TAPWeb Manual for Applicants

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Link to TAPWeb

https://tap.wisconsindot.gov/pages/authentication/login

1. Logging In

Applicants new to TAPWeb should click the "*Need to Register?*" link located beneath the e-mail and password fields.

Returning applicants may log in using their previously registered e-mail address and password.

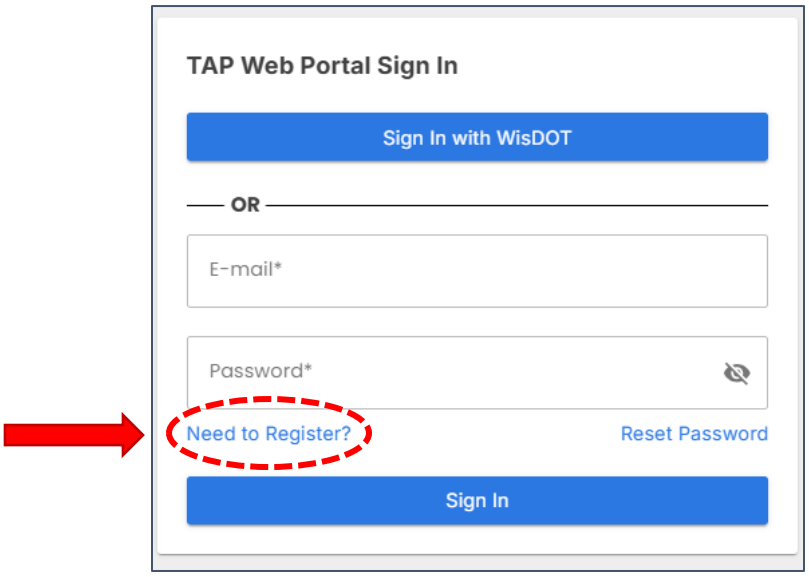

Figure 1. The button for registering a new account.

1.1 Registration

Enter the required information, including the applicant's name, primary phone number, and email before clicking "*Next*".

1.1.1 Registration Detail

After clicking "*Next*", the system will request additional information regarding the purpose of the applicant's profile. Select the registration description(s) that best fit the intended use of the TAPWeb portal.

- Submit or Manage Transportation Alternatives Program (TAP) Applications and Reimbursements: This is for all eligible project sponsors submitting their applications to be scored and ranked for TAP funding. **The majority of TAPWeb users will be selecting this option unless otherwise directed by WisDOT.**
- Participate in Statewide Selection Committee: This is for individuals invited by the TAP Statewide Program Manager to participate in the scoring and ranking process of the non-TMA projects applications.
- Participate as a Transportation Management Area (TMA) Reviewer: This is for individuals designated by the respective TMA to participate in the scoring and ranking of the TMA project applications.

Note: All registration requests will be reviewed by the TAP Statewide Program Manager before approval.

1.1.2 Entity Categories

Selecting an Entity is a two-part process. First, select the general category of the sponsor. Once a general category is selected, a second dropdown box will appear allowing for selection specific to the applicant sponsor. If the sponsor's name is not listed in the second dropdown box, then select the "*Other*" option, which is listed last, and manually enter the name of the organization.

The entity boxes allow typing for quicker searching. In particular, the municipality list is extensive, so it is recommended to search for a category by typing in the name.

Entity Category Options *First Drop Down*	**Entity Subcategory Examples** *Second Drop Down*
Business	Various businesses in Wisconsin
Government – Local, WI	Highway Departments, Departments of Development, Departments of Admin, Government Centers
Government – State, WI	WDNR, WI Department of Tourism, WI Department of Health Services, etc.
Government – State, Other	Michigan DOT, Minnesota DOT, Iowa DOT, etc.
Government – Fed	US Army Corps of Engineers, Bureau of Indian Affairs, National Highway Traffic Safety Administration, etc.
Higher Education	University of Wisconsin System, technical colleges, private colleges, etc.
Municipality*	Counties, cities, towns, and villages
Nonprofit*	Various nonprofits in Wisconsin
Parks Departments	Various counties and forest services in Wisconsin
Planning	MPOs, planning commissions, etc.
Railroad	Various railroad companies that operate in Wisconsin
School District*	Various school districts in Wisconsin
Transit	Various county transit services
Transportation District	Transportation districts

** Most popular applicant selection*

After pressing "*Next*", the user authorization will be processed by WisDOT Central Office. Once approved, the applicant will receive an email confirmation along with log-in instructions. Please allow one to two business days for processing.

2. Dashboard

The dashboard is the landing page for applicants and sponsors. It is broken into four categories:

1. Program Applicant Dashboard
2. Application and Project Synopsis
3. Training
4. Resources

Each dashboard section is separated by a blue ribbon. Scroll down the page to see each section.

The side panel also includes the options to view the applicant's dashboard, work queue, search for applications and/or projects, and start an application.

3. Before Applying

3.1. Application Overview

The TAPWeb application portal is an accordion style form that allows the sponsor to move freely through the different application sections by clicking the small arrow on the righthand side of the category header.

Applicants can complete the application section in its entirety and click the orange "*Save and Next*" button which will advance the applicant to the next category while saving the previous section's work. Applicants can work on different sections without completing all questions at once, however, please note that an applicant will not be able to submit their application unless all required fields are complete.

It is recommended that applicants click the green "*Save*" button throughout the process to ensure all information is saved to the application. **Remember to save early and save often!**

Applicants may save their work and return to it later by clicking the grey "*Save and Exit*" button in the lower righthand side of the application category or by clicking the orange "*Save and Exit*" button at the bottom of the application section or at the bottom of the application.

Questions that have an asterisk next to them are required fields and must be filled out to submit applications. The application will flag if a question that has not been answered with a message that states, "*Verify the form has been completed correctly*". Red text will appear next to the section in question.

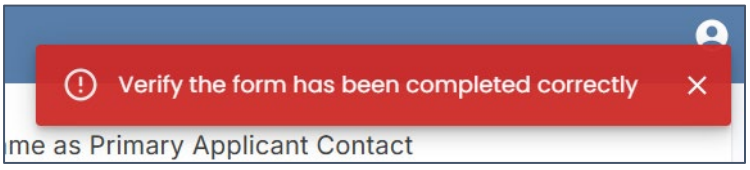

Figure 2. Warning message when a section is not completed in full.

Once all required questions have been answered and saved, the application header will turn from blue to green. A green text box will appear in the top right-hand corner indicating that the save was successful.

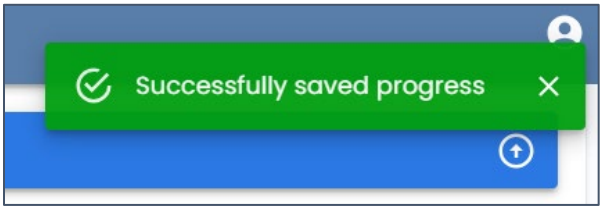

Figure 3. Message indicating application was saved.

3.2 Copy from Previous

If an applicant has previously started or completed an application, they will have the option to duplicate the application with the existing information and update it accordingly. If the applicant is applying unrelated to one previously completed, they can click the blue "*Skip*" button in the left-hand corner of the pop-up.

