no later than 5:00 pm on Friday, October 31, 2025.** Early submission prior to the application deadline is encouraged. Submitting prior to the deadline will allow WisDOT to review applications and communicate with sponsors. **Late applications will not be accepted.**

Application Format

For the 2026-2030 TAP application cycle, applicants are encouraged to utilize the new TAPWeb online platform for submitting applications. The TAPWeb manual and recorded webinars are available for download on the WisDOT TAP website. If a sponsor is unable to submit via TAPWeb, they may submit applications in Microsoft Word format. Applications saved in PDF format will not be accepted. Handwritten signatures are not required. Sponsors should send any necessary attachments in Microsoft Word, Excel, or Adobe PDF format.

Application Type

Project sponsors must select one of four discrete application types:

Areas ≥ 200,000	Areas 50,000 - 200,000	Areas 5,000 – 50,000	Areas < 5,000

In areas ≥ 200,000—which are referred to as Transportation Management Areas (TMAs) and include Appleton, Green Bay, Madison, Milwaukee, and Round Lake Beach—each receive a sub allocation, whereby the MPO in consultation with WisDOT will use a competitive process to select their own projects. If this project takes place in an area represented by an MPO, then it must be ranked by that MPO. **The deadline for MPO applications will be sooner than the program deadline to allow adequate time for review.** Please refer to your respective WisDOT region contact and the MPO for further information. WisDOT region and MPO contact information can be found on pages 22 and 24 of the TAP Guidelines.

Projects which are within the boundaries of a TMA may only compete locally within the TMA for which their project is located. Refer to this map for more information about the TMA areas.[1]

In areas that have census-designated populations of < 5,000, 5,000-50,000, and 50,000-200,000, project selection will be administered by WisDOT through a statewide competitive process. The statewide process will involve ranking all eligible projects regardless of area size, then sortation into population-based categories. A selection committee selects projects for award recommendation. This process ensures projects are assessed fairly on a statewide basis.

Project Applicant Information

Name, Location of Public Sponsor and Sponsor Type:

Type the name of sponsor. Indicate sponsor type by checking the appropriate box.

Note: Projects that are sponsored by Wisconsin Department of Natural Resources (WDNR) for projects on state-owned land, the DOA must co-sign the Project Agreement. Contact DOA immediately to coordinate on the project.

Project Representative Contact Person(s) Information

Provide contact information for the primary public sponsor agency. 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. Also provide contact information for the official head of government who would formally receive notification of any potential award.

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[1] https://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf.

Project Activity

Project Title**:** Provide a clear and descriptive project title.

Activity Questionnaire**:** Indicate the most pertinent category by checking the appropriate box.

Check Yes, No for each question regarding the location of the proposed improvement. Where it requests the name of a state highway, note that many state highways are given a local street name. Please use the name of the state highway. For questions regarding past, current or future road improvement projects please be as descriptive as possible. Use WisDOT project IDs if known.

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.

Check Yes, No for other questions regarding existing facilities. For projects on or parallel to a local road or street provide the name of that road or street and provide a brief description to any exceptions to standards that may be requested.

Rail Facilities

Does a railroad facility exist within 1000 feet of the project limits? Check Yes or No.

> *If yes*, specify by selecting: At-grade Crossing, Roadway Underpass/Overpass, Longitudinal Encroachment, or Parallel.

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.

Evaluation 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.

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

***Note*:** For infrastructure projects, please attach one black and white, 8½ by 11 map showing the project location.

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

Brief Project Summary

In 100 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 decide 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. This information should adequately describe the basic scope of your project.

Project Benefit

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

Real Estate (RE) / Right of Way (ROW)

TAP project sponsors must locally fund any real estate costs under $100,000. Compliance with state and federal real estate laws is less complicated when a local sponsor owns the land for the proposed project. Applicants and sponsors should consult with the Local Public Agency (LPA) coordinator in the appropriate WisDOT region to ensure compliance with all requirements of the real estate acquisition process, especially when a project involves private property owned by third parties. Failure to follow proper real estate procedures will jeopardize reimbursement of eligible project costs. TAP applicants for projects that involve real estate should thoroughly address project cost and timeline implications in the appropriate fields within the WisDOT TAP application. WisDOT Real Estate contacts are listed at the end of the TAP Guidelines.

