



APRIL 23, 2025  
MARK SERVI, LRIP PILOT FACILITATOR  
M&L MANAGEMENT CONSULTANT LLC

## **AVOIDING THE POTHOLE**

## **HOW TO ENSURE A SMOOTH LRIP PROJECT**

# TOPICS OF DISCUSSION

PROGRAM  
HISTORY

APPLICATION  
PROCESS

REIMBURSEMENT  
PROCESS

# PROGRAM HISTORY



BEGAN 1992-1993 CYCLE

ENTITLEMENT PROGRAMS (TRI, MSI, CHI)  
DISCRETIONARY PROGRAM (TRI-D, MSI-D,  
CHI-D)



APPLICATION WAS ONE PAGE



REIMBURSEMENT REQUEST WAS ONE PAGE



SUPPLEMENTAL PROGRAM MORE RECENT ADDITION

# PROGRAM THRU 2016-2017 CYCLE



## **COMMISSIONERS RESPONSIBLE FOR DOCUMENTATION FILE**

APPLICATION

ADVERTISEMENT

BOARD MINUTES

PROJECT INVOICES AND PROOF OF  
PAYMENT

ENGINEERS CERTIFICATION

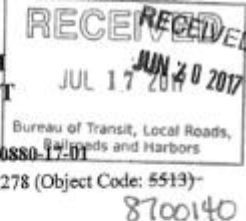
MAINTAINED CHECK LIST IN FILE OF ALL  
DATES OF DOCUMENTATION



## **SUBMITTED ONE PAGE REIMBURSEMENT REQUEST TO DOT**

NOTE DOCUMENTATION DID NOT CHANGE,  
WHERE IT IS HAS

2016-2017  
LOCAL ROADS IMPROVEMENT PROGRAM  
REQUEST FOR PROJECT REIMBURSEMENT



Date: June 08, 2016  
Project Number: 14602 TRIP  
County: Barron  
Municipality/County: Town of Prairie Lake  
On Route: 22 3/4 St. (1), 10 1/2 Ave., & 23rd St. [1.23mi.]  
At Route: Various  
Toward Route: Various  
Head of Government: Dale Lehner  
Address: 796 21st St.  
Chetek WI 54728  
Accounting Code: 0880-17-01  
Appropriation: 278 (Object Code: 5513)-  
Treasurer: Patricia Brewer  
Address: 1821 8th Ave  
Chetek WI 54728

The Town of Prairie Lake certifies that the work on the above described project was performed in accordance with all applicable federal, state, and local laws, rules, ordinances, and standards, the terms and conditions of the "Local Roads Improvement Program State/Municipal Project Agreement," work on the LRIP project is complete, and reimbursement is requested.

LRIP Reimbursement: \$16,512.55 (No more than 50% of Total LRIP Project Cost)

Total LRIP Project Cost: \$53,601.80

Total Improvement Cost: \$53,601.80 (Same as Total LRIP Project Cost unless part of a larger improvement.)

Final Lane Width: 10' Final Shoulder Width: 1' CEF completed (CHIP or CHIPD only): ☐ ds or per e

Contractor Name(s)	Award Date (MM/DD/YYYY)	Awarded Amount
Monarch Paving Co.	4/18/2017	\$51,224.40

Rann Moe Clerk 6/15/2017  
(Head of Government/Designee Signature) Title Date

Please submit this form to your County Highway Commissioner after the project is complete and the contractor(s) has been paid. The Commissioner will sign and forward the form to the Wisconsin Department of Transportation. For county projects, the Commissioner will also sign below.

[Signature] 7/10/17  
County Highway Commissioner Date

For WisDOT Use Only

To: WisDOT Bureau of Business Services

Init: ds Date: 07/18/17

The Bureau of Transit, Local Roads, Railroads & Harbors hereby approves payment of the state LRIP share for

\$ 16,512.55 on Purchase Order Number: 147

[Signature] 7/18/2017  
Local Transportation Programs and Finance Date

# WHAT REIMBURSEMENT IS NOW

- ALL REIMBURSEMENT REQUEST ARE ONLINE (TAS / LRIP WEB)
- REQUEST FOR REIMBURSEMENT REQUIRES COMPLETION ONLINE:
  - CONFIRM PROJECT TYPE
  - CONFIRM PROJECT DETAILS
  - IF CHANGES, MUST DO PROJECT CHANGE REQUEST
  - COMPLETE PROJECT FUNDING SECTION
  - DOCUMENTS MUST BE UPLOADED
    - AFFIDAVIT OF ADVERTISEMENT
    - BOARD MINUTES
    - CONTRACTOR INVOICES
    - PROOF OF PAYMENT
    - ENGINEERS CERTIFICATION
  - COMPETED DT2353 REQUEST FOR REIMBURSEMENT
- DOT REVIEWS
  - RETURN TO COMMISSIONER OR FACILITATOR IF ISSUE
  - PROCESS FOR PAYMENT



Local Roads Improvement Program

LRIPWeb Application

Home

Report Library

Welcome Mark Servi

Logoff

**PLEASE NOTE: Information on these screens is VIEW ONLY.**

From the Home screen, click on View My Work Queue to access your in-progress or pending tasks.