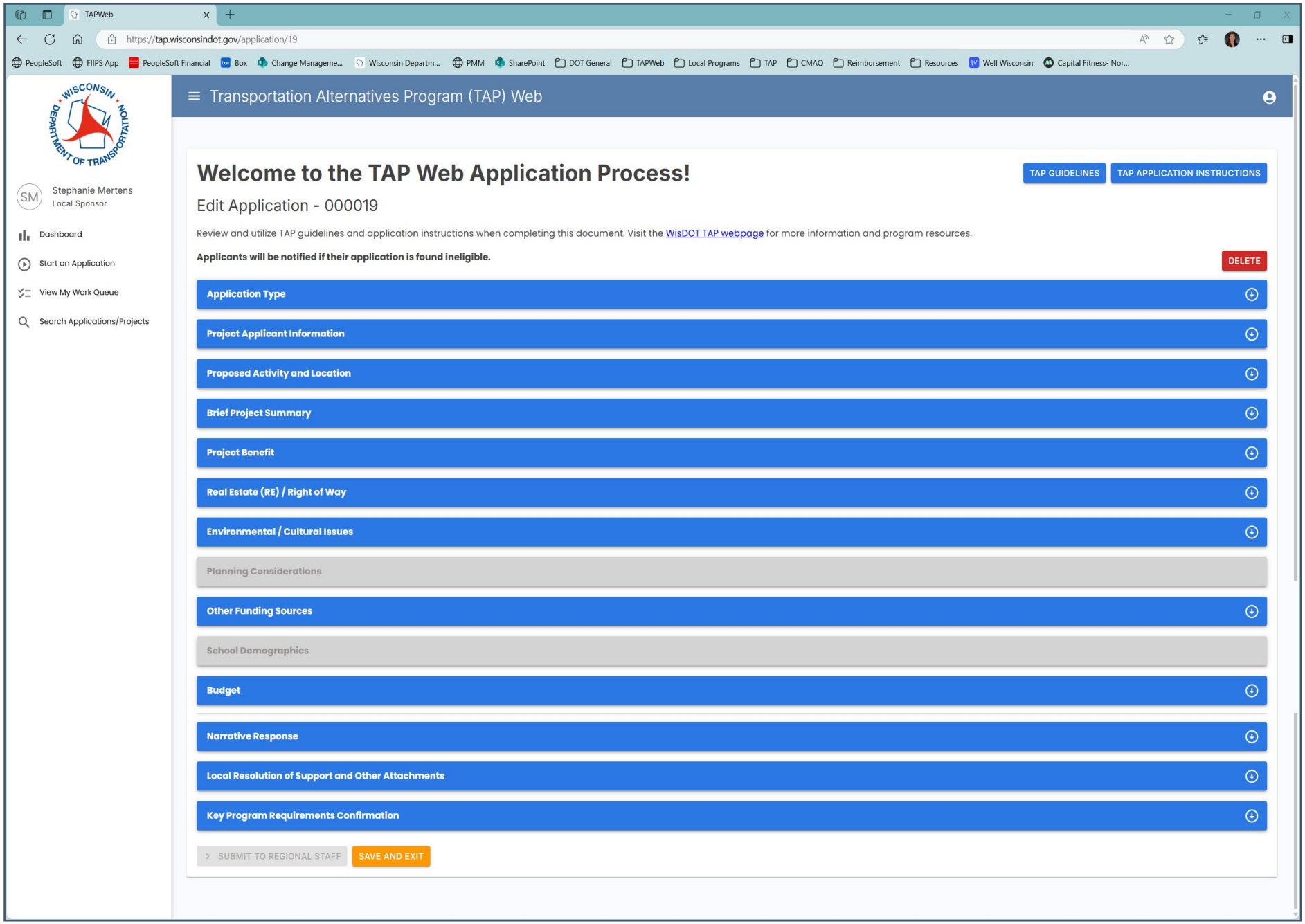

Figure 4. TAPWeb Application in Accordion format.

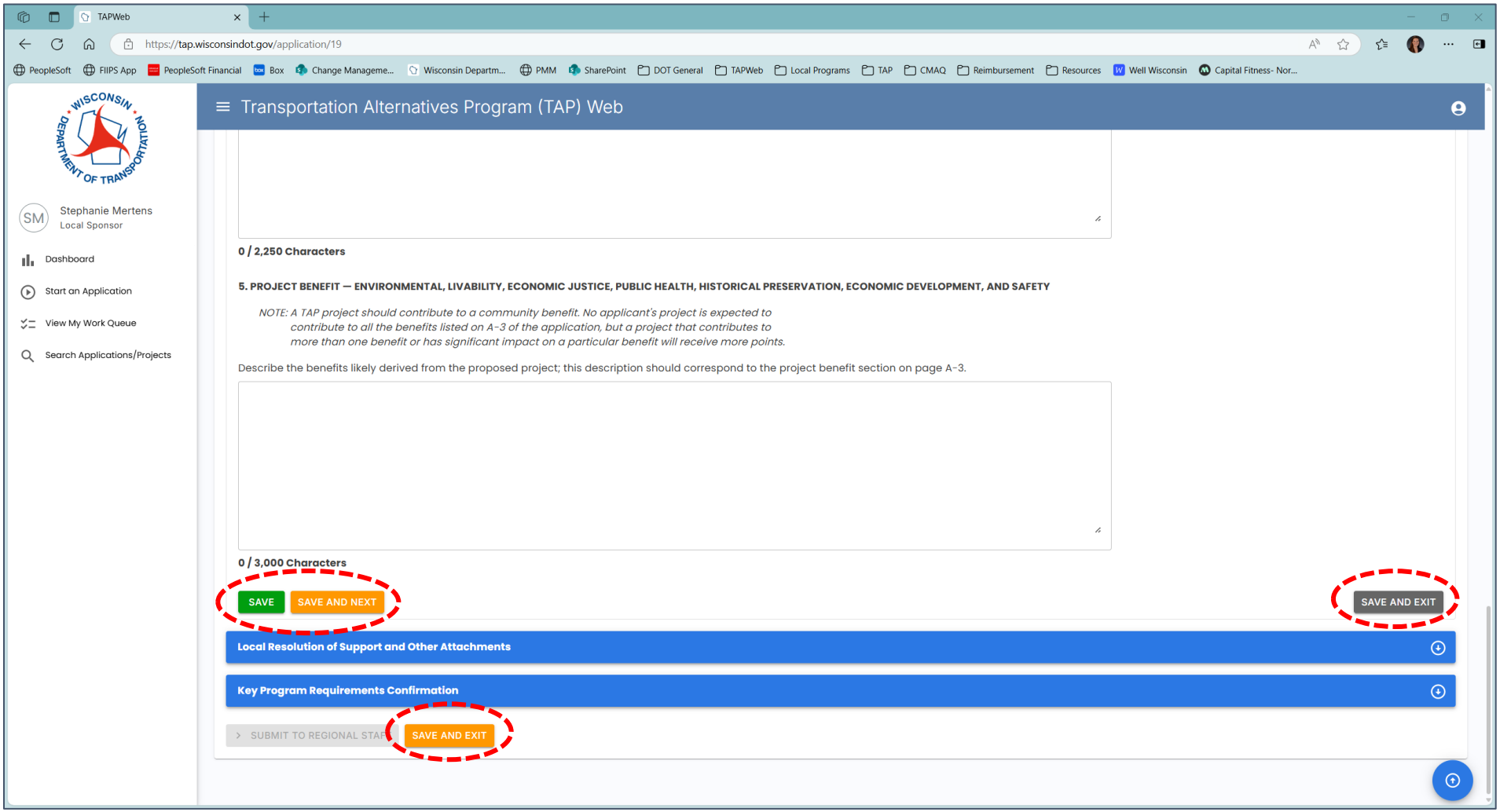

Figure 5. TAPWeb saving options.

