

# 2020 Transportation Work Program & Budget



**Amended**  
**January 31, 2020**

**Approved**  
**October 25, 2019**



**2020 TRANSPORTATION  
WORK PROGRAM & BUDGET  
for  
East Central Wisconsin  
Regional Planning Commission**

*An Economic Development District and Metropolitan Planning Organization  
Serving the Region for over 40 years*

*Member Counties, Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago Counties  
Metropolitan Planning Organizations (MPOs): Appleton (Fox Cities), Oshkosh and Fond du Lac*

*East Central WI Regional Planning Commission | 400 Ahnaip Street, Suite 100 | Menasha, WI 54944  
Phone: 920-751-4770 | Website: [www.ecwrpc.org](http://www.ecwrpc.org)*

# 2020 TRANSPORTATION WORK PROGRAM & BUDGET

*Approval October 25, 2019*

*Amended January 31, 2020*

*Prepared by the:  
East Central Wisconsin Regional Planning Commission (ECWRPC)*

*The East Central Wisconsin Regional Planning Commission's CY 2020 planning program is supported by federal and state assistance. Specific funding for this report was provided by the Economic Development Administration, Environmental Protection Agency, the Federal Highway Administration, the Federal Transit Administration, the Wisconsin Department of Transportation and the Wisconsin department of Natural Resources. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation, Federal Highway Administration.*

## ABSTRACT

TITLE: 2020 Transportation Work Program & Budget

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AUTHORS: East Central Planning Staff

SUBJECT: The ECWRPC Work Program with budget and staffing requirements; programming of all transportation planning projects in the East Central Region; description of the multi-year framework within which the work program is to be accomplished

DATE: October 25, 2019  
Amended January 31, 2020

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

MPOS REPRESENTED: Appleton (Fox Cities) MPO  
Oshkosh MPO  
Fond du Lac MPO

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*This document outlines the work efforts of the East Central Wisconsin Regional Planning Commission for the next year. The document also includes the transportation planning studies that will be undertaken in the East Central Region by the Wisconsin Department of Transportation, local communities, or consultants to them. The Annual Work Program provides the basis for setting the annual commission budget and dues levy and for adopting an annual staffing plan. The work program serves as the basis for funding assistant applications from various federal and state agencies. Funding shares are identified for individual work items taking into account assistance eligibility, sharing formulas, and the total grant amount available. Through cooperative review by the FHWA, WisDOT, and related state agencies, this work program is accepted by all participating agencies. The contents of this document do not necessarily reflect the official views or policy of the U. S. Department of Transportation, Federal Highway Administration.*

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Other supporting documents at [www.ecwrpc.org](http://www.ecwrpc.org)

*Public Participation Plans, Appleton (Fox Cities), Oshkosh MPO and Fond du Lac MPO*

*Title VI Agreement, East Central Wisconsin Regional Planning Commission*

*Cooperative Planning Agreements, Valley Transit (Appleton MPO), Go Transit (Oshkosh MPO), Fond du Lac Transit (FDL MPO)*

<http://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/>

<http://www.ecwrpc.org/programs/fond-du-lac-mpo/>

Documents are also available by contacting staff at 920-751-4770 or by sending an email request to: [staff@ecwrpc.org](mailto:staff@ecwrpc.org).



**SECTION 1**  
**REGIONAL INFORMATION**

# SECTION 1.0 - MPO AND REGIONAL TRANSPORTATION PROGRAM

## INTRODUCTION AND PROSPECTUS

### INTRODUCTION

The Unified Planning Work Program for the Transportation Program is prepared by staff from East Central Wisconsin Regional Planning Commission and it outlines the work activities and projects for the upcoming year. The Unified Planning Work Program for the Transportation Program contains four major sections:

- Section 1: An Introduction and Prospectus
- Section 2: Appleton (Fox Cities) TMA and the Oshkosh MPO 2020 Work Program
- Section 3: Regional Transportation 2020 Work Program
- Section 4: Fond du Lac MPO 2020 Work Program
- Section 5: Regional Safe Routes to School Program 2020 Work Program
- Section 6: 2020 FTA Planning Studies

### ABOUT EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

East Central was created as a regional planning commission by Executive Order No. 41, issued by Governor Patrick J. Lucey and dated June 29, 1972. This action was taken following the submittal of petitions by the ten counties within the East Central region pursuant to SS. 66.945, the existing regional planning enabling statute. The East Central Wisconsin RPC was preceded by two area wide planning agencies: the Fox Valley Council of Governments (FVCOG), which was formed in 1956 and composed of fifteen government units in the Appleton-Neenah and Oshkosh urbanized areas; and the Northeastern Wisconsin Regional Planning Commission (NEWRPC), formed in 1962 and composed of nine counties encompassing the Wolf River Basin. With the issuance of HUD's APO and APJ certification requirements in July, 1970, these two agencies were dissolved and replaced by East Central, which was roughly aligned with proposed uniform state administrative districts. The three northern most counties of NEWRPC were dropped from the region and Calumet, Fond du Lac, Green Lake, and Marquette Counties were added on the south. Calumet and Fond du Lac counties had ongoing county planning programs prior to their affiliation with East Central.

