



Agricultural Roads Improvement Program (ARIP) Guidelines and Requirements 2024

February 6, 2024

Program Overview

The following guidelines inform potential applicants about the Agricultural Roads Improvement Program (ARIP). It is designed to supplement the Local Roads Improvement Program (LRIP) Guidelines and Requirements document, which can be found [here](#). However, potential ARIP applicants must follow ARIP Guidelines and Requirements 2024. Knowledge of LRIP procedures will be helpful though some of the ARIP procedures will not be the same as LRIP.

Program Objective

The new (2024) Agricultural Roads Improvement Program (ARIP) is a one-time State (SEG) funded grant appropriation in the 2023-2025 biennium. This program sets aside \$150 million to reimburse local governments to improve deteriorating Class B and weight-restricted roads functionally classified as local roads or minor collectors that restrict the ability of agricultural and forestry producers to transport truckloads of goods. The highway, bridge, or culvert improved by the project must provide access to agricultural lands or facilities to produce agricultural goods, including forest products, and roadways must be used by at least one producer. The program is housed under the Local Roads Improvement Program (LRIP) statute, and is law, according to [Wis. Stat. 86.31 \(3o\)](#).

ARIP is a reimbursement program, which may pay up to a maximum of 90% of total eligible project costs, with the balance of the eligible costs funded by the political subdivision where the work is performed. If a project is the result of an agreement among more than one recipient, the project agreement shall identify one political subdivision as responsible for reimbursement.

Application Deadline and Process

ARIP application materials will be hosted on AccessGov, an online application site. Paper applications that can be completed via form-fillable PDF are available upon request. Applications for the first ARIP solicitation round must be submitted before Friday, April 5, 2024 at 5:00 p.m. CST. Additional tentative deadlines can be found in this document. Please note, there is a limit of two (2) applications per sponsor per ARIP solicitation. The ARIP application, and application instructions, can be found here: <https://wisconsin.gov/Pages/doing-business/local-government/astnce-pgrams/highway/arip.aspx>

Instructions for how to register for AccessGov can be found on Appendix D of this document.

ARIP General Requirements

The following is a list of general requirements for the ARIP program.

- State law prohibits WisDOT from awarding ARIP projects after June 23rd, 2026. It also prohibits WisDOT from reimbursing project cost after June 23rd, 2028. To ensure reimbursement by **June 23, 2028**, reimbursement requests must be sent to WisDOT by **June 1, 2028**. WisDOT cannot

guarantee reimbursement requests received after June 1, 2028 can be processed prior to the June 23, 2028 deadline.

- All proposed projects must comply with applicable federal, state, and local laws, and program policy.
- The project roadway width must meet the minimum design standards and include both the traveled way and shoulder pursuant to ch. Trans 204.03 and ch. Trans 205.03(2).
- ARIP funding is only available for improvements on existing county highways, city streets, village streets, and town roads under the authority of the local unit of government pursuant to s.86.31(1)(f), Wis. Stats.
- A project is not eligible for ARIP funds if any other federal aid or state aid funds will be identified as eligible costs for the project. Ineligible costs, such as costs for utilities or landscaping, can be funded via other public funding sources (as long as they are not claimed as eligible costs for ARIP).
- An engineering certification is required when the total eligible costs are greater than \$65,000 pursuant to s.86.31(2)(e), Wis. Stats. [Refer to the Engineer's Certification section and Appendix R in the LRIP Guidelines Document.](#) Therefore, prior to submitting reimbursement requests, project costs must be attested to by an engineer with an itemized invoice to WisDOT.
- All ARIP projects must have a 10-year design life pursuant to s.86.31(1)(b), Wis. Stats. The same project location cannot be submitted more than once within a 10-year period.
- WisDOT will not approve removing an existing asphalt road and replacing it with gravel.
- Projects must be built to appropriate standards unless an Exception to Standards has been requested and approved by WisDOT prior to construction. Contact the ARIP Program Manager or your WisDOT region local program manager for more information.
- If new bicycle and pedestrian facilities are included as part of a project, the project recipient is required to have a resolution authorizing the construction of these facilities pursuant to s.84.01(35), Wis. Stats. A resolution is not required if removing or replacing existing bicycle or pedestrian facilities.
- WisDOT signs and emails an executed State Municipal Project Agreement (SMA) for each approved ARIP project. The project recipient/sponsor must receive a signed SMA from WisDOT prior to reimbursable work/construction starting.
- Project Options Not Allowed in ARIP:
 - ARIP projects are not eligible for change management cost increase requests.
 - No project substitutions are allowed in ARIP.
 - No transfers of funding are allowed in ARIP.
 - If recipient/sponsor is unable to use the funds approved for their project, the funds shall be returned to WisDOT.
 - Project savings are not allowed for use on a different project. Savings will be returned to WisDOT.
- ARIP projects for bridges or culverts must include associated pavement work in order to be eligible. This associated pavement work can include approach work, meaning the culvert/bridge project component does not necessarily need to be part of a larger roadway improvement project.
- ARIP projects must meet the following requirements:

- Be advertised for bids for two consecutive weeks in a newspaper pursuant to s.985.07(2), Wis. Stats. and s.985.01(1m), Wis. Stats. Refer to the Advertising Requirements section of this document for additional information.
- ARIP projects must be let to contract to the lowest responsible bidder. Towns, cities, and villages may not use their own work forces or equipment on an ARIP project. Please see the Award Requirements section of this document for additional information.
- The total of all approved ARIP reimbursements cannot exceed 90% of the total eligible project costs.
- Reimbursements for costs incurred from ARIP projects must be submitted by **June 1, 2028**.
- An ARIP project does not need to be complete to request reimbursement. Eligible ARIP projects are reimbursable not more frequently than quarterly.
- The project must meet all of the following eligibility requirements laid out in [Wis. Stat. 86.31 \(3o\)\(b\)](#):
 - The project is to improve a highway functionally classified by the department as a local road or minor collector or a bridge or culvert on a highway functionally classified by the department as a local road or minor collector.
 - If the project is solely for the improvement of a bridge or culvert, the bridge or culvert is 20 feet or less in length and is not eligible for funding under a federal program providing funding for bridge improvements.
 - The highway, bridge, or culvert provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and is used by at least one agricultural producer.
 - The highway or the highway upon which the bridge or culvert is located is designated as a class “B” highway under Wis Stat. 349.15 due to structural deficiencies or has been subject to a posted weight limitation for at least one month during the previous year.
 - After completion of the project, the project will not be designated as a class “B” highway under s. 349.15 and will not be subject to a posted weight limitation other than under extraordinary or emergency circumstances.
 - **Wis. Stat. 86.31 (3o) (k):** No highway, bridge, or culvert improved under this subsection may be designated as a class “B” highway under Wis Stat. [349.15](#) or be subject to a posted weight limitation other than under extraordinary or emergency circumstances unless the political subdivision having jurisdiction over the highway, bridge, or culvert obtains a pavement or structural analysis performed by a professional engineer or the county highway commissioner for the county in which the highway, bridge, or culvert is located supports the weight limitation and certifies to the department the reason for the weight limitation.
 - The highway, bridge, or culvert is maintained by a political subdivision.
- To the extent applicable, counties, towns, cities, and villages will abide with any relevant Wis. Admin. Code Trans. 206 requirements.