4. Start an Application

4.1 Application Type

Under application type section, applicants must select one of the four location types for the primary U.S. Census-designated urban or rural population of the project[1]:

- Rural (Population less than 5,000)
- Urban (Population 5,000 - 49,999)
- Urban (Population 50,000 - 199,999)
    - Applicants must also select the corresponding Metropolitan Planning Organization (MPO)
- Urban (Population 200,000 or greater)
    - Applicants must also select the corresponding Transportation Management Area (TMA)

Areas with populations greater than 200,000 are large Metropolitan Planning Organizations (MPOs) referred to as Transportation Management Areas (TMAs), and include Appleton, Green Bay, Madison, Milwaukee, and Round Lake Beach. These areas each receive a TAP funding sub-allocation, whereby the TMA/MPO in consultation with WisDOT uses a competitive process to select their own projects. If this project takes place in an area represented by the TMA/MPO, then it must be ranked by that TMA/MPO. **The deadline for TMA/MPO applications may be sooner than the program deadline to allow adequate time for review.** Please refer to your respective WisDOT region contact and the specific TMA/MPO for further information. WisDOT region and TMA/MPO contact information can be found on pages 24 and 26 of the TAP Guidelines.[2]

Projects which are within the boundaries of a TMA compete locally within the TMA for which their project is located. Refer to WisDOT's RPCs and MPOs map for more information about the TMA areas.[3] Once an application has been submitted, it will be shared with the respective TMA for review, ranking, and selection.

In areas that have census-designated populations less than 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 sort into population-based categories. A selection committee selects projects for award recommendation. This process ensures projects are assessed fairly on a statewide basis.

4.2 Project Applicant Information

Sponsor: Select from the drop down the sponsor for which this application is being submitted. In some instances, a sponsor may be associated with more than one application.

Project Sponsor Unique Entity Identifier Number (UEI #): Include the sponsor's Unique Entity Identifier (UEI) number, when available. A UEI number is a unique nine-digit identifier for

[1] https://www2.census.gov/geo/docs/reference/ua/2020_Census_ua_st_list_all.xlsx
[2] https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/tap/tap-guide-26-30.pdf
[3] https://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf

businesses, issued by the System Award Management (SAM). Applicants can find or apply for their UEI by visiting the System Award Management website.[4]

Primary Applicant Agency Contact Information: The information automatically populates with the information of the individual starting the application. If someone is completing the information on behalf of another individual, please uncheck the "*Same as Applicant*" box and fill in the correct information.

Secondary Applicant 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: Provide contact information for the official head of government who would formally receive notification of any potential award.

4.3 Proposed Activity and Location

Project Title: Provide a clear and descriptive project title. Titles should include the name of the city or county where it is taking place, the location of the project, and the type of project. If the project is taking place in phases, it is beneficial to include the phase number.

Title Examples:

- Arbor Vitae USH 51 Bike and Pedestrian Trail
- Dane County Safe Routes to Schools K-12 Program 2027-2028
- East Troy to Mukwonago Multi-Use Path Planning Study

4.3.1 Activity Questionnaire

Indicate the most pertinent category by checking the appropriate box. Please note, you may only select one of the of the fields.

Selecting the Bicycle-Pedestrian option, requires the applicant to indicate whether the project is a planning study or an infrastructure project. Selecting the Safe Routes to School option requires the applicant to choose between a planning study, in-school programming, or infrastructure.

Activity Type	Activity Sub-type	Examples
Bicycle-Pedestrian	Planning Study	A study to evaluate the existing multi-modal transportation network and identify new on-and-off street connections within a city and to neighboring municipalities.
	Infrastructure	Construction of a multi-use path to connect a neighborhood to a business district.
Turnouts, Overlooks, and Viewing Areas		Construction of scenic turnouts, overlooks, and view areas.

[4] https://sam.gov/

Historic Preservation		Restoration and rehabilitation of historic buildings with strong links to transportation history.
Safe Routes to School	Planning Study	A study to identify, prioritize, and implement recommendations for a school/school district's Safe Routes to School plan.
	In-School Programming	Practitioners work with schools to incorporate biking and walking safety programming into school curriculum.
	Infrastructure	Construction of a multi-use path or sidewalk to connect a community to a school.

Please refer to the TAP Guidelines for more detailed information about project eligibility.[5]

4.3.2 Location

County: check the box for the county that the project will take place in. Multiple counties may be selected at once, and there is a checkbox option for statewide.

Region: This field of the application will automatically update.

Census Tract Number: Please add the census tract number(s) of the location of the project. You must click *"Add"* to have it included. Depending on project size, there may be multiple numbers to add.

To find the census tract number, please click the hyperlink to the right of the question. Zoom in on the map to find the location of the project and click the general area where the project will take place. A small box will pop up with additional text. **The number to include in the application is the number called the "GEOID" and begins with a "55".** An example of the webpage and the GEOID location can be found on the next page.

Describe Location & Boundaries: 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.

[5] https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/tap/tap-guide-26-30.pdf

