



2026-2027 LOCAL SMALL STRUCTURE IMPROVEMENT PROGRAM (LSSIP) - APPLICATION INSTRUCTIONS

UPDATED: FEBRUARY 2, 2026

APPLICATION SOLICITATION: FEBRUARY 3, 2026 UNTIL MAY 1, 2026 AT 5PM

Please refer to these instructions when completing the Local Small Structure Improvement Program (LSSIP) application.

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Program Process Highlights

LSSIP is a one-time appropriation authorized as part of the 2026-2027 Wisconsin Biennial Budget (Act 15). This program aims to repair or replace deteriorated culvert crossings. Projects will be funded at up to 90% state cost share.

Application Format

For the 2026-2027 LSSIP application cycle, applicants are encouraged to utilize the AccessGov online platform for submitting applications. The online LSSIP application is located [here](#). If a sponsor is unable to submit via AccessGov, paper applications can be made available upon request.

Project Eligibility

Please refer to the WisDOT LSSIP Guidelines for detailed project eligibility criteria and definitions. Eligible projects must meet the following general criteria:

- Culverts are structures underneath the roadway that are 20 feet or less in span but greater than 6 feet in span. WisDOT also expects that many small structures awarded under the LSSIP program will extend beyond 20 feet after the improvement is completed. Eligibility is determined by the span of the structure prior to the improvement.
- Culverts that are part of a storm sewer system are **not** eligible for LSSIP.
- The culvert(s) involved in the project must have a condition rating of 4 (poor) or lower as determined by a certified bridge inspector.
- The project sponsor must be the owner of the culvert(s) involved in the project.
- The project sponsor must be a local unit of government.
- The amount of paving included in this project should be limited to the minimum safe approach distance to the structure as defined by a certified engineering assessment. The cost of paving the roadway beyond a reasonable approach distance to the structure will be 100% the responsibility of the local sponsor.
- The construction project to improve the structure should have a minimum projected design life of 10 years.
- There is no municipal application limit for structures with Severe condition rating (0-2); there is a limit of 2 applications for structures with a Poor condition rating (3-4).
- Applicants may submit multiple structures in a single application if these structures serve the same drainage function and are less than 20 feet apart.

Before Applying

An application is required for each new potential 2026-2027 program cycle project. Please review and utilize these instructions when completing the application.



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AccessGov Registration

Before starting your LSSIP application, you should create an account by clicking "Login." Please do this before beginning the application, as this is necessary to save your application progress.

1. After clicking on the link to the online LSSIP application, select "Public User".
2. Select "Sign up" to begin creating your account.
3. Enter your email, username, and password that you would prefer to use for the account.
4. Follow the steps to create some account security measures.
5. Confirm account activation via email.
6. Note: you may receive an error message. Don't be concerned if this happens. Simply close your internet browser and reopen the link to proceed. Enter your login information and your application process will be saved.


For detailed instructions with screenshots regarding registering for an AccessGov Login, please refer to [Appendix A](#).

Application Materials

Please ensure to have the following documents readily available during the application process:

1. The Structure Identification Number(s) provided by the Wisconsin Department of Transportation (WisDOT) Bureau of Structures (BOS) for the culvert(s) involved in the project.
2. Detailed Cost Estimate.
3. Contact information for the project sponsor.

Navigating AccessGov

Navigating the application can be done by clicking the navigation buttons ("Next" or "Back") at the bottom of the page. Each page will save information if you click "save" or either of these navigation buttons. Throughout the application, you will encounter this symbol next to some questions:  Hover over this symbol with your cursor for additional guidance when answering that question. Many of the fields in this application are required. You will not be able to submit your application if some required fields have not been filled out. Sections with incomplete fields are marked with the following symbol:



Application Submission and Deadline

The project application deadline is **no later than 5:00 pm on Friday, May 1, 2026**. Early submission prior to the application deadline is encouraged. 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**



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receipt of funding. Applicants can minimize any potential eligibility issues by submitting applications as early as possible to allow WisDOT staff to review applications and communicate substantive technical assistance guidance to prospective sponsors. Late applications will not be accepted.

Please note, while there is no municipal application limit for structures with a Severe condition rating (0-2), there is a limit of 2 applications for structures with a Poor condition rating (3-4). Applicants may submit multiple structures in a single application if these structures serve the same drainage function and are less than 20 feet apart. The condition of these structures does not have to be the same. The application of appropriately grouped structures will be ranked according to the lowest rating.

For questions about LSSIP or assistance with this application, please contact LSSIP Program Manager, Izzy Schultze at isabella.schultze@dot.wi.gov or 608-267-6843.

Application Walk-Through

Page 1: General Project Information

Primary Sponsor Municipality Type, Municipality Name, and County

Indicate the municipality type by checking the appropriate box. Type the name of sponsoring municipality. Select the county where the culvert(s) is (are) located from the dropdown.

Project Representative Contact Person Information

Provide contact information for the primary point of contact for this project. An accurate point of contact is critical to address any issues with your application and for ongoing coordination of awarded projects.

Sole Access Route

If the roadway over the culvert(s) in the proposed project provides the only area access (i.e., with no available detour) check "Yes", otherwise, check "No."

Weight Restrictions and Closures

If the roadway over the culvert(s) in this project is at least seasonally weight restricted, operating at reduced lane capacity, or closed to traffic as a result of deficiencies to structure, check "Yes" otherwise, check "No."

Functional Classification

Select the Functional Classification of the roadway over the structure(s) from the dropdown list. If you do not know the Functional Classification of the roadway, local governments are able to access the most up to date Functional Classification Maps in the Wisconsin Information System for Local Roads (WISLR) at any time on the [Functional Classification webpage](#).