ARIP Project Review

WisDOT will review ARIP projects to ensure compliance with WisDOT policies and statutory requirements. A review may be conducted at any time.

ARIP Project Selection Committee

The ARIP Project Selection Committee will review all applications and give their recommendations for awarding ARIP funding. Committee members are appointed by the WisDOT Secretary. Per Wis. Stat. 86.31(3o)(j):

The committee shall consist of members appointed by the secretary, have geographically diverse representation, and include as members representatives of agricultural industries and political subdivisions with jurisdiction over highways, bridges, or culverts that are eligible for grants.

Final ARIP project awards are determined by the WisDOT Secretary.

ARIP Project Ranking Criteria

ARIP projects are ranked and rated based on criteria provided in Wis. Stat. 86.31 (3o)(c). Below is a breakdown of how each of the criteria is weighted by the discretionary selection committee:

1. **Access Improvement** - Score based on the number of agricultural producers benefiting from the project.
2. **Reduction in Costs** - Score based on the reduction in:
 - Repeated trips at reduced weights
 - Labor costs
 - Fuel costs
 - Mileage upon and damage to equipment
 - Other
3. **Positive Economic Impact** – Tiered application score awarded based on the following economic criteria:
 - Number of employees affected
 - Amount of agricultural product sales affected
4. **Feasibility of Access** - Score based on if the road/structure provides the only feasible access to agricultural lands or facilities.
5. **Government Fiscal/Administrative Difficulties** - Score based on demonstrated fiscal or administrative difficulties faced by the local government.
 - Economic data provided by Wisconsin Department of Revenue (DOR) confirming the applicant is in the bottom quartile of equalized value for its municipality type.
 - Availability of administrative staff to assist in project delivery.
6. **Transportation of Agricultural Goods** - Tiered application score awarded based on the estimated amount of agricultural goods to be transported.
7. **Multi-Producer Access** - Score based on multiple agricultural producers (i.e., more than one) benefiting from improved access.
8. **Program Selection Committee Discretionary Rating** – This is a discretionary score to be applied to each application based upon the assessments of the selection committee based on a holistic review of provided materials, including the project narrative section.

ARIP Project Improvement Types

PAVEMENT REPLACEMENT

Structural improvement to the pavement structure or removal of the total thickness of all existing asphalt and concrete paving layers from an existing roadway and providing a new paved surface without changing the subgrade. It may include restoration of the base aggregate by adding more material before repaving or adding base aggregate open-graded with a drainage system. It generally involves no improvement in capacity or geometrics. Pavement replacement may include some elimination or shielding of roadside obstacles, culvert replacement, signals, pavement marking, signing and intersection improvements.

Pavement replacement projects may require additional right-of-way.

RECONSTRUCTION

Total rebuilding of an existing highway to improve maintainability, safety, geometrics, and traffic service. It is accomplished basically on existing alignment and major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed and elimination or shielding of roadside obstacles. Normally, reconstruction will require additional right-of-way. It includes rebuilding both the pavement structure and subgrade. It also includes widening of urban streets to widen lanes or to add parking, bicycle accommodations or auxiliary lanes or adding sidewalks. Removing parking together with pavement replacement is in this category because this increases the traffic carrying capacity of the roadway without constructing new through travel lanes.

STRUCTURE

Rehabilitation (repair, restoration, or replacement of the components of the existing structure including asphaltic surfacing or concrete overlays, as well as measures taken to correct safety defects) or replacement of an existing structure.

Eligible ARIP projects including a bridge or culvert must have associated roadwork. This associated pavement work can include approach work, meaning the culvert/bridge project component does not necessarily need to be part of a larger roadway improvement project.

ARIP Project Costs

Eligible ARIP Project Costs

Reimbursable costs are subject to the maximum grant amount allowable under the ARIP grant toward the completion of the project, that are an integral part of the street and road construction. Eligible costs may include feasibility studies, design, engineering, grading, base, paving, right-of-way acquisition or other related engineering costs.

Ineligible ARIP Project Costs

- New roads or improvements to alleys or parking lots, pursuant to Wis Stat. 86.31 (1)(f).
- Maintenance costs including patching, single sealcoats, and grading to maintain gravel roads.

- Utility costs including new installation or alterations of sanitary sewers and connections, storm sewer laterals, water, gas, electric, telephone, police or fire alarm facilities, parking meters, street signs, streetlights, and similar utilities.
- The cost to advertise the project.
- The cost of the title or other associated fees to purchase real estate.
- Costs that are incurred prior to the final signature on the SMA.
- Other repairs made to the roads that will not result in the removal of weight restrictions.

If WisDOT or a federal or other state agency having jurisdiction determines that any material or work is deficient for whatever reason, sponsor/recipient shall require the replacement of whatever materials or the correction of whatever work is necessary to cure the deficiency. Sponsor/recipient shall not use any WisDOT grant funds as provided for in ARIP or sponsor/recipient funds to pay for the replacement or correction required.

There may be exceptions to the list of eligible and ineligible improvements. To confirm eligibility, contact the ARIP Program Manager for more information.

Should any element of cost billed on an invoice be questioned by WisDOT as to its eligibility, WisDOT will hold reimbursement for that cost item until questions concerning the cost item are resolved to the satisfaction of WisDOT.

State Municipal Project Agreement (SMA)

The project recipient must receive a signed SMA from WisDOT prior to incurring reimbursable costs/construction. All modifications to an approved project require WisDOT approval prior to requesting reimbursement.

Advertising and Award

Locally Let Advertising Requirements

NOTE: These advertisement requirements only pertain to locally let ARIP Projects.

- The project recipient/sponsor must receive a signed copy of the SMA from WisDOT prior to incurring reimbursable costs/construction.
- The advertised project must either be built to appropriate standards or have an approved Exception to Standards.
- For help developing bid packages, specifications, or advertisements, contact an engineering consultant, or the University of Wisconsin-Madison Transportation Information Center (UW-TIC). The UW-TIC has sample bid documents that can be adapted for individual use. Call the UW-TIC at 1-800-442-4615 for more information or sample documents.
- The project must be advertised in a newspaper.
- The program requires a Class 2 notice:
 - ✓ Pursuant to [s. 985.07\(2\), Wis. Stats](#), “All notices designated as class 2 notices require 2 insertions.”

- ✓ Pursuant to [s. 985.01\(1m\), Wis. Stats.](#), “Insertion” when used to indicate the publication of a legal notice more than one time, means once each week for consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law.”
- ✓ Pursuant to [s. 990.01\(46\), Wis. Stats.](#), a "week" is defined as seven consecutive days.
- Advertisement via the internet, telephone, public posting or other means is non-compliant with the statutory requirement.
- An advertisement may pertain either to:
 - 1) An entire specific improvement project.
 - 2) One or more logical phases of a specific improvement including, but not limited to, a feasibility study, design engineering, grading, base, paving, and road finish materials such as hot mix asphalt.

Note: Once an advertisement has been published for either (1) a complete improvement project, or (2) one or more clearly defined, logical phases of a complete improvement project, it is not legally permissible for the project recipient to subsequently further split the advertised phase(s) of work between multiple contractors, due to the inherent violation of the ARIP competitive bid requirement pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](#) Award to the lowest bid shall align with the advertised phase(s).