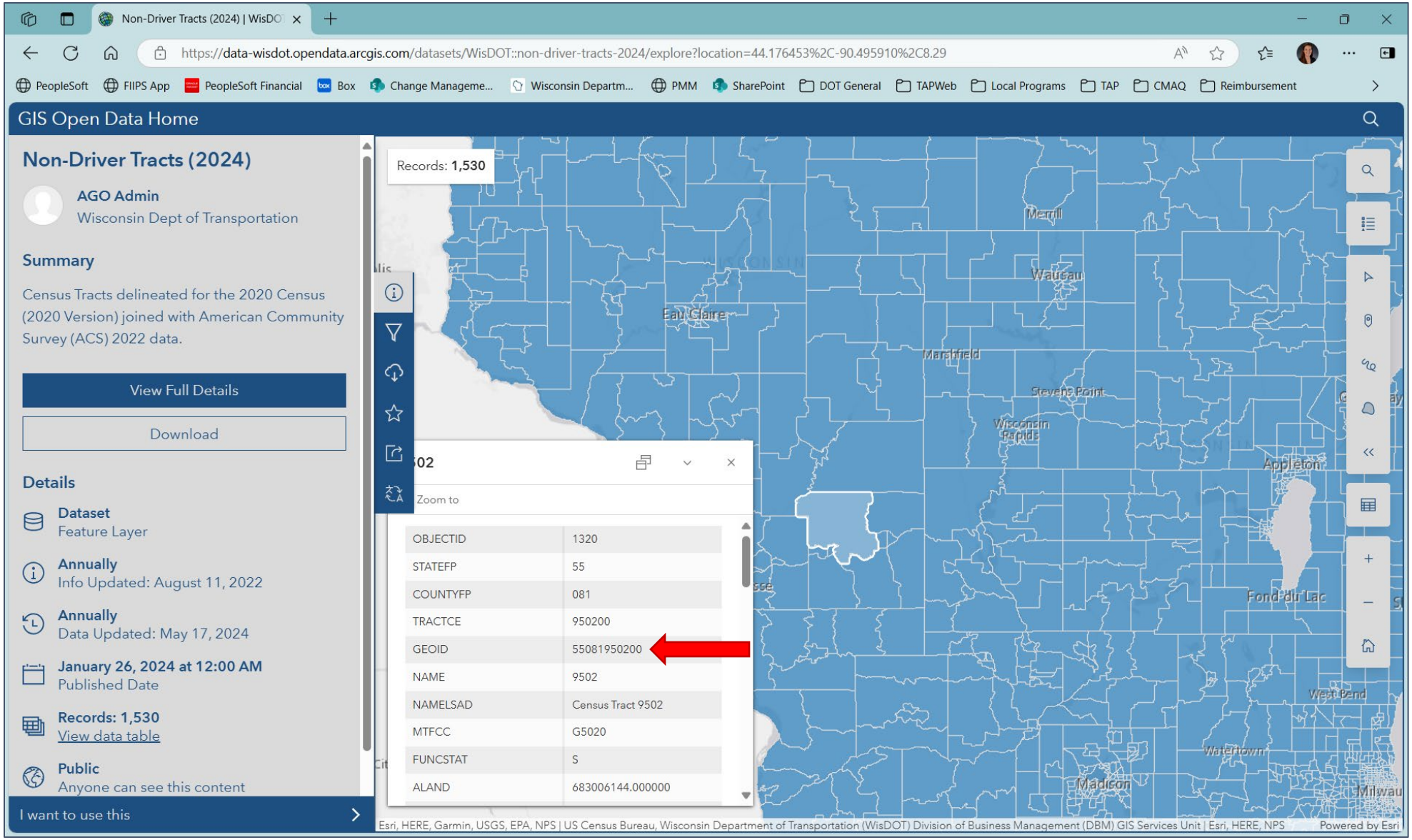

Figure 6. Screenshot of the census tract website with the GEOID number.

4.3.3 Identified Planning

Include any links to planning documents where the proposed project is included. If the documents are not located online, applicants may attach PDFs in the "*Local Resolution of Support and Other Attachments"* section of the application.

4.3.4 Other Concept Notes

Provide any additional relevant project location information that has not been covered in another section of the application.

4.4 Brief Project Summary

In 750 words or less, succinctly describe the project in the space provided. A project summary should explain the primary goal or purpose of the project, the project scope and activity (what it involves, who it impacts, etc.), and the anticipated results or benefits. This information should adequately describe the basic scope of your project.

Applicants will have the opportunity to provide more project background in the "*Narrative Response*" section of the application.

Please complete a spell check before submitting.

4.5 Project Benefit

Select all applicable project benefits that this project will have. Applicants may select more than one. Each project benefit selected should also be supported in the project narrative.

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

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 project sponsors must locally fund any real estate costs under $100,000. State and federal real estate law compliance is less complex when a local sponsor owns the land for the proposed project.

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.[6]

Check "*Yes"* or "*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 to acquire RE or ROW (e.g., DNR Stewardship Funds).

Later in the application attachment section, applicants can upload a detailed list of available and completed project and parcel acquisition documentation. Refer to Section 11.2, Records

[6] https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/tap/tap-guide-26-30.pdf

Management, found in the Local Program Real Estate Manual for Right of Way Acquisition for more information.[7]

More information pertaining to ROW issues can be found on WisDOT's Local Program Real Estate Information page.[8]

Note: Regardless of whether an applicant has real estate involved in the project, there is a required question within this section that all applicants must answer. The question is "List any other funding (past or present) used within the proposed project limits (e.g., DNR Stewardship)". Otherwise, all other answers are defaulted to "*No*".

4.7 Environmental/Cultural Issues

For each category, applicants must select "*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.

Beside each category, there is an information button that provides additional links that may assist the applicant in addressing environmental and/or cultural issues associated with the proposed project.

4.8 Planning Considerations

Applicants requesting funds for an infrastructure project will need to complete this section on planning considerations.

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

Local Force Account (LFA): Please indicate whether LFA work is expected to be requested. 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.

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 eligible. Refer to Chapter Three of WisDOT's Facilities Design Manual (FDM) for additional LFA information.[9]

Maintenance: Applicants should only complete this section if project application involves a trail project.

4.9 Other Funding Sources

This section of the applications 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.

[7] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx
[8] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx
[9] https://wisconsindot.gov/rdwy/fdm/fd-03-00toc.pdf

Subsequent questions are dependent on whether the answers to the two main questions are "*Yes*" or "*No*". The default answer to all is "*No*".

4.10 School Demographics

This section is only visible and required if an applicant has selected Safe Routes to School (SRTS) as the project type under the "*Proposed Activity and Location*" heading.

Applicants can either submit school demographic data directly within the TAPWeb portal or use the Excel spreadsheet template hyperlinked in the directions and upload it, under "*Local Resolution of Support and Attachments*" section of the application.

It is recommended that the applicant provide school demographic data directly into TAPWeb, however, WisDOT recognizes that some SRTS projects will support multiple school locations. As a reminder, applicants who apply for funding year over year for continuing support of an initial SRTS project will have the option to copy over their previous application information for future consideration, which would include carrying over the initially provided school demographic information for each school.

4.11 Budget

PLEASE NOTE: DO NOT INCLUDE THE BUDGET SECTION OF THE APPLICATION IN THE CONCEPT DEFINITION REPORT (CDR) FOR INFRASTRUCTURE PROJECTS

4.11.1 Budget Overview

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

Most projects are reimbursed monthly or quarterly based on 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:

	Infrastructure Projects	Non-Infrastructure Projects
> 5,000 Census Designated Population Areas *(e.g., 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 *(e.g., 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 state fiscal year (SFY). For example, July 1, 2026 to June 30, 2027 is SFY 2027. If intending to construct the project in phases throughout multiple years, schedule the project costs as applicable and describe the distribution in the project description.

In addition, applicants will need to **attach a Cost Line-Item Spreadsheet using Microsoft Excel**. All attachments can be uploaded in the "*Local Resolution of Support and Other Attachment*" section of the application. This detailed breakdown of project costs must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions. Project requests are not considered for partial funding. Applicants should reference WisDOT's Cost Estimate Tool on the Local Project Tools webpage for assistance and information regarding estimating accurate project costs for the project phases.[10] Project requests are not considered for partial funding.

Some important steps to remember when completing a detailed cost breakdown are to confirm that:

- Your math has been checked more than once.
- Your project costs are accurate and realistic.
- Your cost estimate detail attachment totals match any supporting documentation.

Applicants should reference the WisDOT Local Project Tools webpage prior to completing this section of the application.[11]

4.11.2 Project Delivery Method

Applicants must select the preferred method of project delivery and the requested federal share of participating costs.

Sponsors 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 based on progress invoices.

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

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

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.

