

Step-by-Step Guide to Town Road Improvement-Entitlement (TRI) Portion of Pilot Program

1. Wisconsin Towns Association (WTA) County Unit Chairs will facilitate election of the County Town Road Improvement Committee (CTRIC) at either a regularly scheduled County Unit Meeting or a special meeting of the town chairpersons.

Timeframe: July 19, 2023 - October 31, 2023

2. WTA facilitators will reach out to each County Highway Commissioner and obtain an understanding of how the Town Road Improvement – Entitlement (TRI) funding was distributed by each CTRIC in the past. The distribution methods generally fall into two categories. First, some CTRICs exercised an “*automatic*” rotation between towns. For example, a town might get awarded funds every other cycle. Second, some CTRICs deployed a “*non-automatic*” process between the county’s towns. For example, the CTRIC might have deployed its own competitive grant process or required a deliberative discussion about the value of potential projects before they were awarded.

Deadline for CHCs to report to facilitators: August 31, 2023

3. Towns that are automatically in line to receive a TRI award may access a facilitator to assist them in refining the project scoping for the chosen project. Once facilitators are provided the information from the County Highway Commissioners about which towns are automatically in line to receive an award, the facilitator will communicate directly with each town in line for an automatic award. Towns are encouraged to request scoping assistance from facilitators as early as possible to ensure access to this service.

Timeframe: September 1, 2023 – November 15, 2023

4. TRI applications are due to facilitators.

Deadline: November 15, 2023

5. CTRIC committees meet to confirm (automatic)/select (non-automatic) TRI projects.

Timeframe: December 2, 2023 – December 22, 2023

6. TRI projects awarded in non-automatic counties may access a facilitator to assist them in refining the project scoping.

Timeframe: December 2, 2023 – December 31, 2023

7. TRI project awards entered into WisDOT LRIPWeb by facilitators.

Deadline: January 15, 2024