- The advertisement should state that it is an ARIP project.
- The advertisement should state the date and time in which bids will no longer be accepted.
- The advertisement should identify the location(s) of the project.

Award Requirements

- The contract must be awarded to the lowest “responsible” bidder pursuant to [s. 86.31\(2\)\(b\), Wis. Stats.](#) Responsible bidder means a person who is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.
 - ✓ Negotiated contracts for preliminary engineering (design), feasibility studies and real estate purchases are exempt from the responsible bidder requirement.
 - ✓ Project recipients/sponsors should establish guidelines and criteria for selecting bids prior to bid opening. Once established, bids may be deemed not “responsible” based on project recipient guidelines and criteria. Acceptable reasons for rejection may include bidder qualifications, excessive cost, timing, financial responsibility of the bidder, prior work done by the bidder, or other considerations that may affect the potential project. The reason(s) for rejection should be documented in the board meeting minutes and submitted to WisDOT.
 - ✓ The project recipient/sponsor may readvertise the project if all the submitted bids are considered not “responsible” or if no bids are received.
 - ✓ A bid can be deemed as not “responsive” if the contractor modifies the bid from the original specifications. For example, if the specifications are for hot mix asphalt and the bid received is for cold mix asphalt, the project recipient would deem the bid as not “responsive”. If the project recipient decides to change the specifications for the project on or after the bid due

date and prior to award, the project must be readvertised to allow all bidders an opportunity to provide revised pricing.

- The project recipient/sponsor is responsible to ensure that the improvement has been built to the specifications identified in the SMA. County road standards are found in [ch. Trans 205, “County Trunk Highway Standards” \(Appendix C of LRIP Guidelines\)](#). Town road standards are found in [ch. Trans 204, “Existing Town Road Improvement Standards”, \(Appendix D of LRIP Guidelines\)](#). The Facilities Development Manual (FDM) can also be found in Appendix C of this document.
- Counties, towns, cities and villages must abide by all environmental requirements. Contact information for the environmental liaisons at the Wisconsin Department of Natural Resources is included in Appendix O of the [LRIP Guidelines](#). The liaisons will help scope the project, review the project design, and explain pertinent environmental regulations.

Reimbursement Requests

Eligible ARIP projects are reimbursable not more than quarterly.

Withstanding any issues, and following WisDOT approval and payment authorization, a project recipient/sponsor should expect a reimbursement within 30 business days. Program noncompliance can jeopardize reimbursement. For information about noncompliance and the appeals process, consult [Appendix T in the LRIP Guidelines](#).

Additional ARIP reimbursement information is forthcoming.

ARIP Program Timeline

The following is a schedule for the ARIP program cycles and relevant deadlines.

Schedule	Program Activity
July 2023	State of Wisconsin 2023-2025 biennial budget is approved. WisDOT receives the first biennial year’s funds.
February 6, 2024	First ARIP Application cycle opens. (\$50 million funding distribution amount).
April 5, 2024	Deadline to submit an application for the first ARIP project solicitation.
April 2024	ARIP Selection Committee is established.
April/May 2024	ARIP Selection Committee reviews applications for the first ARIP Program Cycle and submits award recommendations to WisDOT Secretary for final approval.
July 2024 (tentative)	WisDOT Secretary awards projects for the first ARIP Application cycle.

July 2024 (tentative)	WisDOT sends SMAs to ARIP awardees for the first ARIP project solicitation.
July/August 2024 (tentative)	Second ARIP Application cycle opens. (\$100 million funding distribution amount).
September 2024 (tentative)	Deadline to submit an application for the second ARIP project solicitation.
September/October 2024 (tentative)	ARIP Selection Committee reviews applications for the first ARIP Program Cycle and submits award recommendations to WisDOT Secretary for final approval.
November 2024 (tentative)	WisDOT Secretary awards projects for the second ARIP Application cycle.
December 2024 (tentative)	WisDOT sends SMAs to ARIP awardees for the second ARIP project solicitation.
June 1, 2028	Deadline for local sponsors to submit an ARIP reimbursement request.

Contact Information

Please direct all ARIP questions to the Interim ARIP Program Manager Megan Feeley at megan.feeley1@dot.wi.gov or call 608-267-7261.

Appendix A: Wisconsin Statute 86.31 (3o) Agricultural Roads Improvement Program

86.31

MISCELLANEOUS HIGHWAY PROVISIONS

Updated 21–22 Wis. Stats. 16

the department of transportation, including the making and execution of all contracts.

(d) County trunk highway improvements funded under the program, including the hauling and laying of asphaltic hot mix, may be performed by county highway departments, subject to the following restrictions:

1m. The county highway department demonstrates that it is cost-effective for it to perform the work and that competitive bidding is to be used for improvements with an estimated total cost at least equal to the total funds allocated for its county trunk highway improvements under the program during the current biennium.

4. Contracts for the purchase of asphaltic hot mix shall be awarded on the basis of competitive sealed bidding.

5. Each county highway improvement program district committee shall do all of the following with respect to any work to be performed by any county highway department within the county highway improvement program district:

a. Review the proposed work and determine that it is cost-effective for the county highway department to perform the work.

b. Approve the proposed work prior to its being performed by the county highway department.

(e) The department of transportation may not require as a condition of reimbursement that the design and construction of any improvement with eligible costs totaling \$65,000 or less be certified by a registered professional engineer.

(h) A double seal coat project on a town road may be funded under the program if it has a projected life of at least 10 years, similar projects in the same geographic area have performed satisfactorily, and the county highway commissioner of the county in which the project is located approves the project's eligibility for funding.

(3) ENTITLEMENT COMPONENTS. (a) Funds provided under s. 20.395 (2) (fr) shall be distributed under this subsection. For purposes of entitlement, the program shall consist of the following components:

1. County trunk highway improvements.
2. Town road improvements.
3. City and village street improvements.

(b) From the appropriation under s. 20.395 (2) (fr), the department shall allocate funds for entitlement as follows:

1. For county trunk highway improvements, 43 percent.
2. For town road improvements, 28.5 percent.
3. For city and village street improvements, 28.5 percent.

(c) Entitlements for each component under this subsection will be determined by a formula and calculated for each county, except that cities and villages with a population of 20,000 or more shall receive a proportionate share of the entitlement for city and village street improvements for the applicable county. No county may receive less than 25 percent of the total funds allocated to counties for county trunk highway improvements under par. (b) 1.

(3g) COUNTY TRUNK HIGHWAY IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$5,127,000 in fiscal years 2014–15 to 2016–17 and \$5,393,400 in fiscal year 2017–2018 to fund county trunk highway improvements with eligible costs totaling more than \$250,000. In fiscal year 2023–24 the department shall allocate \$6,615,600 to fund county trunk highway improvements with such eligible costs. In fiscal year 2024–25 and each fiscal year thereafter, the department shall allocate \$5,840,200 to fund county trunk highway improvements with such eligible costs. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3m) TOWN ROAD IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$5,732,500 in fiscal years 2011–12 to 2016–17 and \$6,923,600 in fiscal year 2017–18 to fund town road improvements with eligible costs totaling \$100,000 or more. In fiscal year

2023–24, the department shall allocate \$6,151,900 to fund town road improvements with such eligible costs. In fiscal year 2024–25 and each fiscal year thereafter, the department shall allocate \$6,398,000 to fund town road improvements with such eligible costs. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3o) AGRICULTURAL ROADS IMPROVEMENTS. (a) 1. Any funds directed for agricultural roads improvements under this subsection shall be distributed as grants to reimburse political subdivisions for eligible agricultural road projects or expended for reimbursable costs by the department acting as a fiscal agent under par. (i).

