



WisDOT Winter 2024 Agricultural Roads Improvement Program (ARIP) Application Instructions

February 6, 2024

Please review and utilize these instructions when completing the ARIP application here:

<https://wi.accessgov.com/wisdot/Forms/Page/dtimexternal/f2063265-4259-4688-84c8-b6198231b14b/a5b29f46-b6e7-466f-80e8-d471a6342a83/?asAdmin=false>

Project Eligibility

Per [Wis. Stat 86.31 \(3o\)](#), a project is eligible for ARIP funding if it meets all the following criteria:

1. The project is to improve a highway functionally classified by the department as a local road or minor collector or a bridge or culvert on a highway functionally classified by the department as a local road or minor collector.
2. If the project is solely for the improvement of a bridge or culvert, the bridge or culvert is 20 feet or less in length and is not eligible for funding under a federal program providing funding for bridge improvements.
3. The highway, bridge, or culvert provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and is used by at least one agricultural producer.
4. The highway or the highway upon which the bridge or culvert is located is designated as a class "B" highway under s. [349.15](#) due to structural deficiencies or has been subject to a posted weight limitation for at least one month during the previous year.
5. After completion of the project, the highway will not be designated as a class "B" highway under s. [349.15](#) and will not be subject to a posted weight limitation other than under extraordinary or emergency circumstances.
6. The highway, bridge, or culvert is maintained by a political subdivision.

For any questions regarding specific project eligibility, please contact Program Manager Megan Feeley at megan.feeley1@dot.wi.gov for more information.

Please note that WisDOT 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 ARIP funding. Applicants can minimize any potential eligibility issues by submitting applications and attachments as early as possible to allow WisDOT region staff to provide substantive technical assistance.**

Application Submission and Deadline

The project application deadline for the first solicitation is April 5, 2024. It is encouraged that applicants submit prior to the application deadline in order to allow WisDOT to review their application and communicate with applicants regarding outstanding questions. *Late applications will not be accepted.*

Please note, there is a limit of two (2) applications per sponsor per ARIP solicitation.

Application Highlights and Tips

- ARIP Projects may be reimbursed at up to 90%
- Municipality project sponsors may receive reimbursement no more than quarterly

Per Wis. Stat. 86.31 (3o), eligible projects are considered along the following criteria:

1. Projects that improve access by the largest number of agricultural producers to agricultural lands or facilities used for the production of agricultural goods, including forest products.
2. Projects that will result in reduction of any of the following for agricultural producers:
 - a. Repeated trips at reduced weights.
 - b. Labor costs.
 - c. Fuel costs.
 - d. Mileage upon and damage to equipment used in agricultural production.
 - e. Costs other than those in subd. [2. a.](#) to [d.](#) resulting from a highway being designated as a class "B" highway under s. [349.15](#), Wis. Stats. or being subject to a posted weight limit under other than extraordinary or emergency circumstances.
3. Projects that will result in the greatest positive economic impact. Under this subdivision, the department and the committee shall consider the number of employees and the amount of agricultural product sales from agricultural producers that would be directly affected by the project.
4. Projects for which the access is the only feasible access to the lands or facilities.
5. Projects that are the subject of a grant application by a political subdivision that faces demonstrable fiscal or administrative difficulties in completing highway projects.
6. Projects that will result in the transportation of the largest amount of agricultural goods, including forest products.
7. Projects that improve access to agricultural lands or facilities used for the production of agricultural goods, including forest products, for more than one agricultural producer.

Other criteria such as statewide distribution, roadway functional class, and committee discretion may influence project selection.

Application Format

The ARIP application is hosted on AccessGov. Paper applications that can be completed via form-fillable PDF are available upon request.

About AccessGov

In order to save your progress in the ARIP application, you need to create a login.

1. After selecting clicking on the link to the online ARIP application, select “Public User”.
2. Select “Sign up” to begin creating your account.
3. Enter in your email, username, and password you’d like to use for the account.
4. Follow the steps to create some account security measures.
5. Confirm account activation via email.
6. Close out of the link, then re-open the link and enter your login information. You should now be logged in to AccessGov, and your application process will be saved.

Before you begin

Before beginning to fill out your ARIP application, make sure you have the following documents on hand in order to make the application process smoother.

1. The ARIP application Instructions manual and ARIP Guidelines document
2. A map image indicating the project location
3. Documentation confirming the project includes a road with a posted weight limit
 - a. More information about acceptable documents below
4. Economic information collected from relevant producers

Be sure that all secondary application materials (maps, weight limit documentation, producer testimonies, etc.) are clearly labeled when uploaded into the application. For example, a map upload of the project area could be labeled “ARIP_Project_Map.jpeg”.

Application Walk-Through

Page 1: General, Cost, and Eligibility Information

Project and Sponsor: General Information

Primary Sponsor information: Provide the name, location, and contact information for the primary sponsor. The primary project sponsor will serve as the main point of contact for this project. It is important that accurate contact information is provided for the primary sponsor to prevent any issues with your application.

Secondary Sponsor Information: If applicable, provide the name of the secondary sponsor.

Project Location: Provide routes that will serve as the boundaries for the project location. When reporting routes, be sure to use the route names as publicly posted on road signs, rather than colloquial names. Additionally, provide a map with the location of the project indicated.

Bridges/Culverts: Indicate if the project includes a bridge or culvert. If yes, provide the bridge ID or culvert ID, if applicable. Note that if a project includes a bridge or culvert, the project must have associated pavement work in order to be eligible. This associated pavement work can

include approach work, meaning the culvert/bridge project component does not necessarily need to be part of a larger roadway improvement project.