# Reimbursement - Project 18804

**Request Status:** Complete **Request Number:** 137763 **Recipient:** Town of Stanley **County:** Barron **Biennium:** 2024 - 2025 **Program Type:** TRI

Return to Search

View Project Log

View Comments

View Attachments

Recipient (Step 1) - Completed	+
Improvement (Step 2) - Completed	+
Project Location (Step 3) - Completed	+
Funding (Step 4) - Completed	+
Attachment (Step 5) - Completed	+
Terms and Conditions (Step 6) - Completed	+



# KEYS TO A SUCCESSFUL TRI / TRID / TRIS PROJECT

- PROJECT APPLICATION
  - COMPLETED AND ACCURATE INFORMATION
  - 2 YEAR ROAD PLAN
- DISCRETIONARY AND SUPPLEMENTAL MORE DOCUMENTS
  - SUPPORTING DOCUMENTATION DETAILING
    - SAFETY
    - RECONSTRUCTION WITH HEAVY VEHICLE OR HIGH-VOLUME TRAFFIC
    - RECONSTRUCTION WITH TYPICAL TRAFFIC
    - MULTI-JURISDICTIONAL PROJECTS
    - OTHER FACTORS – ECONOMIC OR JOB DEVELOPMENT, POSSIBLE JURISDICTIONAL TRANSFER BETWEEN TOWN AND COUNTY, UNIQUE CHARACTERISTICS OF THE ROAD, SUCH AS TOURIST / HISTORIC SITES OR ANY OTHER UNIQUE CHARACTERISTICS PRESENT
- ALL DEFINITIONS AND REQUIREMENTS ARE IN THE LRIP GUIDEBOOK AVAILABLE ON DOT WEBSITE
  - MUST MEET STANDARDS BASED ON TYPE OF PROJECT AND TRAFFIC COUNT
- COMPLETE DOCUMENTATION OF PROJECT AS NEEDED





## LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION

Wisconsin Department of Transportation  
DT2350 09/2023

Check Only **One** Funding Year

☐ **State FY 2024** (Receive State/Municipal Agreement **by** 4/1/2024 – target date)

☐ **State FY 2025** (Receive State/Municipal Agreement **after** 7/1/2024)

Program Type: ☐ CHI ☐ TRI ☐ MSILT ☐ MSIGT ☐ CHID ☐ TRID ☐ MSID

County of

☐ City ☐ Village ☐ Town

Head of Government

Clerk

Treasurer

### Project Improvement

#### CHECK ONE IMPROVEMENT TYPE

IN ADDITION, CHECK THE CORRESPONDING "PURCHASE HOT MIX ASPHALT ONLY" BOX IF THE LRIP REIMBURSEMENT WILL ONLY BE USED FOR HOT MIX ASPHALT MATERIALS PURCHASE.

☐ Pavement Replacement Purchase Hot Mix Asphalt – **ONLY** ☐

☐ Reconditioning Purchase Hot Mix Asphalt – **ONLY** ☐

☐ Resurfacing Purchase Hot Mix Asphalt – **ONLY** ☐

☐ Reconstruction Purchase Hot Mix Asphalt – **ONLY** ☐

☐ Yes ☐ No Does this improvement include new bicycle and pedestrian facilities?

If Yes:

☐ Yes ☐ No Has the local municipality involved in the project adopted a resolution for these facilities?

If bicycle and pedestrian facilities are included in an LRIP *reconstruction* improvement project, each municipality\* involved in the reconstruction project must adopt an official resolution authorizing the establishment of those facilities as part of the improved project. This requires consensus amongst all the governing bodies in which a portion of the project will occur. A resolution is not required when bicycle and pedestrian facilities already exist and are to be replaced as part of the reconstruction or if bicycle and pedestrian facilities are not part of the improvement project. (pursuant to s.84.01(35), Wis. Stats.)

\*According to the State Statute 990.01(22) a municipality is defined as a city, village, or town. A county is not a municipality and county resolutions are not required when bicycle and pedestrian facilities are included in an LRIP project.