2. The department shall prescribe the form, nature, and extent of information that shall be contained in applications for grants under this subsection. If the application is for a project to improve a class "B" highway, the department shall require the applicant to state when the highway was designated as a class "B" highway under s. 349.15. To the extent feasible, the department shall do all of the following:

a. Develop an application that does not exceed 2 pages in length.

b. Prescribe a simple and clear application process that is reasonably accessible to political subdivisions with limited staffing resources.

(b) An agricultural road project is not eligible for a grant under this subsection unless all of the following apply:

1. The project is to improve a highway functionally classified by the department as a local road or minor collector or a bridge or culvert on a highway functionally classified by the department as a local road or minor collector.

2. If the project is solely for the improvement of a bridge or culvert, the bridge or culvert is 20 feet or less in length and is not eligible for funding under a federal program providing funding for bridge improvements.

3. The highway, bridge, or culvert under subd. 1. provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and is used by at least one agricultural producer.

4. The highway under subd. 1. or the highway upon which the bridge or culvert under subd. 1. is located is designated as a class "B" highway under s. 349.15 due to structural deficiencies or has been subject to a posted weight limitation for at least one month during the previous year.

5. After completion of the project, except as provided under par. (k), the highway under subd. 4. will not be designated as a class "B" highway under s. 349.15 and will not be subject to a posted weight limitation other than under extraordinary or emergency circumstances.

6. The highway, bridge, or culvert under subd. 1. is maintained by a political subdivision.

(c) In awarding grants under this subsection, subject to par. (d), the department and the committee under par. (j), with information from affected highway users, shall select projects that provide the greatest benefit to agricultural producers in this state using the following criteria:

1. Projects that improve access by the largest number of agricultural producers to agricultural lands or facilities used for the production of agricultural goods, including forest products.

2. Projects that will result in reduction of any of the following for agricultural producers:

a. Repeated trips at reduced weights.

b. Labor costs.

c. Fuel costs.

d. Mileage upon and damage to equipment used in agricultural production.

e. Costs other than those in subd. 2. a. to d. resulting from a highway being designated as a class "B" highway under s. 349.15

2021–22 Wisconsin Statutes updated through 2023 Wis. Act 50 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on January 9, 2024. Published and certified under s. 35.18. Changes effective after January 9, 2024, are designated by NOTES. (Published 1–9–24)

or being subject to a posted weight limit under other than extraordinary or emergency circumstances.

3. Projects that will result in the greatest positive economic impact. Under this subdivision, the department and the committee shall consider the number of employees and the amount of agricultural product sales from agricultural producers that would be directly affected by the project.

4. Projects for which the access provided under par. (b) 3. is the only feasible access to the lands or facilities.

5. Projects that are the subject of a grant application by a political subdivision that faces demonstrable fiscal or administrative difficulties in completing highway projects.

6. Projects that will result in the transportation of the largest amount of agricultural goods, including forest products.

7. Projects that improve access to agricultural lands or facilities used for the production of agricultural goods, including forest products, for more than one agricultural producer.

(d) The department shall attempt to award grants under this subsection to political subdivisions in all geographic areas of the state.

(e) The department may make grants under this subsection of up to 90 percent of reimbursable costs.

(f) Reimbursable costs under this subsection include any costs related to an eligible agricultural road project, including costs of initial plan design and engineering, planning, designing, engineering, and construction of an eligible agricultural road project.

(g) Notwithstanding sub. (4), upon request by a political subdivision for partial payment not more frequently than quarterly, the department shall reimburse any reimbursable costs incurred by the political subdivision for an eligible agricultural road project.

(h) A political subdivision may pay for or otherwise obtain engineering and design work for a project funded by a grant under this subsection from the department or from another source.

(i) Upon request by the grantee, the department shall be designated as a fiscal agent of a grantee for the purposes of a project funded by a grant under this subsection. If acting as a fiscal agent under this paragraph, the department shall, upon request, pay reimbursable costs for an agricultural road project when incurred and retain or receive grant moneys as reimbursement for these payments.

(j) The department shall establish a committee to review grant applications and award grants under this subsection. The committee shall consist of members appointed by the secretary, have geographically diverse representation, and include as members representatives of agricultural industries and political subdivisions with jurisdiction over highways, bridges, or culverts that are eligible for grants under par. (b). The secretary or designee shall serve as a nonvoting member of the committee. The committee members shall serve a term equal to the duration of the program under this subsection.

(k) Notwithstanding ss. 349.15 (2) and 349.16 (1), no highway, bridge, or culvert improved under this subsection may be designated as a class "B" highway under s. 349.15 or be subject to a posted weight limitation other than under extraordinary or emergency circumstances unless the political subdivision having jurisdiction over the highway, bridge, or culvert obtains a pavement or structural analysis performed by a professional engineer or the county highway commissioner for the county in which the highway, bridge, or culvert is located supports the weight limitation and certifies to the department the reason for the weight limitation.

(L) By July 1, 2025, and annually thereafter, the department in consultation with the department of agriculture, trade and consumer protection shall submit a report on the program under this subsection to the joint committee on finance and the standing committee of each house of the legislature having jurisdiction over transportation. The report shall provide the number and total amount of grants awarded, and an estimate of the economic

impact of projects funded, under this subsection during the previous year and over the lifetime of the program. The department of transportation is not required to submit a report under this paragraph if no expenditures were made under this subsection in the previous year.

(m) 1. After June 23, 2026, the department may not award a grant under this subsection.

2. After June 23, 2028, the department may not reimburse any costs incurred under this subsection.

(n) Except as provided in pars. (k) and (m) 2., this subsection does not apply after June 23, 2028.

(3r) MUNICIPAL STREET IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$976,500 in fiscal years 2009–10 to 2016–17 and \$3,850,400 in fiscal year 2017–18 to fund municipal street improvement projects having total estimated costs of \$250,000 or more. In fiscal year 2023–24, the department shall allocate \$4,006,600 to fund municipal street improvement projects having such total estimated costs. In fiscal year 2024–25 and each fiscal year thereafter, the department shall allocate \$4,166,900 to fund municipal street improvement projects having such total estimated costs. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3s) DISCRETIONARY SUPPLEMENTAL GRANTS. (a) Funds provided under s. 20.395 (2) (fq) shall be distributed under this subsection as discretionary grants to reimburse political subdivisions for improvements. The department shall solicit and provide discretionary grants under this subsection until all funds appropriated under s. 20.395 (2) (fq) have been expended.

(b) 1. From the appropriation under s. 20.395 (2) (fc), 2019 stats., the department shall allocate \$3,003,200 in fiscal year 2019–20, to fund county trunk highway improvements.