Project Description: In 500 words or less, describe the proposed project. A project summary should describe the project well enough that the reader could hypothetically make a decision without reading the rest of the application. Be sure to include information about the current state of the project area, as well as the desired improvement to be made (see “Project Types” in the ARIP Guidelines document), and how said improvement will affect the impacted agricultural and forestry producers. Make sure to check for clarity and spelling mistakes.

Optional Picture Upload: If available, applicants may provide a file with pictures of the project area, focusing on the condition of the road/structure. If uploading multiple pictures, include them within a single document, such as a Word Document. Be sure to title your uploads clearly. For example: ARIP_ProjectArea_Photos.docx.

Estimated Project Cost

Planning and Design costs: Provide an estimate for the project planning and design costs.

Right-of-way acquisition costs: Provide an estimate for the project right-of-way acquisition costs. 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. Be sure to fully address these considerations when estimating these costs.

Engineering costs: Provide an estimate for the project engineering costs. Project engineering costs can include the costs for hiring a certified engineer for the purposes of project overview and reimbursement certification.

Construction costs: Provide an estimate for the project construction costs. An ARIP project cannot have 0\$ for construction costs.

Eligibility Information

Program eligibility is outlined within the ARIP Statute – 86.31 (3o), Wis. Stats. A project must meet all the eligibility criteria to receive ARIP funding.

Local Roads and Minor Collectors: Indicate if the project area is located on a local road or minor collector.

Weight Restriction Type: When selecting the applicable weight restriction, please upload a document verifying the posted weight restriction as well as the length of time for which the road has had a posted weight restriction. Acceptable documents include dated photographs of the weight limit, signed documents by the municipality certifying that the road has had a weight restriction for a certain amount of time, etc.

Economic Assessment

The information provided in this portion of the application is extremely important. Please fill this page out carefully. Estimates should be provided based on information collected from all affected agricultural and/or forestry producers.

Estimated number of producers: Choose the appropriate number of affected producers. For the purposes of ARIP, a broad definition of “producer” will be utilized. Firms that are directly involved in either using agricultural lands or the production or processing of agricultural or forestry resources are all considered producers. Some examples include:

- Crop farmers
- Animal agriculture farmers – cows, sheep, pigs, chickens, etc.
- Animal feed and fertilizer producers/processors
- Cheesemakers
- Dairy processors
- Loggers
- Logging/paper processing plants

Information from this section should be the combined data from all affected producers in order to obtain an overall average for the project.

NOTE: Do not include information from producers that will not be directly affected by the improvements made as a result of the proposed project.

Estimated number of onsite employees: Provide the estimated total number of all employees from the affected producers. If a producer employs staff that do not work onsite at the location that is affected by the weight limited road, do not include these figures in your estimate. Provide only the estimated total number of onsite employees from all affected producers.

Total estimated annual value of agricultural or forestry product sales that would be directly affected by the project. (Please use 5 year average annual sales, if available) : Provide the total estimated average annual sales of the past 5 years (2013-2019) for all affected producers by taking all of the 5-year averages of affected producers and adding them.

Agriculture/Forestry Product Category & Volume: First, select each category of agricultural product that most accurately represents the producers affected. Then provide an estimate of the total volume of product transported via the route in question for each of the chosen product categories.

Contributing producers: Based on the estimate of affected producers provided above, provide the name, and contact information for each.

Effects of project completion: Indicate if the completion of the project will result in the reduction of any of the following costs

Labor costs – labor costs refer to money spent on wages for truck drivers or other employees to transport goods.

Fuel costs – fuel costs refer to money spent on fuel to transport goods.

Mileage upon and damage to equipment – this section refers to costs incurred as a result of equipment damage or increased mileage on equipment, such as transport truck repairs, etc.

Other costs – other costs refer to costs not captured by the three categories listed above which may be specific to a producer’s situation. If other is selected, please describe other costs and explain how they will be affected by project completion.

Repeated trips at reduced weights: Provide an estimate for the number of repeated trips at reduced weights that can be eliminated as a result of the project’s completion. This should be a cumulative number across all affected producers.

Cost reduction narrative: Provide a summary in 500 words or less of the ways in which the affected producers will be impacted by project completion, especially as it relates to cost reduction via the points outlined above.

Alternatively, you may provide an attached one-page document with the summarized accounts from all affected producers about the current situation, and how they would be impacted by the completion of this project. This section is your opportunity to describe cost reduction benefits resultant from your project. Be sure to check for clarity and spelling mistakes.

Deviations from most efficient route: Indicate if the current route involves any deviations from the most efficient route as a result of posted weight restrictions. Provide an estimate of the length of the deviation in miles, if applicable.

Producer accessibility: Check yes or no to indicate if the project area is the only feasible access to the production lands or facilities.

Local government staff: Check yes or no to indicate if the filing municipality has dedicated administrative or transportation staff that can assist with project delivery. For the purposes of this application, “dedicated administrative staff” can refer to individuals working in the local government of the filing municipality who are familiar with projects similar to ARIP (such as LRIP) or have experience with grant writing and project delivery processes. Some examples include a public works commissioner or a town road super.

Certification: Read the information carefully and sign and date the application to certify that, to the best of your knowledge, the information provided within the application is true and accurate.

Review Application

Upon completion of the application, you will be asked to review the information provided. Please do so carefully in order to ensure that there are no delays in your application being processed.

Submit Application

You will receive a confirmation message upon successful submission of your application. You will also have an opportunity to download a copy of your application and any attached documents – ***please do so and keep a copy of your application information for your records.***

For a timeline of the ARIP selection process, please consult the ARIP Guidelines document. For any questions about ARIP, please contact the ARIP Interim Program Manager Megan Feeley at megan.feeley1@dot.wi.gov or call 608-267-7261.