

SPONSOR'S GUIDE CERTIFICATION FAQ

Sponsor's Guide to Non-Traditional Project Implementation
SG18 FAQ

WisDOT Local Program (Central Office)
4822 Madison Yards Way, 4th Floor South
Madison, WI 53705
DOTLocalPrograms@dot.wi.gov



Sponsor's Guide Certification Form (SG18) FAQ

1. Are original signatures required on the certification form?

No. Electronic signatures and original signatures are accepted. To submit the completed form, print and mail the form to the appropriate regional office or email the form to the Local Program Manager (LPM).

2. Why does the form have a signature line for consultants?

The signature area is provided for consultants currently under contract to perform administrative functions on behalf of the sponsor.

3. Will consultants be certified in the future?

No. Certification is only available for project sponsors. It is intended to ensure the sponsor understands their role as the project's responsible party.

4. How long will my certification be valid?

Per the 2024 WisDOT-FHWA Stewardship and Oversight Agreement, certification is valid for three years.

5. How often will I need to attend training?

Training is available online via the WisDOT LearnCenter and may be accessed at any time. At minimum, the sponsor is required to attend training every three years when certification expires. Staff changes or significant changes to the content of the Sponsor's Guide may require retraining prior to certification expiration. WisDOT will maintain a list of project sponsors that have attended training via WisDOT LearnCenter.

6. Under *Project Delivery Model* (pg. 2), what information should be included in the selection process section?

If you'll be contracting with a consultant, explain your selection process in detail. Additional pages may be attached.

7. Under *Administration by Sponsor* (pg. 2), what information should be included in the organizational chart?

Ensuring the organizational chart is up to date, include both the names and titles of individuals that will work on this (or this type of) project.

8. Under *Administration by Sponsor* (pg. 2) and *Administration by Consultant* (pg. 3), what information should be included in the list of five projects administered/let by the sponsor?

Projects in this list should demonstrate your experience/familiarity with the letting process. If you have completed previous WisDOT non-traditional transportation projects (TAP, CMAQ, CRP, TE, BFPF, SRTS), include the WisDOT project manager as the WisDOT reference. Listed projects do not have to be non-traditional transportation projects. Other projects may include locally let roadway projects, grading, or other examples that demonstrate your experience with the letting process.

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9. Within each box of project functions (pgs.4-8), there is a section indicating approvals for that function. What information should be included in these areas?

Using the checkboxes to the left of each activity/administrator, indicate the required oversight for the specified project function. To the right of each activity/administrator, name the individual(s) responsible for the approval.

APPROVAL OF STATE MUNICIPAL AGREEMENT (administrative function) includes the coordination between the sponsor and WisDOT, internal reviews, and subsequent approval of the agreement by the sponsor.		
SMA APPROVED BY		
<input checked="" type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	John Smith
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

10. Under Equal Employment Opportunity (Title VI), DBE, and Prevailing Wages (Davis-Bacon) (pg. 7), what information should be included in each subsection?

This section demonstrates how you will ensure compliance with federal regulations. For each section, indicate how you will guarantee that the contractor follows the law. Reference to these laws is included in the Sponsor's Guide to Non-Traditional Transportation Project Implementation in Chapters 4, 5 and 6.

- a. **Title VI of the Civil Rights Act of 1964:** *Specific requirements regarding Title VI (i.e., the use and dissemination of non-discrimination policies, the employment of an EEO Officer) are included in [FHWA 1273 – Required Contract Provisions: Federal-Aid Construction Contracts](#). As the project sponsor, you may require an affidavit of compliance, a copy of the contractor's company policy, or another method that demonstrates compliance with Title VI.*
- b. **Disadvantaged Business Enterprise (DBE):** *To demonstrate compliance with DBE, you may choose to include DBE requirements within the project manual, verify that the DBE is onsite, compare payrolls, conduct wage interviews, and/or confirm that the DBE is providing a commercially useful function.*
- c. **Prevailing Wage Rates (Davis-Bacon):** *Demonstration of compliance with prevailing wage rates may include appropriate wage determinations within the project manual, job site board postings, receiving and comparing certified weekly payrolls, and/or conducting on-site wage interviews.*
- d. **Americans with Disabilities Act (ADA):** *To indicate compliance with ADA, the sponsor must complete an ADA self-evaluation and may be required to complete a transition plan. Additional requirements for transportation facilities is indicated in [Section 504 of the Rehabilitation Act of 1973](#) and [Title II of the Americans with Disabilities Act of 1990](#).*