☐ Structure

#### Check Structure Type

☐ Replacement

☐ Rehabilitation

#### Check Structure Size

☐ Greater than 20 feet in length

☐ Less than or equal to 20 feet in length

Surface Type	Thickness (inches)	Travel Width (Per Lane) (feet) (inches)
Left Shoulder (feet) (inches)	<input type="checkbox"/> Curb and Gutter	
Right Shoulder (feet) (inches)	<input type="checkbox"/> Curb and Gutter	

☐ Yes ☐ No Is this project part of the *Improvement Plan* (minimum of 2 years for towns and 5 years for city, village or county)?

☐ Yes ☐ No Does this project meet the appropriate standards? (Trans 204, Trans 205 and FDM Chapter 11-20-1)

**Note:** If project does not meet road standards, community understands an Exception to Standards will be required prior to any construction on this project.

**2024-2025 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION** *(continued)*

Wisconsin Department of Transportation DT2350

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☐ Yes ☐ No Will the existing pavement be removed/alterd?If **Yes**, identify the method:

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☐ Yes ☐ No Will the base, subbase, or substandard soils be removed?If **Yes**, identify which base work will be added following removal:☐ Breaker Run \_\_\_\_\_ in☐ Base Course (gravel) \_\_\_\_\_ in☐ Granular Subbase*Base work will include grading, shaping and compacting.*

If applicable, check all other work that is needed to complete this project. Options marked with an asterisk (\*) are not eligible for reimbursement. For additional eligibility requirements, please refer to the LRIP Program Guidelines.

☐ Add or Lengthen Turn Lanes☐ Adjust Manholes☐ Binder Mat☐ Clearing and Grubbing☐ Culverts☐ Cut Hills☐ Drain Tiles☐ Driveway Joints☐ Establish Drainage☐ Geotextile Grid Fabric☐ Install Guardrail☐ Lighting\*☐ Patching☐ Pavement Marking☐ Realign Roadway (vertically and/or horizontally)☐ Reconstruct Intersection☐ Re-establish Crown☐ Re-grade Ditches☐ Right-of-Way☐ Sanitary Sewer\*☐ Sidewalk☐ Street Signs\*☐ Storm Sewer☐ Undercutting☐ Water Main\*☐ Wedge☐ Widening Roadway

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**Proposed Improvement Description – OPTIONAL**

This is an optional field to list any additional work on the project other than what has already been selected in previous steps. Please note: Entries in this field will be included on the State/Municipal Project Agreement (SMA).

ADT values and pavement ratings should be corrected in WISLR prior to project submittal.	
<b>LOCATION</b>	
On Route – Road to be Improved	
At Route – Beginning Point	Toward Route – Ending Point
<b>Offset below only required if this project does not begin at the At Route intersection.</b> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset:  (ft)	Section Length:  (ft)
Need for Improvement	
Average Daily Traffic:	Pavement Condition Rating (number):

<b>LOCATION</b>	
On Route – Road to be Improved	
At Route – Beginning Point	Toward Route – Ending Point
<b>Offset below only required if this project does not begin at the At Route intersection.</b> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset:  (ft)	Section Length:  (ft)
Need for Improvement	
Average Daily Traffic:	Pavement Condition Rating (number):

<b>LOCATION</b>	
On Route – Road to be Improved	
At Route – Beginning Point	Toward Route – Ending Point
<b>Offset below only required if this project does not begin at the At Route intersection.</b> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset:  (ft)	Section Length:  (ft)
Need for Improvement	
Average Daily Traffic:	Pavement Condition Rating (number):

☐ Yes ☐ No Have the ADT values and Pavement Ratings shown above been updated in WISLR?

If No, please contact the WISLR Helpline at [WISLRinfo@dot.wi.gov](mailto:WISLRinfo@dot.wi.gov) or call (608) 266-9911

**2024-2025 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION** *(continued)*

Wisconsin Department of Transportation DT2350

**Other Funding**

☐ Yes ☐ No Has the county/municipality requested or been approved for other federal or state funding from the Wisconsin Department of Transportation (WisDOT) for the improvement?

If Yes, please CHECK ALL THAT APPLY below:

PROGRAM	REQUESTED	APPROVED	PROJECT ID (e.g. 8897-20-00)
<input type="checkbox"/> Congestion Mitigation and Air Quality Program (Eligible areas only)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Highway Safety Improvement Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Local Bridge Improvement Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Scenic Byways Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Rural	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Urban	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Alternatives Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Economic Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	

The LRIP program does not allow other federal or state funding to be used on an LRIP project.  
Make certain that the LRIP route termini does not overlap other federal or state project termini.

