

**WisDOT STP-Urban, STP-Rural, Local Bridge, TAP and CMAQ Programs  
Project Change Form for Design**

**Project Change Type**

<input type="checkbox"/> Cost Increase	<input type="checkbox"/> Substitution	<input type="checkbox"/> New Project	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Drop	<input type="checkbox"/> Cost Decrease	<input type="checkbox"/> Scope Change	

Complete the sections below as needed for the proposed project change(s) indicated above:

**Project Information** – complete for all cost increases, drops, cost decreases, and scope changes

Project ID(s):	Program: 205 or 206	Awarded Program cycle:
Project title:	Project location:	
Project Sponsor:	PS&E date:	Schedule/LET date:
Project total cost:	Federal amount: State amount (local bridge projects only):	
Project description:		
Project(s) approved through MPO: <input type="checkbox"/> <b>N/A</b> Yes – The MPO that approved the project has been notified of the proposed change, and the MPO has approved the proposed change if required by its policies.		

**Cost Increase Request**

New requested project total cost:	New requested federal amount: New requested state amount (local bridge only):
Increment of federal funds requested: Increment of state funds requested:	Is there a change to the current schedule date? <b>Y/N</b> <i>If yes, submit with this form a <b>Schedule Change Form</b>.</i>
Justification:	

**Dropped Project Request**

Description:
Reason for dropping project(s):

### Substituted Project Information

Project ID(s) of project to substitute:	Entitlement holder:
Project title:	Project limits:
Is there a change to the current schedule date? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit with this form a <b>Schedule Change Form</b>.</i>	Requested project total:
Requested federal amount:	
Requested state amount (local bridge only):	
Please describe the project and funding request:	
Please describe the reason for the substitution:	

### Cost Decrease Request

New requested project total cost:	New requested federal amount: New requested state amount (local bridge only):
Increment of federal funding decrease: Increment of state funding decrease:	Is there a change to the current schedule date? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit with this form a <b>Schedule Change Form</b>.</i>
Justification:	

### New Project Request

Project ID:	Program:	Program cycle:
Project title:	Project location:	
Entitlement holder:	Is there a change to the current schedule date? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit with this form a <b>Schedule Change Form</b>.</i>	
Project total cost:	Federal amount: State amount (local bridge projects only):	
Project description:		
Justification (please include description of project funding source):		

### Scope Change Request

Road project: <b>SELECT</b> If other, please specify: Local bridge project: <b>SELECT</b> If other, please specify:	Is there a change to the current schedule date?  <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit with this form a <b>Schedule Change Form</b>.</i>
Reason for scope change(s):	
Description:	

### Other Project Change Request

Description:
Reason for request:

### Request Signature

Preparer Signature:	Date:
WisDOT LPPM or LPM:	Date:

<b>FOR WISDOT LOCAL PROGRAMS AND FINANCE SECTION USE ONLY</b>	
Request(s) approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer's signature:
Reference number:	Date:
Comments:	