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Structure ID Number

Enter the Structure Identification Number(s) for each culvert involved in the project. The number should be entered without spaces or dashes (i.e. V#####). Only structure IDs that start with V are eligible for this program. Multiple structures can be included in a single application **only** if these structures serve the same drainage function **and** are less than 20 feet apart. To add additional ID numbers, click the “add” button below the text box. Entries can also be deleted by clicking the red “x” to the right of the text box. If applying for multiple structures that serve different functions or are located more than 20 feet apart, a separate application is required for each potential project.

Page 2: Estimated Project Cost

Planning, Design, and Engineering costs

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

Right-of-way acquisition costs

Provide an estimate for the project right-of-way acquisition costs. Applicants 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.

Construction costs

Provide an estimate for the project construction costs. A LSSIP project cannot have \$0.00 for construction costs.

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. Additionally, provide your specific affiliation with the primary municipality sponsoring the application. For example: *Town Board Member, City Mayor, Municipal Head of Government, Clerk, PE, Municipal Planner, Grant Writer, etc.*

Review and Submit Application

Upon completion of the application, you will be asked to review the information provided. Please do so carefully to ensure that there are no delays in your application being processed. Click the “Submit” button and AccessGov will prompt the user for confirmation. A validation message will be received if submission is successful. You will also have an opportunity to download a copy of your application—***please do so and keep a copy of your application information for your records.***



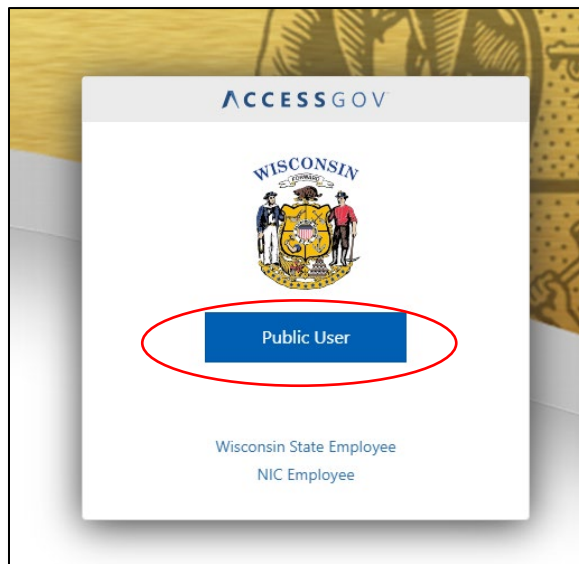
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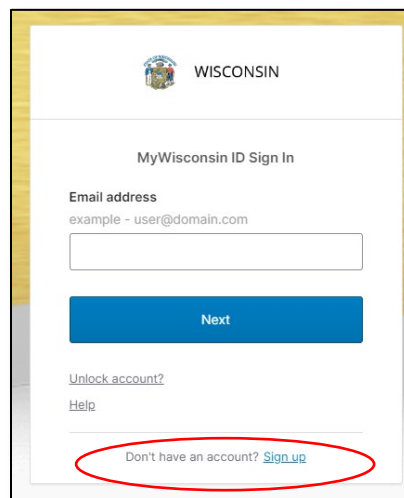
Appendix A – Registering for AccessGov

Signing up for a MyWisconsinID in AccessGov

1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to a login screen, select *Public User*.



2. Select *Sign Up* at the bottom of the box shown on the next screen





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3. Enter your first and last name, as well as your email address, then select *Sign Up*

A screenshot of the 'Sign up' form on the Wisconsin Department of Transportation website. The form includes input fields for 'First name', 'Last name', and 'Email'. Below these fields is a blue 'Sign Up' button, which is circled in red. At the bottom of the form, there is a link that says 'Already have an account?'.

4. Set up both your email verification and password by selecting the *Set Up* buttons beneath each step. Please note – once you complete one step, it will bring you back to this page to complete the next.

A screenshot of the 'Set up security methods' page on the Wisconsin Department of Transportation website. The page shows the email address 'hillary.pelton@gmail.com' and a message: 'Security methods help protect your account by ensuring only you have access.' Under the heading 'Set up required', there are two sections: 'Email' with the description 'Verify with a link or code sent to your email. Used for recovery' and a 'Set up' button; and 'Password' with the description 'Choose a password for your account. Used for access' and a 'Set up' button. At the bottom, there is a link that says 'Back to sign in'.



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5. After you've set up both your email verification and your password, you will be asked to set up security methods. You only need to set up one of these items to proceed. Additional security methods are optional, not required. The phone option is highly recommended.

Please do not exit this page or select the back button to sign in before setting up at least one option. Your account will not be created if you do not select at least one security method.

A screenshot of a web application interface for setting up security methods. At the top, the Wisconsin Department of Transportation logo is displayed next to the word "WISCONSIN". Below this, the heading "Set up security methods" is shown, followed by the email address "hiliary.pelton@gmail.com". A message states: "Security methods help protect your account by ensuring only you have access." Below this, a section titled "Set up required" lists five options, each with a "Set up" button:

- Email**: Verify with a link or code sent to your email. Used for recovery.
- Google Authenticator**: Enter a temporary code generated from the Google Authenticator app. Used for access.
- Okta Verify**: Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity. Used for access.
- Phone**: Verify with a code sent to your phone. Used for access.
- Security Key or Biometric Authenticator**: Use a security key or a biometric authenticator to sign in. Used for access.

At the bottom left, there is a link that says "Back to sign in".

6. Once you have set up an additional security method, you can proceed into the application.
 - a. Note: you may receive an error message. Don't be concerned, close internet browser and reopen the link to proceed.