

Guidelines for Submitting a Project Substitution, Project Change, Using Project Savings, or Transfer-Not Using Funds.

Project Substitutions - are defined as selecting a new roadway or structure to replace the original submitted project.

Project Changes - are defined as modifications to the improvement type, termini or LRIP funding amount.

Project Savings - are generated when a community does not spend enough to be eligible to receive their full LRIP reimbursement. LRIP reimburses up to 50% of the total eligible project costs. *(Note: Savings in the amount of \$1,000 or less are not transferable.)*

Transfer – Not Using Funds – occurs if a community will not be able to use the funds given them for a project. These funds may be transferred to another project.

General Requirements

- ◆ This application must be completed for all substitutions, changes or transfer of funding.
- ◆ Substitutions are allowed for TRIP, MSIPLT, MSIPGT, CHIP and CHIP-D projects, but not for TRIP-D and MSIP-D projects.
- ◆ The TRIP and MSIPLT Committees must approve substitutions for TRIP and MSIPLT projects.
- ◆ The CHIP-D Committees must approve substitutions and project changes for CHIP-D.
- ◆ Only one project substitution is allowed per project. If the substitute project is not built, the funds are returned to the LRIP appropriation and redistributed in the next program cycle.
- ◆ More than one project change is allowed per project.

For a Substitution

- ◆ Check the Substitution box and fill in the project number from which you want to substitute.
- ◆ All data fields must be filled in as if completing a new application (see application instructions in the informational packets).

For a Project Change

- ◆ Check the Project Change box and fill in the project number to which the change will apply.
- ◆ Check the appropriate component and fill in county, community and contact information.
- ◆ It is not necessary to complete all data fields for a project changes, only those that are pertinent:
 - If changing project type, check the new type.
 - If changing the beginning or ending point of the project, fill in the “At Route” and “Toward Route” fields, offsets, if applicable, and “Project Length” field.

- If changing the type of work to be completed, fill in the “Proposed Improvement” field along with any changes to “Pavement Type”, “Pavement Thickness”, “Typical Lane Width” and “Typical Shoulder Width” fields associated with the proposed changes.
- If changing estimated project costs, fill in all fields applicable with new amounts and total.

For a New Project Using Savings

- ◆ Check New Project Using Savings box and fill in the number of the project that generated the savings.
- ◆ All data fields must be filled in as if completing a new application (see application instructions in your informational packets).

To Transfer Savings or Transfer - Not Using Funds

- ◆ Check Transfer Savings or Transfer – Not Using Funds and fill in the project number from which the savings or unused funds originated and the project number to which funds will be transferred.
- ◆ Check the appropriate component and fill in county, community and contact information.
- ◆ Fill in the “On Route” field with road to be improved using the same “On Route” as the project to which the funds will be transferred.
- ◆ Fill in the “Reimbursement or Savings Amount” field with the projects savings or amount of unused funds.

Once the application is completed

- ◆ The town’s, city’s or village’s submit a letter to the County Highway Commissioner with the reason for the modification, along with the completed application. For substitutions and new projects using savings, include the signed Terms and Conditions and a new location map.
- ◆ Once the Commissioner reviews the application and concurs with the modification, the Commissioner will sign, authorizing the modification and forward the request to WisDOT.
- ◆ WisDOT will make the changes and forward copies to the local community and the Commissioner. WisDOT must approve substitutions **PRIOR** to awarding the contract. Projects completed without notifying WisDOT of the substitution will not be reimbursed.