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

4.11.3 Design

Funding Source: Check the box to indicate if design will be 100% locally funded or 80% federally funded. 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 (e.g., SFY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the state fiscal year in which the project is scheduled.

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

State Review for Design: Coordinate with your WisDOT Regional Local Program representatives to determine the State Review Cost Estimate Range.

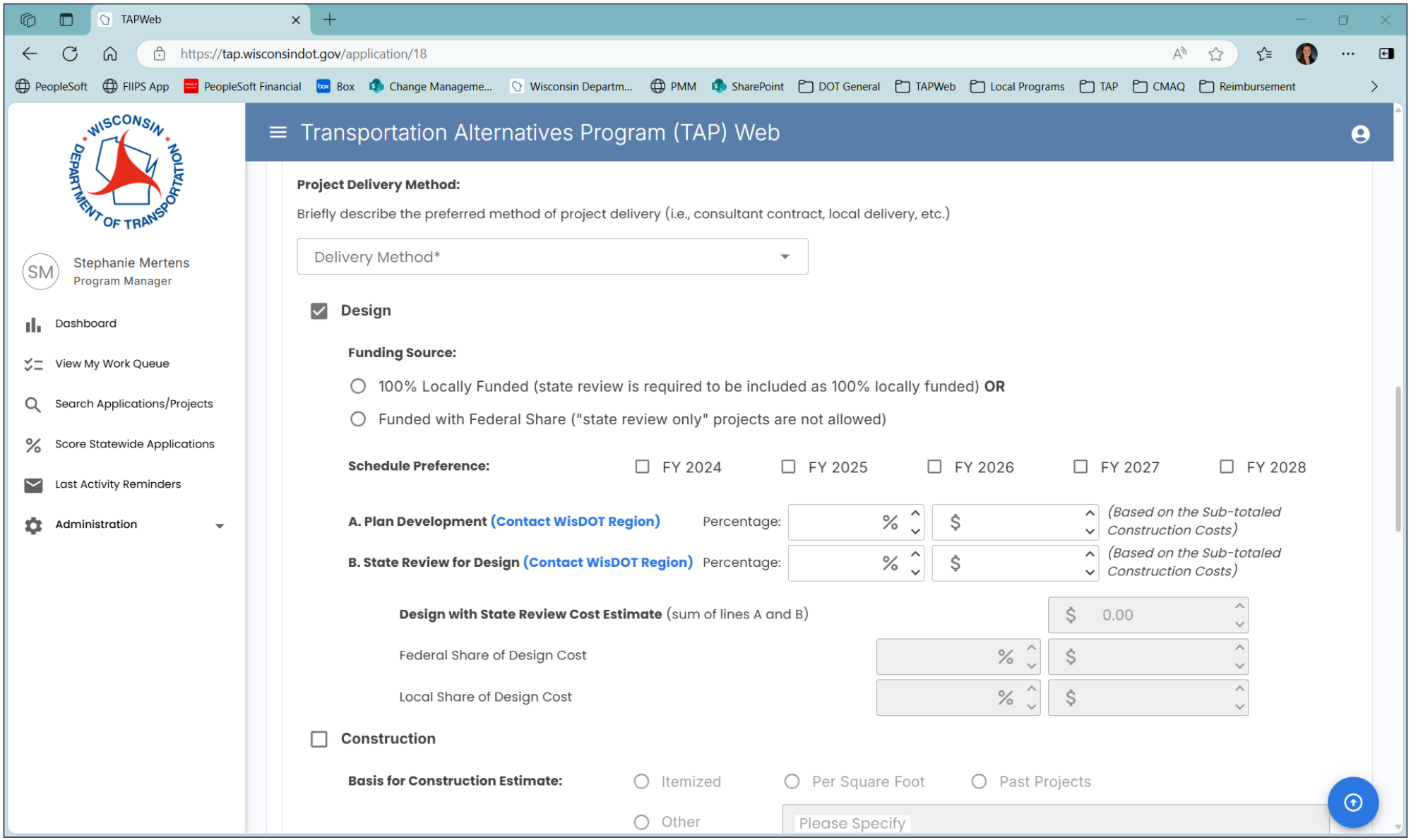

Figure 7. The "Project Delivery and Design" budget portion of the application.

4.11.4 Construction

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 P*er 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 (e.g., SFY 2026 is July 1, 2025 – June 30, 2026). Please note that WisDOT has final authority to select the state fiscal year in which the project is scheduled.

Construction Costs: Enter the participating construction costs, the non-participating construction cost, the state review for construction, and the engineering costs. Please note that temporary traffic/pedestrian control items should be included in the construction estimate.

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

The application will automatically calculate and populate the federal share and local share fields. The default federal share request is 80%. An applicant may ask for less than 80%, however, requests above 80% will not be accepted. Projects selected by a TMA may be funded at 50% federal share.