Estimated Project Cost:		Hot Mix Asphalt ONLY:	
Engineering:	\$	Hot Mix Asphalt Cost:	\$
Right-of-Way Acquisition:	\$	Total Eligible Costs:	\$
Construction:	\$		
Total Eligible Costs:	\$	Ineligible Improvement Costs:	\$
Ineligible Improvement Costs:	\$	Total Improvement Costs:	\$
Total Improvement Costs:	\$		

If the municipality is applying for only the LRIP-Supplemental program, what is the minimum acceptable cost share percentage?

**Attachments**

Attach the following documents:

- ☐ Improvement Plan  
☐ WISLR Map showing project location  
☐ Discretionary Supporting Documentation (discretionary projects only)



**Terms and Conditions**

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement – whichever is less.
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
  - a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
  - b) This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Submitting this application indicates that the Requestor is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

☐ City ☐ Village ☐ Town ☐ County

County of

**X**

(Head of Government/Designee – Signature)

(Date – mm/dd/yyyy)

(Print Name)

(Title)

# ISSUES FOUND IN PILOT AREAS

## LACK OF COMPLETE APPLICATIONS

- TYPE OF PROJECTS
- PASER AND AVERAGE DAILY TRAFFIC (ADT) INCOMPLETE OR NOT MATCHING
- BUDGET INACCURATE
  - ON ENTITLEMENT (TRI) BUDGET IS NOT A MAJOR FACTOR (TWICE FUNDING AMT)
- BIGGER ISSUE WITH DISCRETIONARY & SUPPLEMENTAL AS THIS HAS IMPACT ON OTHER PROJECTS

## PROJECT SCOPE OR LOCATION CHANGE

- MUST COMPLETE PROJECT CHANGE REQUEST PRIOR TO REIMBURSEMENT REQUEST

# ISSUES FOUND IN PILOT AREA

- LACK OF REQUIRED DOCUMENTATION
  - AFFIDAVIT OF ADVERTISEMENT
  - INCOMPLETE BOARD MINUTES
    - PROVIDE DETAIL OF WHO BID, THE BID AMOUNT AND WHO IT WAS AWARDED TO
  - INCOMPLETE CONTRACTOR INVOICING
  - LACK OF PROOF OF PAYMENT
    - COPY OF CHECK OR CHECK VOUCHER REQUIRED
    - LIEN WAIVER FROM THE CONTRACTOR IS NOT ACCEPTABLE
- ENGINEERS CERTIFICATION IF PROJECT OVER \$65,000
- MISSING DT2353 REQUEST FOR REIMBURSEMENT FROM



# ISSUES FOUND IN PILOT AREA

- CONTRACTING WITH THE COUNTY
  - COUNTY CANNOT “BID’ AGAINST THE CONTRACTORS
    - PROJECTS REQUIRED TO BE COMPETITIVELY BID
  - SPECIFIC PROCESS MUST BE FOLLOWED
    - MUST BE A SEALED PROJECT ESTIMATE INCLUDING THE SOURCE OF THAT ESTIMATE AT THE TOWN MEETING WHEN BIDS OPENED
    - OPEN ALL CONTRACTOR BIDS
    - OPEN PROJECT ESTIMATE
    - IF LOWEST BID EXCEEDS THE ESTIMATE BY AT LEAST 10%
      - TOWN SHOULD REJECT ALL BIDS AND NOTIFY THE TWO LOWEST BIDDERS OF THE REJECTION.
      - TOWN THEN CONTACT COUNTY TO SEE IF THEY CAN DO THE PROJECT FOR AT LEAST 10% LESS THAN THE LOWEST BIDDER. IF YES, THEN YOU MAY WORK WITH COUNTY
      - IF COUNTY CAN’T PERFORM AT LEAST 10% LESS, TOWN SHOULD THEN REBID

# LRIP IN GENERAL

- PERCEPTION THAT ALL THIS IS NEW PROCESS
  - IN FACT, MOST OF THE DOCUMENTATION HAS BEEN REQUIRED FOR MANY PROGRAM CYCLES
  - WHAT HAS CHANGED (BEGINNING IN 2018) IS DOT COLLECTING THE DOCUMENTATION.
- THERE IS ROOM FOR IMPROVEMENT IN THE PROGRAM AND THE PROCESS, THE PILOT PROGRAM IS DESIGNED TO FIND THOSE AND HELP IMPLEMENT THEM
- TOWNS SHOULD TAKE OWNERSHIP OF THE PROCESS AND THEIR PROJECTS TO ENSURE PROMPT PROJECT APPROVAL AND PROMPT REIMBURSEMENT

# UPCOMING DEADLINES

2020-2021 PROJECT SUNSET  
JUNE 30, 2025

2026-2027 PROGRAM CYCLE  
FALL 2025  
BUT START PROJECT DEVELOPMENT NOW



**QUESTIONS??**

**MARK SERVI**  
**715-761-7014**