2. From the appropriation under s. 20.395 (2) (fc), 2019 stats., the department shall allocate \$35,149,400 in fiscal year 2019–20, to fund town road improvements.

3. From the appropriation under s. 20.395 (2) (fc), 2019 stats., the department shall allocate \$22,147,400 in fiscal year 2019–20, to fund municipal street improvement projects.

(bm) From the appropriation under s. 20.395 (2) (fq), the department shall allocate in 2023–24 amounts for county trunk highway improvements, town road improvements, and municipal street improvements so that the total funding under s. 20.395 (2) (fq) in 2023–24 is distributed among these groups at the same percentage that each group is allocated from the total funding allocated under par. (b).

(c) Notwithstanding sub. (4), a political subdivision may apply to the department under this subsection for reimbursement of not more than 90 percent of eligible costs of an improvement.

(3t) PAYMENTS RELATED TO ENVIRONMENTAL REVIEW OF LOCAL PROJECTS. Notwithstanding limitations on the amount and use of aids provided under this section, or on eligibility requirements for receiving aids under this section, and subject to any applicable interagency agreement between the department of transportation and the department of natural resources, the department of transportation may make a payment in each fiscal year to the department of natural resources to support 3.0 full-time equivalent positions in the department of natural resources related to the environmental review of local transportation projects. Notwithstanding sub. (3), any payment under this subsection shall be made from the appropriation under s. 20.395 (2) (fr) before making any other allocation of funds under sub. (3). After the department of transportation makes the payment under this subsection, the allocation of funds under sub. (3) shall be reduced proportionately to reflect the amount of the payment.

(4) REIMBURSEMENT FOR IMPROVEMENTS. All costs of an improvement funded under this section shall be the responsibility of the political subdivision. At the completion of an improvement, the political subdivision may apply to the department for

Appendix B: Wisconsin Statute 349.15 Authority to Modify Weight Limitations and Classify Highways

involved, the place where the citation may be paid, and the means by which the citation may be contested, or provides a telephone number at which an individual is available to provide this information 24 hours a day.

3. States the amount of the removal fee under par. (d), if any, that is in addition to any amount required to be paid as specified in the notice under par. (a) 2. a.

(g) If the motor vehicle is immobilized in a time-limited, legal parking space, prohibit the municipality or county from issuing, after the vehicle's immobilization, any citation for a time-limited nonmoving traffic violation for the vehicle within the first 4 hours after the vehicle is immobilized.

(h) If the motor vehicle is immobilized, require the municipality or county, or a 3rd-party contractor, to remove, or provide sufficient information to allow the vehicle owner to remove, the immobilization device without undue delay, not to exceed 3 hours, after receiving notice that the person has satisfied the requirements for release of the motor vehicle under sub. (3) (b). The ordinance shall also provide a procedure for the municipality, county, or 3rd-party contractor to promptly receive notice when a person has satisfied the requirements for release of a motor vehicle under sub. (3) (b).

(3) (a) Any motor vehicle immobilized or impounded as provided in sub. (2) shall remain immobilized or impounded until lawfully claimed or disposed of as provided in this subsection and sub. (5).

(b) The owner of a motor vehicle that is immobilized under sub. (2) may secure release of the motor vehicle by doing all of the following:

1. Paying any removal fee provided in sub. (2) (d).

2. Paying all forfeitures specified in each notice under sub. (2) a. a. for, or scheduling an appearance in court in response to, or a combination of paying forfeitures and scheduling appearances with respect to, all citations counted under sub. (2) (a) 1.

(c) The owner of a motor vehicle that is removed and impounded under sub. (2) may secure release of the motor vehicle by doing all of the following:

1. Paying any charges provided in sub. (2) (e).

2. Paying all forfeitures specified in each notice under sub. (2) a. a. for, or scheduling an appearance in court in response to, or a combination of paying forfeitures and scheduling appearances with respect to, all citations counted under sub. (2) (a) 1.

(d) If an owner secures release of a motor vehicle under par. (b) or (c) by scheduling an appearance in court and thereafter fails to appear or fails to comply with any court order with respect to any citation counted under sub. (2) (a) 1. for which the forfeiture has not been fully paid, including failure to satisfy in full any court-ordered payment plan or other agreement approved by the court, the court may order a law enforcement officer, or an authorized employee or contractor of the municipality or county, to immobilize the motor vehicle involved in the nonmoving traffic violations or the municipality or county may cause the motor vehicle to be immobilized or removed and impounded as provided under sub. (2). If the court orders the motor vehicle immobilized, upon compliance with the court order, the court shall order a law enforcement officer, or an authorized employee or contractor of the municipality or county, to remove the immobilization device.

(e) Notwithstanding par. (a), if any motor vehicle immobilized or impounded is an unregistered motor vehicle for purposes of s. 341.65 or an abandoned motor vehicle for purposes of s. 342.40, the municipality or county may take any action authorized under s. 341.65 or 342.40. Any vehicle immobilized under this section for longer than the period specified in s. 342.40 (1m) shall be considered abandoned for purposes of s. 342.40.

(4) The owner of any motor vehicle immobilized or removed and impounded as provided under this section is responsible for all charges associated with immobilizing, removing, impounding,

and disposing of the motor vehicle, as provided under sub. (2) (f) and (e). Charges not recovered from the sale of the motor vehicle may be recovered in a civil action by the municipality or county against the owner.

(5) The procedures and provisions of s. 341.65 (2) (f) and (h) shall apply with respect to the impoundment and disposal of motor vehicles authorized to be removed, impounded, and disposed of under this section to the same extent as these provisions apply to the impoundment and disposal of unregistered motor vehicles that are removed under authority of s. 341.65, except that reclamation of the motor vehicle by the owner requires compliance with sub. (3) rather than s. 341.65 (2) (e). The provisions of s. 349.13 (5) (b) shall apply with respect to vehicles removed or stored under this section to the same extent as these provisions apply with respect to vehicles removed or stored under authority of s. 349.13.

(6) Any ordinance enacted under this section permitting immobilization of a motor vehicle may prohibit any person from removing, disconnecting, tampering with, or otherwise circumventing the operation of an immobilization device installed under this section except upon release of the motor vehicle to the owner or to make necessary repairs to a malfunctioning immobilization device.

(7) Section 349.137 does not apply to the use of motor vehicle immobilization devices under this section.

History: 2017 a. 286.

349.14 Authority to use parking meters. (1) It is the public policy of this state that the use of parking meters by cities, villages, towns and counties to measure the time for parking vehicles is a local matter to be determined by the local authorities.

(2) Cities, villages, towns and counties may by ordinance or resolution provide for the installation and operation of parking meters and may provide for the use of the revenue collected from such meters for general street and highway maintenance, repair and construction, for meeting the cost of traffic and parking regulation, for the purchase and operation of publicly owned off-street parking facilities, and for such other expenses and purposes as the local authority deems reasonably necessary to provide for the convenience, safety and welfare of persons using the streets and highways for vehicular traffic.

History: 1993 a. 2.

349.145 Authority to establish disabled parking enforcement assistance councils. Any city, village or county may by ordinance or resolution establish a disabled parking enforcement assistance council. The majority of such a council shall be appointed by the local authorities from among those residents of the city, village or county to whom or on whose behalf the department has issued a special registration plate under s. 341.14 (1) to (1q) or a special identification card under s. 343.51.