Basic rationale for the East Central Region as a geographic planning region is twofold. First, the Appleton-Oshkosh-Neenah MSA (metropolitan statistical area including Calumet, Outagamie and Winnebago Counties) is a geographic unit that cannot be split. This area has mandatory planning requirements for various federal funding programs above and beyond those for the other area's. Map 1 shows the East Central Region, adjacent counties and RPCs. Map 2 shows the MPOs and Regional Planning Commission (RPCs) from across the state. Map 3 shows the three counties that contain the urbanized and planning area boundaries for the Appleton MPO and Transportation Management Area (TMA). Metropolitan areas with a population greater than 200,000 are designated as a TMA and require additional planning and maintenance activities. Maps 4 and 5 show the Oshkosh and Fond du Lac urbanized and planning area boundaries. Fond du Lac was designated as a Metropolitan Planning Organization (MPO) by the Governor in December, 2002 after the 2000 Census showed a population great than 50,000. The Appleton (Fox Cities), Oshkosh and Fond du lac urbanized areas thus serves as the focus for the regional planning in this four county area, along with the urban water quality focus of the Winnebago pool lakes and the lower Fox River. To the west and north, Green Lake, Marquette, Waushara, Waupaca, Shawano and Menominee counties share a common rural character while having a general orientation to the urban counties as a trade and employment centers.

## **PURPOSE OF THE PLANNING WORK PROGRAM**

Within the statutory provisions of SS. 66.0.309 (previously SS . 66.945), East Central’s stated purpose is the “function and duty of the making (preparing) and adopting a master (comprehensive) plan for the physical development of the region.” To carry out this responsibility the Commission retains staff and annually programs work activities and budgets. Staffing and budget are based on the work activities scheduled with the constraints of the available revenue. The basic enabling statute is complemented by the comprehensive planning law (Smart Growth) ss. 66.1001 that specifies the content of the regional comprehensive plan.

## **PLANNING PROGRAM OVERVIEW**

East Central’s focus, in accordance with s.66.0309, s.661001 and s.16.965, Wis. Stats, is on comprehensive planning. Under the umbrella of comprehensive planning there are a number of distinct, but interrelated, planning programs. These are regional comprehensive planning, transportation planning, community facilities planning, economic development planning and open space and environmental management planning. All the programs are focused on comprehensive planning in that they emphasize land use interrelationships and take into account the environment, the economy and the community. Each of these program elements receives direction from the regional comprehensive plan (regional goals and objectives) and provides feedback to it (objectives, policies, standards, and strategies). In addition to the comprehensive program elements, other planning programs address current (local) planning, information systems, and administration respectively.

## **SUMMARY OF COST SHARING**

The East Central Wisconsin Regional Planning Commission receives funds to support the transportation planning program from FHWA, FTA, and WisDOT. Table 1 shows the levy distribution across member jurisdictions, with a portion dedicated to provide the local match for the metropolitan planning program. A table is located within each section of the work program shows the allocated amounts for each work program element along with the funding sources.

## **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION’S ROLES AND REPSONSIBILITIES FOR THE MPOS**

East Central Wisconsin Regional Planning Commission is the designated MPO for the Appleton (Fox Cities) MPO and the Oshkosh MPO. ECWRPC is responsible for the development of the following transportation deliverables:

- Unified Planning Work Program
- Administration of managing the transportation planning process
- Transportation Improvement Program (TIP)
- Long-Range Transportation Plan (LRTP)
- Congestion Management Process (CMP) - Appleton TMA Only
- Transit Planning
- Multi-Modal Planning
- Public Engagement and Communications
- Project selection for the Surface Transportation Block Grant (STBG) and the Transportation Alternatives Program (TAP— Appleton TMA Only)

Within each of the sections, the projects and priorities of the MPOs and the Region are outlined. ECWRPC staff has continued to meet with local stakeholders to discuss their transportation needs, projects and priorities for each of their agencies, and regional trends that may be emerging. ECWRPC staff continues to work with local, state and national partners to advance transportation planning and programming within the Region.