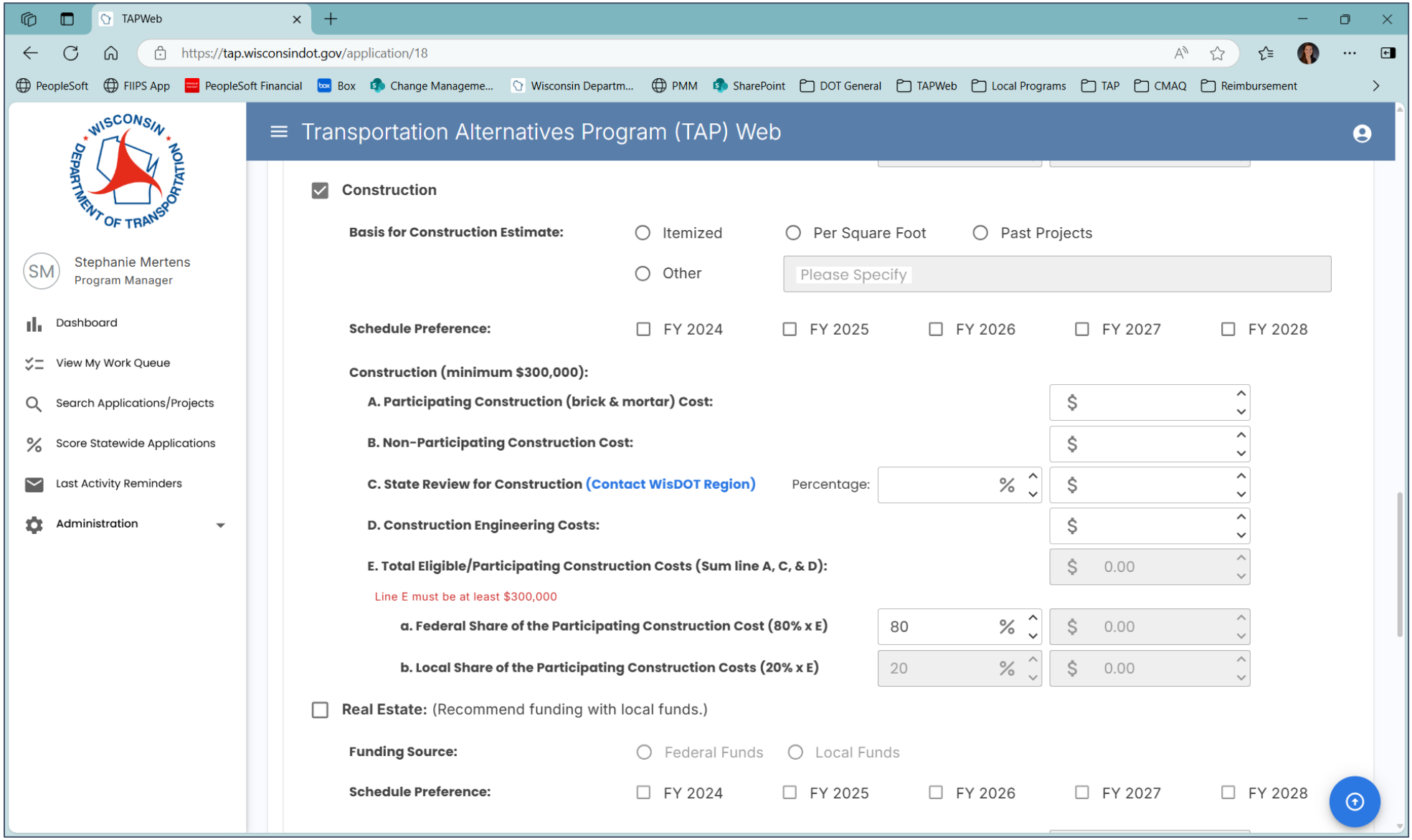

Figure 8. The Construction budget portion of the application.

4.11.5 Real Estate

Funding Source: Select whether the applicant intends to fund any real estate acquisitions with federal or local funds. It is recommended that all real estate costs are funded with local funds.

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

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

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

4.11.6 Utility

Funding Source: Select whether the applicant intends to fund any utility costs with federal or local funds. It is recommended that utility costs are funded with local funds.

Compensable utility costs must be a minimum of $50,000 per utility. More information on the WisDOT Utility Policy can be found in Chapter 18 of the WisDOT Facilities Development Manual.[12]

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

Total Utility Cost: Provide a total cost for utility.

[12] http://wisconsindot.gov/rdwy/fdm/fd-18-00toc.pdf

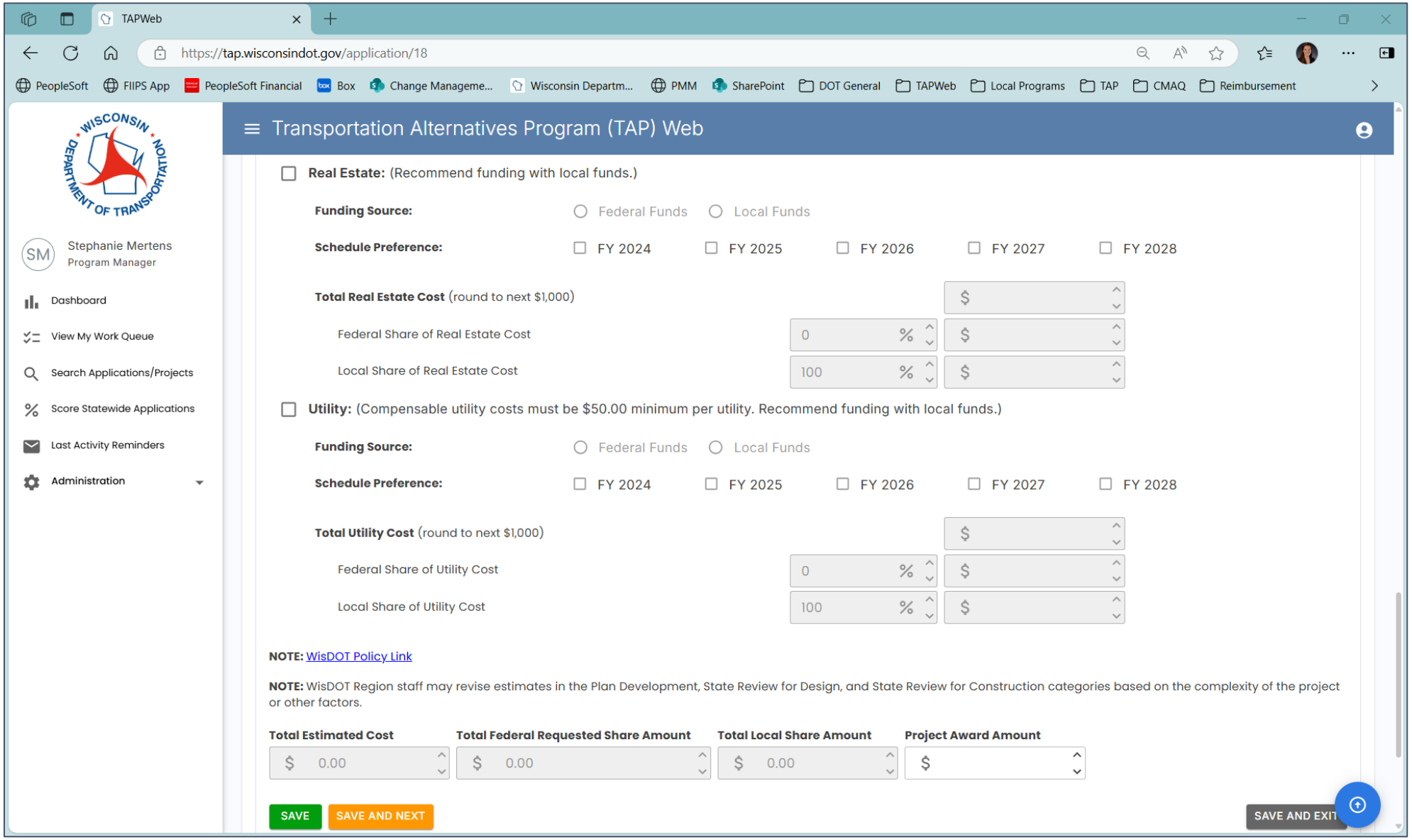

Figure 9. The Real Estate and Utility budget portions of the application. At the bottom of the budget section, the total will be autocalculated based on what was inputted in the design, construction, utility, and real estate fields.

4.11.7 Non-Infrastructure and Planning Projects

Federal Share of Participating Costs Percentage: Enter the requested federal share of participating costs. Typical Safe Routes to School projects are funded at 80% federal share.

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

Budget Template: The application provides budget templates depending on the type of project selected. A bicycle-pedestrian planning study and a SRTS planning study budget page will include a table where applicants can submit the total funding estimate for a planning study.

A SRTS non-infrastructure will include a table that breaks down funding between four categories (e.g., education, encouragement, engagement, and evaluation). Rural project applications (census-designated population <5,000) will have the Safe Transportation Alternatives for Rural Schools (STARS) SRTS options listed, as well as the option to "*Build Your Own*" program.

All options will have a line at the bottom calculating the total estimated cost, total federal requested share amount, and total local share amount.

4.12 Narrative Response

Provide a narrative response answering questions 1 through 5, making sure to provide information in response to each sub-question. Questions 1 through 4 have enough space for 2,250 characters/approximately 450 words, and question 5 has enough space for 3,000 characters/approximately 470 words. Applicants may draft their responses in a separate Word document and paste them into the corresponding question's textbox.

The review committee will rely upon the narrative responses to rate and rank applications.