Members of such a council may report violations of s. 341.625 (1), 343.52, 346.503 or 346.505 (2) or ordinances in conformity therewith to a traffic officer of the city, village or county as provided in s. 341.625 (2), 343.52 (3), 346.503 (5) or 346.505 (3). If a 1st or 2nd class city has enacted an ordinance under s. 346.50 (3m), the council shall perform any duties required by s. 346.50 (3m).

History: 1987 a. 260; 1991 a. 87; 1993 a. 256; 1995 a. 131; 2009 a. 246.

349.15 Authority to modify weight limitations and classify highways. (1) The limitations on size and weight imposed by ch. 348 are lawful throughout the state and local authorities may not alter such limitations except as otherwise provided in this chapter.

(2) The county highway committee with respect to the county trunk highway system and the local authorities with respect to highways maintained by them may designate all or parts of such highways to be class "B" highways for the purpose of putting into effect the weight limitations set forth in s. 348.16, except that no

portion of any such highway which is a state trunk highway or connecting highway may be so designated.

(3) Any city of the first class may, with respect to the streets of such city, by ordinance increase the maximum weight limitations specified in ss. 348.15 and 348.16.

History: 1977 c. 29 s. 1654 (3).

The police power under this section need not be based on the condition of the roadbed, but may be exercised to promote the general welfare of the public. 66 Atty. Gen. 110.

349.16 Authority to impose special or seasonal weight limitations. (1) The officer in charge of maintenance in case of highways maintained by a town, city or village, the county highway commissioner or county highway committee in the case of highways maintained by the county and the department in the case of highways maintained by the state may:

(a) Impose special weight limitations on any such highway or portion thereof which, because of weakness of the roadbed due to deterioration or climatic conditions or other special or temporary condition, would likely be seriously damaged or destroyed in the absence of such special limitations;

(b) Impose special weight limitations on bridges or culverts when in its judgment such bridge or culvert cannot safely sustain the maximum weights permitted by statute;

(c) Order the owner or operator of any vehicle being operated on a highway to suspend operation if in its judgment such vehicle is causing or likely to cause injury to such highway or is visibly injuring the permanence thereof or the public investment therein, except when s. 84.20 is applicable or when the vehicle is being operated pursuant to a contract which provides that the governmental unit will be reimbursed for any damage done to the highway. Traffic officers also may order suspension of operation under the circumstances and subject to the limitations stated in this paragraph.

(2) Imposition of the special weight limitations authorized by sub. (1) (a) shall be done by erecting signs on or along the highway on which it is desired to impose the limitation sufficient to give reasonable notice that a special weight limitation is in effect and the nature of that limitation. Imposition of the special weight limitations authorized by sub. (1) (b) shall be done by erecting signs before each end of the bridge or culvert to which the weight limitation applies sufficient to give reasonable notice that a special weight limitation is in effect and the nature of that limitation. All weight limitation signs and their erection shall comply with the rules of the department and shall be standard throughout the state.

(3) (a) The authority in charge of the maintenance of the highway may exempt vehicles carrying certain commodities specified by the authority or which are used to perform certain services specified by the authority from the special weight limitations which are imposed under sub. (1) (a), or may set different weight limitations than those imposed under sub. (1) (a) for vehicles carrying those commodities or which are used to perform those services, if the exemption or limitation is reasonable and necessary to promote the public health, safety, and welfare.

(b) The authority in charge of the maintenance of the highway shall exempt from the special or seasonal weight limitations imposed under sub. (1) (a) a vehicle that is used to transport material pumped from a septic or holding tank if, because of health concerns, material needs to be removed from a septic or holding tank within 24 hours after the vehicle owner or operator is notified and if the vehicle is operated for the purpose of emptying the septic or holding tank and disposing of its contents and is operated on a route that minimizes travel on highways subject to weight limitations imposed under sub. (1) (a). Within 72 hours after operating a vehicle that transported material pumped from a septic or holding tank and that exceeded special or seasonal weight limitations as authorized by this paragraph, the owner or operator of the vehicle shall notify the authority in charge of maintenance of the highways over which the vehicle was operated.

(c) The authority in charge of the maintenance of the highway shall exempt from the special or seasonal weight limitations imposed under sub. (1) (a) a vehicle operated by or at the direction of a public utility, as defined in s. 196.01 (5), a telecommunication provider, as defined in s. 196.01 (8p), or a cooperative association organized under ch. 185 for the purpose of producing or furnishing heat, light, power, or water to its members, that is being operated for the purpose of responding to a service interruption.

(d) The authority in charge of the maintenance of the highway shall exempt from the special or seasonal weight limitations imposed under sub. (1) (a) a motor vehicle that is being operated to deliver propane for heating purposes if the gross weight imposed on the highway by the vehicle does not exceed 30,000 pounds, for a vehicle with a single rear axle, or 40,000 pounds, for a vehicle with tandem rear axles, and, if the motor vehicle is a tank vehicle, the tank is loaded to no more than 50 percent of the capacity of the tank. A tank vehicle operated under this paragraph shall be equipped with a gauge on the tank that shows the amount of propane in the tank as a percent of the capacity of the tank and shall carry documentation of the capacity of the tank together on the cargo tank or in the cab of the vehicle. A motor vehicle operated under this paragraph shall, to the extent practicable, make deliveries on seasonally weight-restricted roads at times of the day when the highways used are the least vulnerable.

History: 1975 c. 141; 1977 c. 29 s. 1654 (8) (a); 1978 c. 435; 1983 a. 307; 1999 a. 46; 2015 a. 44; 2017 a. 68.

349.17 Authority of cities, villages, and towns to regulate heavy traffic. (1) Any city, village or town may by ordinance or resolution designate any street or highway under its jurisdiction as a heavy traffic route and designate the type and character of vehicles which may be operated thereon. A city, village or town may restrict or prohibit heavy traffic from using other streets or highways under its jurisdiction except that it may not place such restrictions on streets or highways over which are routed state trunk highways and may not prohibit heavy traffic from using a street or highway for the purpose of obtaining orders for supplies or moving or delivering supplies or commodities to or from any place of business or residence which has an entrance on such street or highway. Whenever a city, village or town designates any street or highway under its jurisdiction as a heavy traffic route, it shall cause appropriate signs to be erected giving notice thereof.

(2) In this section, "heavy traffic" means all vehicles not operating completely on pneumatic tires and all vehicles or combination of vehicles, other than motor buses, designed or used for transporting property of any nature and having a gross weight of more than 6,000 pounds.

History: 1977 c. 116; 1993 a. 246.

Legislative Council Note, 1977: Sub. (1) authorizes cities and villages to designate any street as a heavy traffic route. As defined in s. 340.01 (64), the term "street" means every highway within the corporate limits of a city or village except alleys. By adding "or highway" after "street", s. 349.17 (1) authorizes a city or village to prohibit heavy traffic from using any street or alley which has not been designated as a heavy traffic route unless such street or alley is being used to obtain orders for supplies or to deliver supplies or commodities to or from a place of business or residence with an entrance on such street or alley. "Highway" is defined in s. 340.01 (22), to mean "all public ways and thoroughfares", including alleys. [Bill 465-A]

349.18 Additional traffic-control authority of counties and municipalities. (1) Any city, village or town, by ordinance, may:

(a) Designate the number of persons that may ride on a motor bicycle at any one time and the highways upon which a motor bicycle or moped may or may not be operated.