## **REGIONAL SAFE ROUTES TO SCHOOL (SRTS) PROGRAM**

The Regional Safe Routes to School program was initiated in August, 2009 and allows staff to work with WisDOT, local municipalities (including law enforcement, health professionals, planners, etc.), school district, health professionals, bicycle advocates, local businesses and non-profit agencies on the development of a Regional SRTS Program. All member communities within the East Central Region will be invited to participate in the SRTS Program. Staff will coordinate and develop a Regional SRTS Baseline Report and Strategic Plan, website, and electronic newsletter. Staff will work with local SRTS programs to assist in the development of a SRTS program, assist in the development of a SRTS plan, and assist with the implementation of recommendations made in the SRTS Plan. Staff will also provide resources, incentives, and assist with activities related to International Walk to School Day, Winter Walk Month, Bike Safety Month, walking school bus programs, frequent walker programs, and youth engagement programs. For the 2020 work program and budget, staff will continue to work with local SRTS coalitions to updated local SRTS action plans and assist in implementing safe routes to school programs and activities. Staff will continue to develop public and private partnerships to assist in the support of the Regional Safe Routes to School Program.

## **FEDERAL TRANSIT ADMINISTRATION (FTA) PLANNING STUDIES**

In addition, the MPO programs, the Regional Transportation Program, and the Regional Safe Routes to School Program, East Central staff also works with local transit agencies to implement their Transit Development Plans (TDPs) through planning funds with the Federal Transit Administration (5303 and 5304 funds). For the 2020 work program and budget, East Central staff will be working with GO Transit and a consultant to conduct a GO Transit Site Study. The study will look at a number of factors including the current location of the GO Transit Center to evaluate the best location for their transit center.

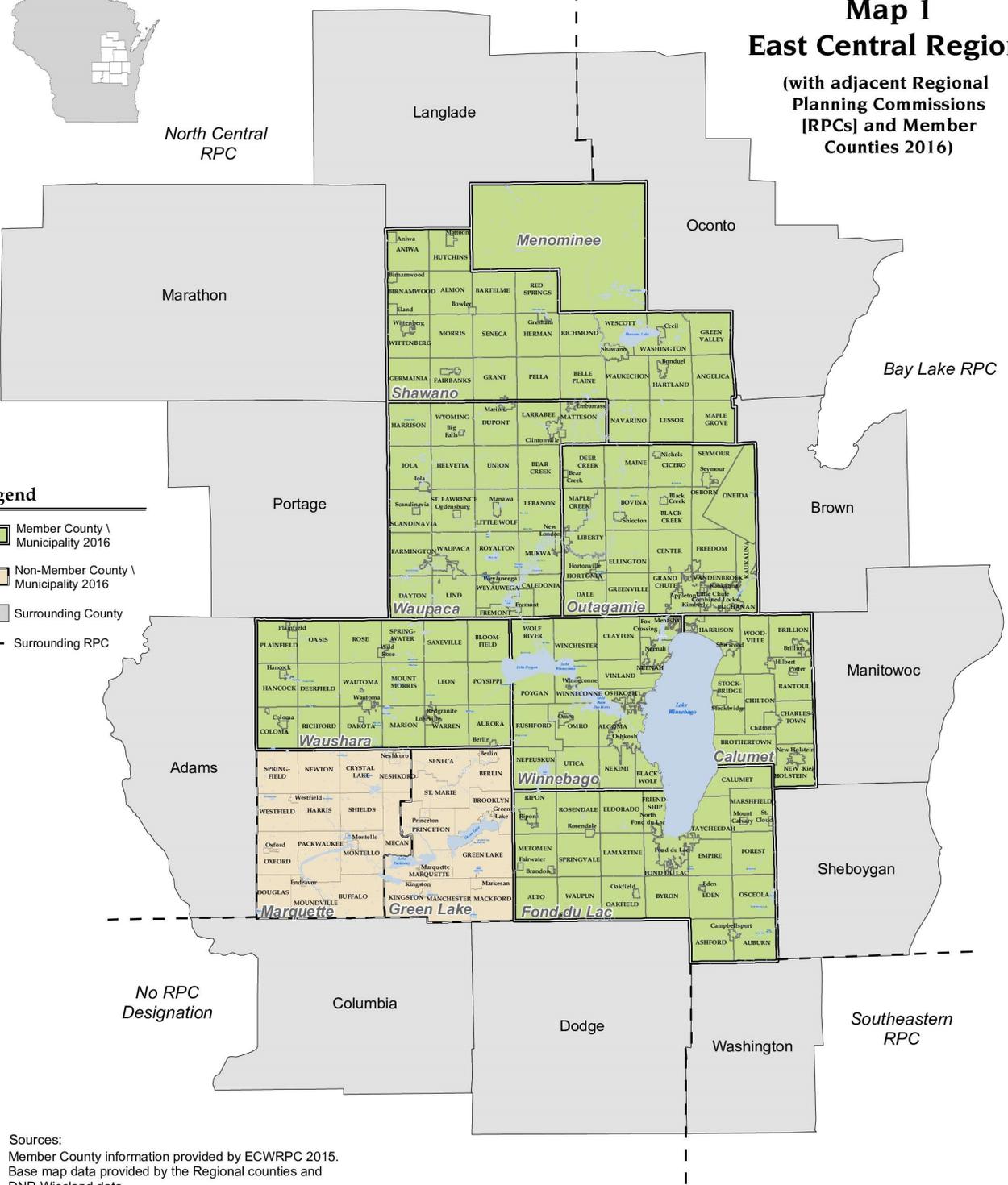
**Table 1—ECWRPC (Levy) Distribution across Jurisdictions**