Check Yes, No for other questions regarding real estate and right of way. Check the appropriate box for the type of ROW acquisition and list any funding used past or present within the limits of the projects two acquire RE or ROW (i.e. DNR Stewardship Funds).

Please see the following WisDOT webpage for information about ROW issues.[2] Attach a detailed list of available, completed project and parcel acquisition documentation. Refer to Section 11.2, Records Management, found in the Local Programs Real Estate Manual for 'Right of Way Acquisition'.[3]

Environmental/Cultural Issues

Check Yes, No or Not Investigated for each environmental/cultural issue. If Yes is checked, provide a brief description of the issue in the Comments box.

> **Section 4(f)** refers to the use of publicly owned park and recreational lands, wildlife, and waterfowl refuges and significant historical or archaeological 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.

More information about Sections 4(f) and 6(f) can be found on the WisDOT Environmental webpage.[4]

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[2] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx.

[3] https://wisconsindot.gov/dtsdManuals/re/lpa-manual/lpa-manual.pdf.

[4] https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/environment/section4f6f.aspx

Planning Considerations

Construction Schedule Restrictions (trout, migratory bird, local events) Provide information and details concerning any natural or manmade events that may restrict when or how the project is constructed.

Local Force Account (LFA) Is LFA work expected to be requested on this project? Check Yes or No.

> *If yes*, explain the desired LFA portion of the project. Please note that WisDOT is limited in its ability to approve certain TAP LFA activities.

***Note*:** Before an LFA is eligible, a cost-effectiveness finding is required to justify doing the work. LFA work must include labor, equipment, and materials. The purchase of materials only is not considered to be a legitimate project. Refer to the following links for additional LFA information:

> WisDOT Facilities Development Manual (FDM)[5]
>
> WisDOT FDM, Chapter 3: Facilities Development Process, Section 1: Process Overview[6]
>
> WisDOT FDM, Chapter 3: Facilities Development Process, Section 20: Local Program Bridge[7]

Maintenance Check Yes or No for each maintenance issue. If Yes is checked, provide a brief explanation in the Comments box.

Other Funding Sources

This section of the application requires applicants to indicate whether there are or will be road improvement projects in this project area, as well as, whether the applicant has previously requested federal or state funding for improvement.

School Demographics and Safe Routes to School (SRTS) Plan

Complete these two sections only if applying within the TAP SRTS eligibility category.

Budget

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.

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[5] https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx
[6] https://wisconsindot.gov/rdwy/fdm/fd-03-01.pdf#fd3-1-3
[7] https://wisconsindot.gov/rdwy/fdm/fd-03-20.pdf#fd3-20-11

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:

	Infrastructure Projects	Non-Infrastructure Projects
> 5,000 Census Designated Population Areas *(i.e., TAP Urban (5,000 – 50,000), TAP Urban (50,000 – 200,000), TAP TMA (>200K+))*	Minimum project cost of $300,000, including any design work. $100,000 minimum for any federally funded real estate costs.	Minimum project cost of $50,000.
< 4,999 Census Designated Population Areas *(i.e., TAP Rural (<5K))*	Minimum project cost of $50,000.	Minimum project cost of $20,000.

Project Costs

Complete the Project Costs and Dates table for the appropriate fiscal years of the application/project cycle. If intending to construct the project in phases throughout multiple years, schedule the project costs as appropriate and describe the distribution in the project description.

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. Applicants should reference the Cost Estimate Tool for assistance and information regarding estimating accurate project costs for the below project phases.[8]

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.

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. Requests for additional funds after awarding projects are not allowed.
- Your cost estimate detail attachment totals match any supporting documentation.

CONFIDENTIAL INFORMATION

DO NOT INCLUDE THE BUDGET SECTION (PAGES 9 THROUGH 12) OF THE APPLICATION IN THE CONCEPT DEFINITION REPORT (CDR) FOR INFRASTRUCTURE PROJECTS

Applicants should reference WisDOT's Local Project Tools webpage prior to completing this section of the application.[9]

[8] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx.
[9] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx.