(b) Establish a golf cart crossing point upon a highway within its limits. An ordinance enacted under this paragraph shall require that a golf cart stop and yield the right-of-way to all vehicles approaching on the highway before crossing the highway. The ordinance may require that a golf cart be equipped with reflective devices as specified in the ordinance. The city, village or town

Appendix C: WisDOT Facilities Development Manual FDM 11-20-01

Urban Streets Modernization Roadway Design Criteria for Posted Speed Limits of 40 mph or Less

Functional Class	Design Year ADT Thresholds at Levels of Service C, D & E ¹				Design Basis	Roadway Criteria ⁸						
	Scenarios	C ² LOS 4.0 ADTs (DHVs)	D LOS 5.0 ADTs (DHVs)	Middle E LOS 5.5 ADTs (DHVs)		Travel Lanes		Median Widths (feet)	Roadway (Face of Curb to Face of Curb) Width (feet) ⁴			
						No.	Lane Widths (feet) ⁹		No Parking ^{6,7}		Parking ^{6,7}	
									Range of Normal Widths ⁸	Range of Widths including Bike Accommodations/ Lanes	Range of Normal Widths ⁸	Range of Widths including Bike Accommodations/ Lanes
Locals	N/A	Low Volume Residential (0-250 ADT)			1a [20-25]	1	12	No	N/A	N/A	28	N/A
		Volume not a consideration			1b [25-30(20)]	2	10-12 (9)	No	24-28 (22)	32-36 (30)	36-40 (32)	46-56 (44)
Arterials and Collectors	N/A	≤ 4,500 ADT (660 DHV)			2a [30-45]	2	11-12 (10)	No	34-36 (24)	34-36 (32)	46-48 (34)	48-56 (46)
	Worst Best	6,500 (1086) 20,000 (2260)	7,500 (1170) 22,500 (2475)	8,000 (1216) 25,000 (2700)	2b [30-45]	2	11-12 (10)	No	34-36 (24)	34-36 (32)	46-48 (34)	48-56 (46)
	Worst Best	16,000-(1888) 41,000 (4100)	17,500 (2048) 47,000 (4610)	18,000 (2088) 50,500 (4900)	3 [30-45]	4	11-12 (10)	No	48-60 (44)	56-60 (52)	68-72 (54)	70-80 (66)
	Worst Best	22,000 (2440) 41,500 (4110)	22,750 (2500) 47,000 (4610)	23,000 (2530) 51,000 (4950)	4 [30-45]	4	11-12 (10)	14-30 (6)	2 @ 26-28 (2 @ 24)	2 @ 30-32 (2 @ 28)	2 @ 36-38 (2 @ 29)	2 @ 37-42 (2 @ 35)
Arterials	Worst Best	35,500 (3660) 68,000 (6390)	37,500 (3790) 76,000 (7070)	38,500 (3850) 81,500 (7580)	5 [30-45]	6	11-12 (10)	14-30 (6)	2 @ 36-40 (2 @ 34)	2 @ 41-44 (2 @ 38)	2 @ 47-50 (2 @ 39)	2 @ 48-54 (2 @ 45)

Upper values are shown in **bold** and Lower values are shown in parentheses. Use of values below existing roadway dimensions are to be justified by completing environmental process, predictive safety, and benefit/cost analyses.

See page 2 of this attachment for superscript notes.

Superscript Notes:

- 1 ADT thresholds represent typical “Worst” Case and “Best” Case scenarios for Levels of Service (LOS) C, D and middle E. These volumes are based on the 2000 Highway Capacity Manual using the assumptions shown in [Attachment 1.4](#). See Section 1.5, “Travel Lanes” section for guidance on use of “worst” and “best” case thresholds. See [FDM 11-5-3](#) for further guidance on acceptable LOS for Corridors 2030 Routes, Non-Corridors 2030 rural roadways, roadways in small urban areas (Pop. < 50,000), and roadways in Urbanized areas (Pop. > 50,000).
- 2 LOS C is not obtainable if the traffic signal density is greater than 5 signals per mile.
- 3 Design Speeds should be 5 mph greater than the posted speeds.
- 4 Based on 2-foot gutter widths. Gutter widths of 1-foot may be used when appropriate. If 1-foot gutters are used, then the face-to-face widths might differ from values shown in the table.
- 5 Gutter widths are not included.
Lane widths for Federally Designated Long Truck (i.e. the "National Network" as defined in 23 CFR Part 658) Routes are 12-foot (11-foot minimum), but there shall be at least one 12-foot lane in each direction. Wide curb lanes, as discussed in Section 1.5, “Travel Lanes”, meets the 12-foot truck lane criteria.
Lane widths for NHS Routes and Arterials and Collectors that are not Federally Designated Truck Routes are 12-foot (11-foot minimum) if truck and bus volumes exceed an average of 200/lane/day for undivided roadways, and 300/lane/day for divided roadways (e.g., the threshold for urban design class 3 (4-lane undivided) is $4 \times 200 = 800$ trucks per day; the threshold for urban design class 4 (4-lane divided) is $4 \times 300 = 1,200$ trucks per day).
- 6 Two lane Connecting Highways and STHs should have curb to curb widths of 36 feet if no provisions for parking are to be made. Designs that use parking lanes are discouraged.
- 7 Department policy in conformance with Federal policy, Wis. Stat. Section 84.01(35) and Connections 2030 shall give due consideration to establishing bikeways and pedestrian ways on new construction and reconstruction highway projects (including pavement replacement projects) funded in whole or part from state or federal funds. [FDM 11-46](#) provides guidance on the process and evaluation analyses. In addition, certain bicycle and pedestrian design practices are required when applicable, e.g., curb ramps and bicycle-acceptable grates.

See [FDM 11-46](#) for additional information and guidance on bicycle and pedestrian accommodations and policies.
- 8 The upper ranges of values include the additional roadway widths between the outside edges of the outside travel lanes and the faces of curbs to provide wide curb lanes as discussed in [FDM 11-20-1.5](#), “Travel Lanes”, or to provide for the various urban needs as listed in [FDM 11-20-1.6](#), “Auxiliary and Parking Lanes”.
- 9 See [FDM 11-35-1.2.3](#) for bridge width criteria for urban roadways.

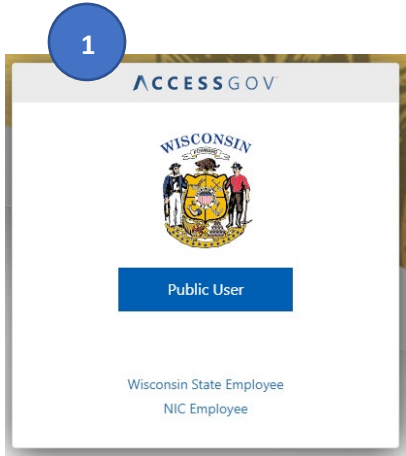
Browser Requirements

Computers, tablets, or mobile devices must use one of the following browsers to access the online AccessGov service.