The application questions are as follows:

1. *Project Description and Overview:* Provide a general overview of the project, including type of facility or project, location and any other information about the project. Be brief.
2. *Project Planning & Preparation & Local Support:* Describe the degree to which this project was planned for and the amount of local support and commitment for the project.
    a. If this project is part of a plan (bike-pedestrian plan, safe routes to school plan, transportation plan, comprehensive plan, etc.), describe that plan and the project's priority in that plan.
    b. If this is a planning project describe how this project will be integrated into other efforts. For SRTS projects, describe walk/ bike audits, parent surveys and data on crashes that support the selection of this project.
3. *History of Sponsor Success, Deliverability, and Commitment to Multimodal:* Consider the following:
    a. How will the project be implemented on time?
    b. What obstacles or problems must be overcome to implement this project? Considering project obstacles, describe how the project sponsor will comply with state law. Will project commencement occur within four years of the award date, and project completion within approximately six years?

c. Please describe prior experience with other multimodal projects and success in delivering those projects in the year in which they were scheduled.
    i. For example, were you able to deliver the project in the state fiscal year it was programmed?
d. In the last 10 years, has the sponsor ever had to turn back awarded federal funds related to a transportation project? Please explain.
e. If problems were experienced in the past, what will be done on this project to ensure successful completion?
f. Describe the project sponsor's commitment to multimodal programs and facilities generally. Examples of a commitment could be a local "complete streets" ordinance, multimodal advisory committees, or the inclusion of multimodal accommodations in other local program projects sponsored by the municipality.

4. *Project Utility & Connectivity*:
    a. **For Infrastructure Projects**:
        i. Describe the degree to which this project serves utilitarian rather than recreational purposes and how, if at all, the project adds connectivity to the state's multi-modal transportation network, including bicycle, pedestrian, and transit facilities.
        ii. Describe how, if at all, the proposed project would connect to these existing land uses: *park, school, library, public transit, employment and/or retail centers, residential areas, other*.
        iii. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.
    b. **For Planning Projects**: Implementation of plan would serve a broad geographic area and adds connectivity to the state's multimodal transportation network. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.
    c. **For Safe Routes to School Programming Projects**:
        i. Will the project result in a higher percentage of children walking and biking to school - addresses clear safety problems for children already walking/biking.
        ii. Address the following desired outcomes: *reduction in parent concerns that keep them from allowing children to walk/bike; potential for changes in hazard busing; change in policy limiting walking/biking to school; increased school commitment to promoting walking/biking; improved driver behaviors in the school zone; making it more appealing for children to walk/bike; more law enforcement participation in walking/biking issues.*
5. *Project Benefit – Environmental, Livability, Economical, Public Health, Historical Preservation, Economic Development, and Safety*: Describe the benefits likely derived from the proposed project; this description should correspond to the project benefit section.

    Beyond connectivity, it is advantageous that a potential TAP project demonstrates a tangible contribution to a community benefit.

4.13 Local Resolution of Support and Other Attachments

The type of project selected under the Proposed Activity and Location section, will dictate which attachments are required. A list of required attachments is listed in the "*Local Resolution of Support and Other Attachments*" dependent on the type of questions answered. For example, an infrastructure project will require a project map whereas a SRTS non-infrastructure project does not require a map.

In this section, applicants will upload all application attachments. Accepted file formats include Use one of: *.jpg, .jpeg, .png, .tiff, .gif, .bmp, .pdf, .doc, .docx, .xls, .xlsx, .txt, .odt.*

4.14 Key Program Requirement 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 must have fiscal authority for the project sponsor (e.g., Head of Government or Designee, not a consultant).

Applications prepared by a consultant will need to be indicated as such. If completed by a consultant, the contact information for the consultant is required. 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's Facilities Development Manual Chapter 8, Section 5: Securing Consultant Services for more information.[13]

4.15 Submitting an Application

Clicking the green "S*ave*" button at the bottom of this section does not submit your application. **All applicants will need to click the green "*Submit to Regional Staff*" button at the bottom left to submit their application for consideration.**

A confirmation box will pop-up after clicking "S*ubmit to Regional Staff*" to ensure the application is completed. Once an application is submitted it will disappear form the applicant's work queue.

Under the "*Applications in Progress*" section of the dashboard, applicants can view submitted applications and their status.

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

4.15.1 Regional Staff Feedback on Applications

Once an application has been submitted to regional staff, the application moves into the work queue of the WisDOT regional staff for review. WisDOT regional staff reviews the application for eligibility and confirmation of submitted project information. Within each section of the application, regional staff have the capability of reviewing the submitted information and provide comments for local sponsors and applicants.

Regional staff can return an application to an applicant's work queue whereby an applicant will receive an email notification notifying of items placed back in the work queue. Comments can be found by clicking the blue button at the top right of the application.

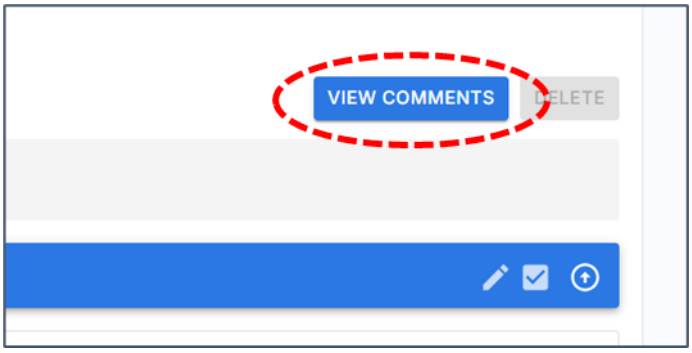

Figure 10. Button for viewing comments left by WisDOT Regional Staff.

This will open a screen showing the comment date, comment author, the section the comment is referring to, and the comment.

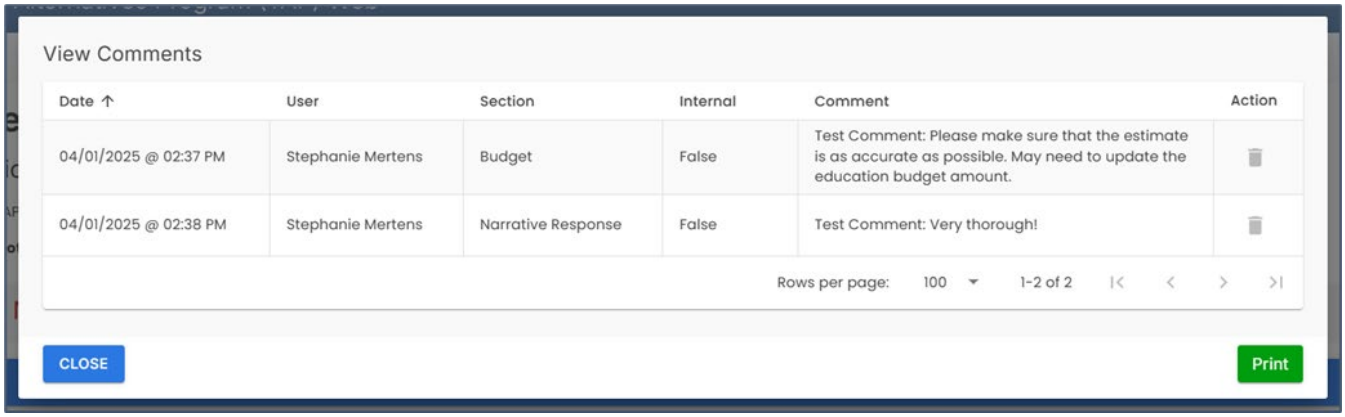

Figure 11. Comment section with sample comments included.

