



## Local Program Document Approval Designation

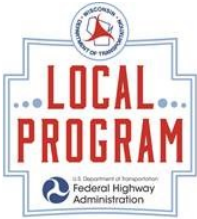
### August 21, 2019

\*\*\*Please see website for latest version\*\*\*

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ACTIVITY/TASK	P D  C H I E F	P D  S U P	C U  S U P	L P P M	L P A	O T H E R	COMMENT
<b>DESIGN</b>							
State Municipal Agreement (SMA) Memorandum of Understanding (MOU) Memorandum of Agreement (MOA)					A	A	<ul style="list-style-type: none"> <li>● Division of Transportation Investment Management (DTIM)</li> </ul>
Safety Certification Document (SCD)					A		<ul style="list-style-type: none"> <li>● Optional – Should be completed at Application if design less than standards</li> </ul>
Tribal Historic Preservation Office (THPO) Notification				A			<ul style="list-style-type: none"> <li>● LPA completes</li> <li>● LPPM Sends on WisDOT letterhead</li> </ul>
Projects on Tribal Lands						A	<ul style="list-style-type: none"> <li>● Region Tribal Liaison</li> </ul>
Categorical Exclusion Checklist (CEC)				A		C	<p><b>Federal Funded: IN ORDER</b></p> <ul style="list-style-type: none"> <li>● Region Environmental Coordinator (REC) certifies and recommends LPPM approval</li> <li>● LPPM provides signature approval</li> </ul>
Programmatic Categorical Exclusion (PCE)				A		C	<ul style="list-style-type: none"> <li>● Region Environmental Coordinator (REC) certifies and recommends LPPM approval</li> <li>● LPPM Provides signature approval</li> </ul>
Section 4(f)				A	A	A	<p><b>Federal Funded: IN ORDER</b> <b>See Applicable Section 4(f) Forms to Determine Appropriate Signatories</b></p> <ul style="list-style-type: none"> <li>● Signed by Preparer</li> <li>● Signed by LPPM</li> <li>● Bureau of Technical Services, Director (or Designee) signs and recommends FHWA approval-Required</li> <li>● FHWA provides signature approval-Required</li> </ul>
Section 6(f)				A		C,A	<ul style="list-style-type: none"> <li>● Department of Natural Resources (DNR) concurrence</li> <li>● National Park Service (NPS) concurrence</li> <li>● Park (resource) owner concurrence</li> <li>● FHWA Section 4(f) Determination &amp; Approvals (if applicable)</li> </ul>



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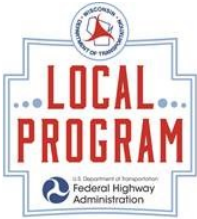
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Environmental Documents EIS, EA, FONSI, Draft ER, Final ER	(A)	(A)		(A)		A	<ul style="list-style-type: none"> <li>● Preparer (LPA, LPA designer) prints name</li> <li>● Region Director (or Designee) signs</li> <li>● Bureau of Technical Services, Director signs for EA, EIS</li> <li>● Bureau of Technical Services, Director (or Designee) only signs ER if Section 4(f) determination required by FHWA</li> <li>● FHWA signs</li> </ul>
Public Information Plan/Public Information Meeting					A		
Hazardous Materials Reports					A		<ul style="list-style-type: none"> <li>● LPA consultant or designee prepares the WisDOT Phase 1 Hazardous Materials Assessment Site Summary</li> <li>● LPA signs WisDOT Phase 1 Hazardous Materials Assessment Site Summary</li> </ul>
Pavement Design Report (PDR)					A		
Design Storm Water Report					A		
Soils Report					A		
Miscellaneous Traffic Reports				(A)	A		<ul style="list-style-type: none"> <li>● (LPPM) Capacity expansions only</li> </ul>
Intersection Control Evaluation (ICE)				C	A		
Transportation Management Plan (TMP)				A			<ul style="list-style-type: none"> <li>● Type 1 Local Program in Trans Portal</li> </ul>
Encroachment Report					A		
Road Builder Quantities (RBQ)					A		<ul style="list-style-type: none"> <li>● LPA Report to LPPM</li> </ul>
Design Study Report (DSR)				A	A		<ul style="list-style-type: none"> <li>● Assumes primary review by LPA</li> <li>● LPPM cursory review and approval</li> </ul>
DSR on National Highway System (NHS)						A	<ul style="list-style-type: none"> <li>● BPD Design Standards Engineer</li> </ul>



