

**Process that is followed for a  
Crossing Closure Incentive Payment Project**

**Project Identification and Approval**

1. Identify possible closure. Can be initiated by the railroad (RR), Office of the Commissioner of Railroads (OCR), local unit of government (locals) or WisDOT Region Railroad Coordinator (RRC).
2. Railroad offers incentive payment. (RR normally will not pay an incentive if the closure is contested through the OCR. If this is the case, WisDOT cannot make an incentive payment as it can only match an incentive payment made first by the RR).
3. RRC notifies Railroads and Harbors Section (RHS) of closure if RHS isn't already aware of it.
4. RRC contacts locals about the process if they haven't already.
5. Locals hold Public Hearing to get public input. Locals must follow the required guidelines for notifying the public of the Public Hearing.
6. After the Public Hearing, the locals need to pass a resolution to close the roadway. The resolution should contain a date for the closure.
7. Locals provide a copy of the executed resolution to the OCR and the RRC.
8. Locals close the roadway. RR removes the crossing surface. The locals and the RR can negotiate who will remove or pay for the roadway removal, barricading, ditching, seeding, etc., as needed. If barricades are permanent and will not be removed in the future, the barricades should be beam guard from outside edge of roadway to edge of roadway or sidewalk, if present. Road closed signs and reflective diamonds should be installed on each side of the closed crossing.
9. RR makes payment to locals.
10. Locals contact RRC and request payment from WisDOT.
11. RRC does a field visit to ensure that the crossing is properly closed. If not, the RRC works with the locals to correct the issue before submitting the project for an incentive payment. The RRC takes photographs of the crossing closure.
12. RRC prepares and sends a Two-Party Agreement between WisDOT and the locals to the locals.
13. Locals sign the Two-Party Agreement and return to the RRC.
14. Once returned, the RRC can sign the Two-Party Agreement.
15. RRC submits a project to the WisDOT Rail Projects Review Committee.
16. RRC requests that the Region FIIPS Coordinator assign a FIIPS project ID number based on guidance found on the following link, <https://iisgtwyp.wi.gov/ffm/pmm/05/05-05-10e.pdf>, **Life Cycle 00**. (*only accessible to WisDOT employees*)
17. RRC submits project application (copy to RHS (Railroad Engineering and Safety Unit) and the Bureau of State Highway Programs (BSHP) Highway Safety Improvement Program (HSIP) manager.) WisDOT can match up to \$30,000 in incentive payments made by the RR to the locals with Federal Rail Elimination of Hazards funds but cannot exceed the RR's incentive payment. Applications for closure incentive payments must include the following items:
  - a. Crossing Closure Incentive Payment Project Submittal Sheet. (Can be found in the RHS Share with Regions SharePoint page, in its own dedicated "Crossing Closure Incentive Project" subfolder).
  - b. Signed copy of the Two-Party Agreement between WisDOT and the locals, (Also can be found in the RHS Share with Regions SharePoint page "Crossing Closure Incentive Project" subfolder).
  - c. Letter from the locals specifying how the WisDOT incentive payment will be used. WisDOT incentive payment funds must be used to enhance transportation safety.
  - d. Resolution from the locals vacating the rail-highway crossing.

- e. Copy of the check from the RR to the locals or a receipt of payment.
- f. Railroad Crossing Report (DT1589). Write "Closed" across the form.
- g. Photo documenting that the crossing has been closed.

- 18. WisDOT Rail Projects Review Committee reviews the application and acts on the submittal.
- 19. BSHP Highway Safety Improvement Program manager sends approval letter to the region contacts with FIIPS loading instructions.

#### **Project Setup**

- 20. Based on the FIIPS loading instructions provided by BSHP, the Region FIIPS Coordinator completes the project setup and initializes it in FIIPS. (Schedule Date equals 25th day of the following month) Review Control Code A, **Life Cycle 10**.
- 21. The region identifies and ensures that projects in an MPO are included in the MPO's TIP. The Region FIIPS Coordinator should respond to the RRC, BSHP and the RHS Grade Crossing Engineer with the TIP number.
- 22. BSHP instructs the Region FIIPS Coordinator to request authorization of the Program Finance Section (PFS). PFS staff reviews the funding and then requests authorization of the Division of Business Management Financial Operations Section (DBM FOS).
- 23. DBM FOS electronically submits the FHWA-37 Form to FHWA (**Life Cycle 20**).
- 24. FHWA electronically approves the FHWA-37 Form.
- 25. Project is authorized for charges by DBM FOS, and they move the project to Review Control H.
- 26. Region FIIPS Coordinator notifies RRC once the project is authorized.

#### **Payment to Locals**

- 27. RRC requests payment by sending FOS Expenditure Accounting Unit (email: [DOTExpenditureAccounting@dot.wi.gov](mailto:DOTExpenditureAccounting@dot.wi.gov)) the Request to Encumber Railroad Project Crossing Closure Incentive Payment Form along with items listed in #17 above.
- 28. The Expenditure Accounting Unit sets up a purchase order (PO), processes a check and mails it to the locals, if not an ACH payment (**Life Cycle 40**).
- 29. RRC requests that the Expenditure Accounting Unit close the PO. Once this is completed, the RRC requests that the Region FIIPS Coordinator move the project to Review Control L in FIIPS (**Life Cycle 50**).