***Note*:** Requesting of design and construction funds for the same project in the same fiscal year is not allowed.

Check each phase of the project (e.g., construction, design) for which you are requesting federal funds.

Project Priority

Each project shall be relative to your entire 2026-2030 program cycle submittal. Enter priority **numerically** (examples: 1 or 6).

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.

Design Work

Check box to indicate if design will be 100% locally funded or 80% federally funded.

- Federally funded "state review only" projects are not allowed.
- 100% locally funded design projects must meet all applicable federal design standards.

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the year in which the project is scheduled.

A. Plan Development: Use the Subtotal Construction Costs (line A in the Construction section below) to determine the Construction Cost Estimate and apply the Plan Development (Design) percentage to calculate an estimated dollar amount. Enter both the percentage and the dollar amount in the application.

B. State Review for Design: Coordinate with your WisDOT Regional Local Program representatives to determine the State Review Cost Estimate Range. Work with your WisDOT Regional Local Program staff for percentages for Plan Development and State Review for Design. Design with State Review Cost Estimate Sum Lines A and B of the Design section.

Design with State Review Cost Estimate: Sum Lines A and B of the Design section.

Construction Work

Basis for Construction Estimate: Indicate the method used for estimating the construction cost of the project by checking the appropriate box for *Itemized Costs, Cost Per Mile, Past Projects Cost, WisDOT Cost Estimate Tool*, or if *Other*, specify. Please submit construction cost estimate documentation (e.g., electronic spreadsheet) to the appropriate WisDOT Region along with the completed application.

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Construction Costs

Enter the Federal Share of the Participating Construction Cost (80%), the Local Share of the Participating Construction Cost (20%), and the Non-Participating Construction Cost (100% Local) for the Roadway category.

Note: Temporary traffic/pedestrian control items should be included in the construction estimate. Projects selected by a TMA may be funded at 50% federal share.

A. **Subtotal Construction Costs.**
B. **Construction Engineering Costs.** Coordinate with your WisDOT Regional Local Program representatives.
C. **State Review for Construction:** Coordinate with your WisDOT Regional Local Program representatives to determine the State Review Cost Estimate Range.
D. **Construction with State Review Cost Estimate:** Sum Lines A, B, and C of each column of the Construction section.

Real Estate

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Real Estate Cost: Provide a total cost for the real estate project.

***Note*:** TAP project sponsors must locally fund any real estate costs under $100,000.

Utility

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the year in which the project is scheduled.

Total Utility Cost: Provide total cost for the utility project.

***Note*:** Compensable utility costs must be a minimum of $50,000 per utility. Review WisDOT's FDM Chapter 18: Utility Coordination.[10]

Other (Non-Infrastructure [including Safe Routes to School] Planning, Administration, etc.)

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). 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.

[10] https://wisconsindot.gov/rdwy/fdm/fd-18-00toc.pdf.

TAP STARS Eligible Areas GIS Map[11]

TAP STARS Proposal Addendum Templates[12]

Schedule Preference: Check the state fiscal year in which you request the phase be scheduled (i.e., FY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the year in which the project is scheduled.

TAP STARS Template Indicator: After determining eligibility for TAP STARS, indicate numerically which TAP STARS template you are requesting funding for.

Total TAP STARS Cost: Provide total cost estimate for TAP STARS activities.

Narrative Response/Attachment

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

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 December 29, 2025.**

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

REMINDER: FOR INFRASTRUCTURE PROJECTS, ATTACH AN 8 ½ X 11 MAP (PDF) SHOWING THE PROJECT LOCATION.

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.

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[11] https://wisdot.maps.arcgis.com/apps/webappviewer/index.html?id=381e0ea4576f48c3bd302e60cf291384.
[12] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx.

***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 qualification-based selection (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 WisDOT FDM 8-5-3: Conflict of Interest for additional information.[13]

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.

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

Refer to application form for details. Check appropriate boxes to indicate attachments 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.

[13] https://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3

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