Applicants can revise their application and re-submit their application multiple times throughout the solicitation process. Like the first time submitting, applicants can click "*Submit to Regional Staff*" which will move the application out of their work queue. Once the solicitation deadline passes, the option to apply for regional review is turned off, the button will be greyed out, and applicants will no longer be able to submit.

4.15.2 Troubleshooting

If there are errors within the application, the header of the section will highlight red. Please review the section and update the answers accordingly. An explanation of what is missing or incorrect will be written in red next to the question.

5. Resources

5.1 WisDOT Region Contact List

To determine which region should receive your application, consult the WisDOT region map available at http://wisconsindot.gov/Pages/about-wisdot/who-we-are/dtsd/dtsd-region-offices.aspx

WisDOT Region	Contact	Phone	Email
SE Region	Eric Nitschke	(262) 548-8796	eric.nitschke1@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

5.2 Other WisDOT Contacts

5.2.1 WisDOT LPA Real Estate Coordinators[14]

WisDOT Region	Contact	Phone	Email
SE Region	Nicole Mauch	(262) 521-5295	nicole.mauch@dot.wi.gov
SW Region	Angie Kneip	(608) 245-2623	angela.kneip@dot.wi.gov
NW Region	Kathy Bruflat	(715) 836-3908	kathryn.bruflat@dot.wi.gov
NC Region	Sara Jewell	(715) 365-5799	sara.jewell@dot.wi.gov
NE Region	Joua Dorner	(920) 492-5997	joua.dorner@dot.wi.gov
Statewide	Megan Munden	(715) 392-7962	megan.munden@dot.wi.gov

5.2.2 WisDOT Region Railroad Coordinators[15]

WisDOT Region	Contact	Phone	Email
SE Region	Jason Kazmierski Rachel Nuetzel	(262) 548-6700 (262) 548-5931	jason.kazmierski@dot.wi.gov rachela.nuetzel@dot.wi.gov
SW Region	Teri Beckman Scott Willinger	(608) 733-1923 (608) 799-8697	teri.beckman@dot.wi.gov gene.willinger@dot.wi.gov
NW Region	Anna Davey	(715) 392-7960	anna.davey@dot.wi.gov
NC Region	Caleb Herrin	(715) 712-8856	caleb.herrin@dot.wi.gov
NE Region	Anthony Klein	(920) 412-6743	anthony.klein@dot.wi.gov

[14] https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/lpa-re-info.aspx
[15] https://wisconsindot.gov/Documents/doing-bus/real-estate/permits/contact-rrc.pdf.

5.3 MPO Contacts

Applicants should use this map to determine if a proposed project is in an MPO area: http://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf

MPO Name	Contact	Email
Bay Lake RPC (Sheboygan)	Heena Bhatt	hbhatt@baylakerpc.org
Brown County Planning Commission (Green Bay)	Lisa Conard	lisa.conard@browncountywi.gov
Capital Area RPC (Dane)	Jason Valerius	jasonv@capitalarearpc.org
Chippewa-Eau Claire MPO (WCWRPC – Eau Claire)	Eric Anderson	eanderson@wcwrpc.org
Dubuque Metropolitan Area Planning Study	Chandra Ravada	cravada@ecia.org
Duluth/Superior Metropolitan Interstate Committee (Superior)	Ron Chicka	rchicka@ardc.org
East Central Wisconsin RPC (Appleton, Oshkosh)	Melissa Kraemer Badtke	mbadtke@eastcentralrpc.org
Fond du Lac MPO (Fond du Lac)	Melissa Kraemer Badtke	mbadtke@eastcentralrpc.org
Janesville MPO (Janesville)	Ahnaray Bizjak	bizjaka@janesvillewi.gov
La Crosse Area Planning Committee	Bob Gollnik	rgollnik@lacrossecounty.org
Madison Area MPO (Madison)	Alexandra Andros	pandros@cityofmadison.com
Marathon County MPO (Wausau)	Laurie Miskimins	Laurie.Miskimins@co.marathon.wi.us
Southeastern Wisconsin RPC (SEWRPC - Waukesha)	Ryan Hoel	rhoel@sewrpc.org
Stateline Area Transportation Study (Beloit)	T.J. Nee	neet@beloitwi.gov

5.4 Acronym Database

ATV	All-Terrain Vehicle
BPFP	Bicycle and Pedestrian Facilities Program
DBE	Disadvantaged Business Enterprise
DTIM	WisDOT Division of Transportation Investment Management
FAST	Fixing America's Surface Transportation (FAST) Act
FDM	Facilities Development Manual
FHWA	Federal Highway Administration
IIJA	Infrastructure Investment and Jobs Act
LFA	Local Force Account
LPA	Local Public Agency, also known as local project sponsor or project sponsor
MAP-21	The Moving Ahead for Progress in the 21st Century Act
MPO	Metropolitan Planning Organization
NTAC	National Transportation Alternatives Clearinghouse
PS&E	Plans, Specifications and Estimates
QBS	Qualifications Based Selection
ROW	Right-of-way
RPC	Regional Planning Commission
SFY	State Fiscal Year
SMA	State Municipal Agreement
SRTS	Safe Routes to School
STARS	Safe Transportation Alternatives for Rural Schools
STIP	Statewide Transportation Improvement Program
TAP	Transportation Alternatives Program
TIP	Transportation Improvement Program
TE	Transportation Enhancements
TMA	Transportation Management Area
UEI	Unique Entity Identifier
WDNR	Wisconsin Department of Natural Resources
WisDOT	Wisconsin Department of Transportation

5.5 Additional Links

ADA Standards for Streets and Sidewalks (Public Right-of-Way Accessibility Guidelines and Shared-Use Paths)

http://www.access-board.gov/guidelines-and-standards/streets-sidewalks

FHWA Transportation Alternatives Guidance

https://www.fhwa.dot.gov/environment/transportation_alternatives/

US Code, Title 23 – Highways

http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=BROWSE&title=23usc

WDNR Recreational Trails Program

http://dnr.wi.gov/Aid/RTP.html

WisDOT Facilities Development Manual (FDM)
http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx

WisDOT Bicycle Facility Design Handbook
http://wisconsindot.gov/Documents/projects/multimodal/bike/facility.pdf

WisDOT Bicycle Planning Guide for Metropolitan Planning Organizations and Communities
http://wisconsindot.gov/Documents/projects/multimodal/bike/guidance.pdf

WisDOT Guide to Pedestrian Best Practices
http://wisconsindot.gov/Documents/projects/multimodal/ped/guide-chap5.pdf

WisDOT Rural Bicycle Planning Guide
https://wisconsindot.gov/Documents/projects/multimodal/bike/rural-guide.pdf

WisDOT Sponsor's Guide to Non-Traditional Transportation Project Implementation
Current version of the Sponsor's Guide maintained on the WisDOT TAP website:
http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/sponsors.pdf