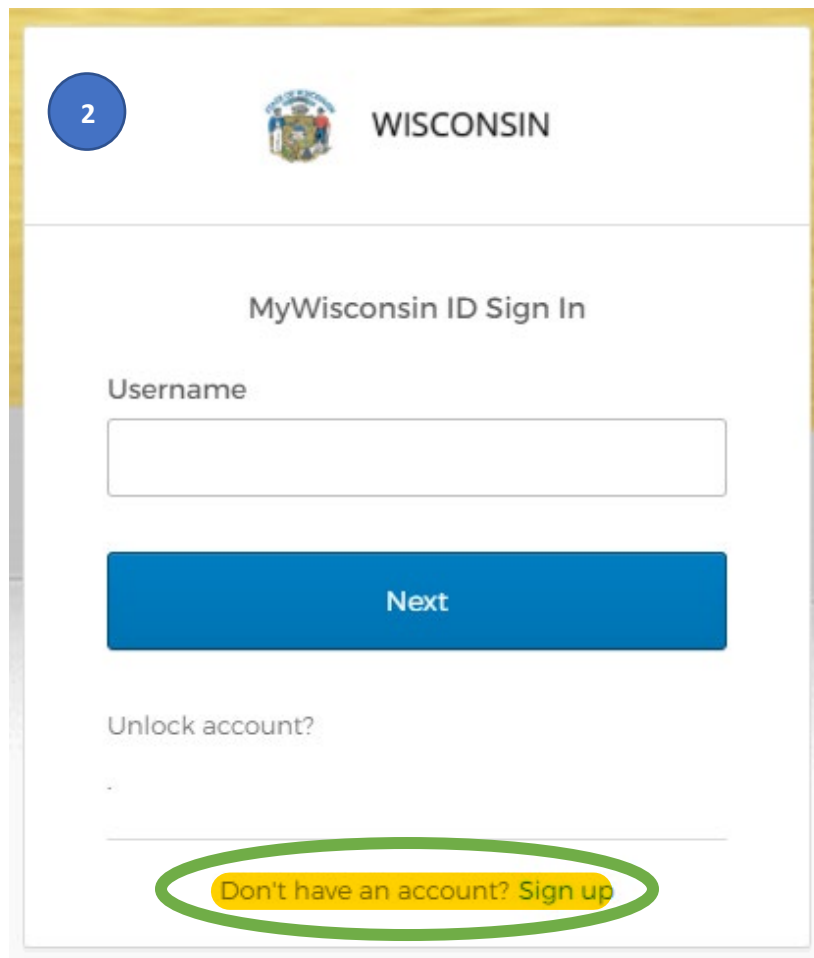
- Current version of Google Chrome.
- Current version of Microsoft's browser.
- Current or one version prior to the current version of Mozilla Firefox.

Signing Up for a MyWisconsinID in AccessGov

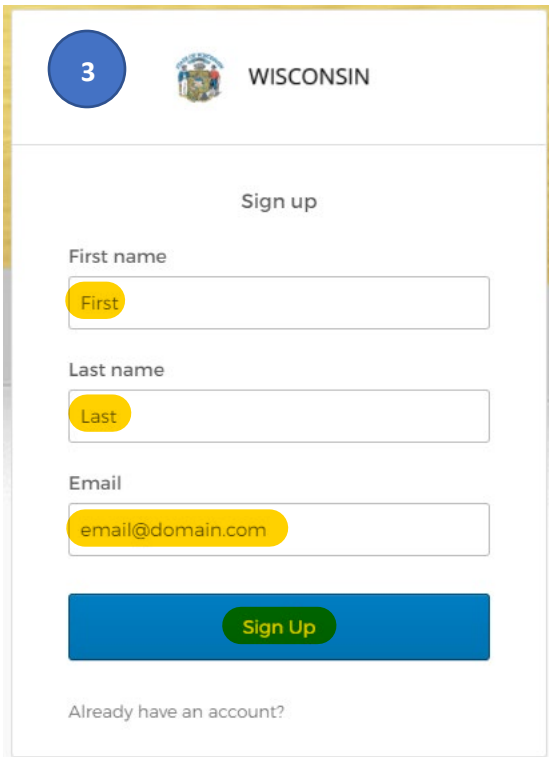
1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to the login screen, select “Public User.”



2. Select “Sign Up” at the bottom of the box.

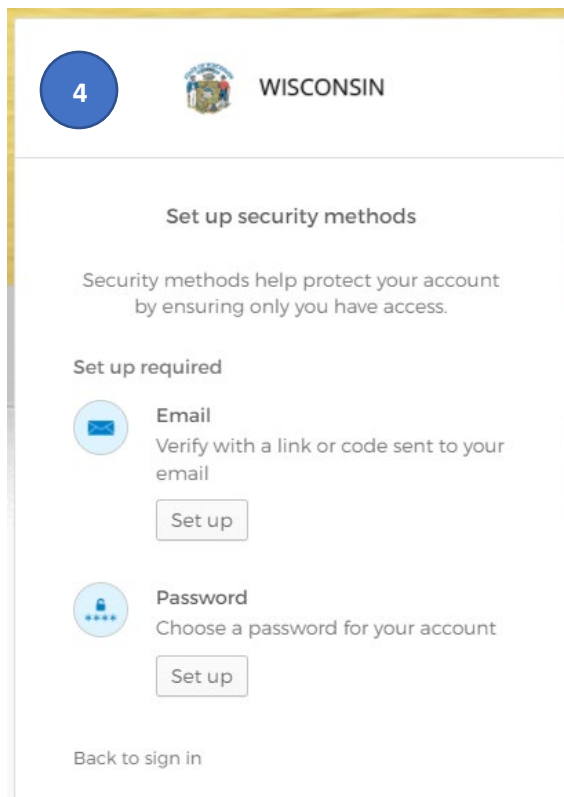


3. Enter your first and last name, as well as your email, then select “Sign Up.”



The screenshot shows the 'Sign up' page for WISCONSIN. At the top left, there is a blue circle with the number '3'. To its right is the WISCONSIN state seal and the word 'WISCONSIN'. Below this is the heading 'Sign up'. There are three input fields: 'First name' with a yellow placeholder 'First', 'Last name' with a yellow placeholder 'Last', and 'Email' with a yellow placeholder 'email@domain.com'. Below the fields is a blue button with a green 'Sign Up' label. At the bottom, 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.



The screenshot shows the 'Set up security methods' page for WISCONSIN. At the top left, there is a blue circle with the number '4'. To its right is the WISCONSIN state seal and the word 'WISCONSIN'. Below this is the heading 'Set up security methods'. A sub-heading reads 'Set up required'. There are two sections: 'Email' with a blue envelope icon, a description 'Verify with a link or code sent to your email', and a 'Set up' button; and 'Password' with a blue lock icon, a description 'Choose a password for your account', and a 'Set up' button. At the bottom, there is a link that says 'Back to sign in'.





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.**
- a. **PLEASE DO NOT EXIT THIS PAGE OR SELECT GO BACK 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.**

5 WISCONSIN

Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up required

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

[Back to sign in](#)

6. Once you have set up an additional security method, you can proceed into the application.