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Local Bridge preliminary designs/plans						R	<ul style="list-style-type: none"> <li>● Bureau of Structure</li> </ul>
Plans, Specification, Estimate (PSE)				R	A		
Use of Patented or Proprietary Product				R		A	<ul style="list-style-type: none"> <li>● Design Standards Oversight</li> </ul>
Use of State or Local Furnished Materials						A	<ul style="list-style-type: none"> <li>● Design Standards Oversight</li> </ul>
Bridge Approach Length				C		A	<ul style="list-style-type: none"> <li>● Design Standards Oversight</li> </ul>
Railroad Certificate (DT1804)						A	<ul style="list-style-type: none"> <li>● Region Railroad Coordinator</li> </ul>
Change Management Request				R		A	<ul style="list-style-type: none"> <li>● LPA complete</li> <li>● Region LPM or LPPM review/sign</li> <li>● DTIM Approve</li> </ul>
Utility Status Report (USR)				A			
Right of Way Certification				A	A	A	<ul style="list-style-type: none"> <li>● LPA prepares</li> <li>● RE Coordinator approves with R/W</li> <li>● LPPM approves when no R/W</li> </ul>
Right of Way Plat					A		
Cost Effective Finding (CEF) for Local Force Account	A						<ul style="list-style-type: none"> <li>● 2 copies to Construction Standards Chief</li> </ul>
Traffic Forecasting					A		
<b>CONSTRUCTION</b>							
Erosion Control Implementation Plan (ECIP)				R		C	<ul style="list-style-type: none"> <li>● DNR Concurrence</li> </ul>
Start work orders				A			<ul style="list-style-type: none"> <li>● LPPM issues</li> </ul>



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Partial/Conditional/Final Construction Acceptance Letters to Contractor				A			
Local Force Account (LFA) Prequalification; DT2300				A			<ul style="list-style-type: none"> <li>● Place on Madison Share drive</li> </ul>
LFA Under \$5000	A			C			
LFA \$5000 and over	R			C		A	<ul style="list-style-type: none"> <li>● Approved by Contract Manager (CAU)</li> </ul>
Contractor Pay Estimates				A			
Cost Reduction Incentive (CRI)				A	A		
Contract Modification Justification (CMJ) - Under \$25,000				A	R		
CMJ - \$25,000-\$50,000		A		C	R		
CMJ - \$50,000 and Over	A			C	R		
CMJ - Time Extension				A	R		
Contract Modification (CM) - Time Extension				A	R		
CM - Administrative Items				A	R		
CM - No cost				A	R		
CM - Under \$25,000				A	R		
CM - \$25,000 - \$50,000		A		C	R		
CM - \$50,000 and Over	A			C	R		



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<b>CONSULTANT CONTRACTS</b>							
Consultant Local Design Solicitation			A	R	A		<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant Design Contract (DC)			A	R	C		<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant Construction Contract (CC)			A	R			<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant DC & CC Selection Approval			A	R	C		<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant DC & CC Negotiation			A	R	C		<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant DC & CC Amendment < \$50,000			A	R	C		<ul style="list-style-type: none"> <li>• CU-Sup approval follows Region process for Director involvement/approval</li> </ul>
Consultant DC & CC Amendment > \$50,000			A	R	C	A	<ul style="list-style-type: none"> <li>• Follow statewide local program process</li> <li>• DOT Contract Manager Approve</li> </ul>
Consultant Invoices				A	C		<ul style="list-style-type: none"> <li>• 3 party design</li> <li>• 2 party construction</li> </ul>
<b>LOCALLY LET CONTRACTS (LLC) See Sponsors Guide:</b> <a href="https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx">https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx</a>							

- **Project Development Chief – PD CHIEF**
- **Project Development Supervisor – PD SUP**
- **Consultant Unit Supervisor – CU SUP**
- **WisDOT Project Manager – LPPM**
- **Local Program Manager - LPM**
- **Local Public Agency – LPA**