<b>Participating County</b>	<b>Approved 2020 Tax Levy</b>
Calumet County (MPO)	\$61,914.70
Fond du Lac County (MPO)	\$118,939.00
Green Lake County	County Not a Member
Marquette County	County Not a Member
Menominee County	\$4,713.20
Outagamie County (MPO)	\$240,903.57
Shawano County	\$49,452.27
Waupaca County	\$65,316.59
Waushara County	\$40,094.23
Winnebago County (MPO)	\$205,871.37
<b>TOTAL LEVY</b>	<b>\$787,204.94</b>

*This levy provides \$134,879.05 in 2020 for Local Match/Cost Share across all transportation programs.*

# Map 1 East Central Region

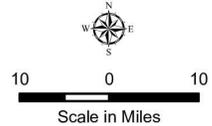
(with adjacent Regional  
Planning Commissions  
[RPCs] and Member  
Counties 2016)



**Legend**

- Member County \ Municipality 2016
- Non-Member County \ Municipality 2016
- Surrounding County
- Surrounding RPC

Sources:  
Member County information provided by ECWRPC 2015.  
Base map data provided by the Regional counties and  
DNR Wisland data.



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

Prepared Sept 2016 By:  
East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**  
400 Ahnapee Street, Suite 100  
Menasha, Wisconsin 54952



## RESOLUTION 30-19

### **ADOPTING THE 2020 UNIFIED TRANSPORTATION WORK PROGRAM AND THE ANNUAL MPO SELF CERTIFICATION AND THE REGIONAL TRANSPORTATION PROGRAM SELF CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) and Oshkosh, Wisconsin, Urbanized Areas; and

**WHEREAS**, the Appleton (Fox Cities) TMA and the Oshkosh MPO Policy Board, with representation from all jurisdictions within the Urbanized Areas, has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized areas; and

**WHEREAS**, the Federal Highway Administration and the Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Planning Work Program; and

**WHEREAS**, the Policy Board has reviewed the transportation planning activities outlined in the 2020 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPOs, WisDOT, and FHWA; and

**WHEREAS**, the Regional Planning Commissions (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with CFDA 20.205 Federal Funding Requirements; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization adopts the 2020 Unified Planning Work Program and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration; and

**BE IT FURTHER RESOLVED** that in accordance with 23 CFR 450.336 the Appleton (Fox Cities) and Oshkosh MPOs hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C 134 and 49 U.S.C 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Acts as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age employment or business opportunity;
5. Sections 1101(b) of the Fixing America's Surface Transportation Act (FAST Act) (P.L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;

6. 23CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway constructions contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6102), prohibiting discrimination on the basis of age in program or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and discrimination against individuals with disabilities.

Effective Date: October 25, 2019

Submitted By: Transportation Committee

Prepared By: Melissa A. Kraemer Badtke, Principal Transportation Planner



Martin Farrell, Chair – Fond du Lac County

**RESOLUTION NO. 01-20**

**AMENDING THE 2020 TRANSPORTATION WORK PROGRAM AND BUDGET**

**WHEREAS**, Article II, Section 2 of the By-laws of the East Central Wisconsin Regional Planning Commission requires the adoption of the annual transportation work program and budget, and;

**WHEREAS**, the final 2020 Transportation Work Program and Budget was adopted by the Commission on October 25, 2019, and;

**WHEREAS**, additional funding was available for the Appleton (Fox Cities) Transportation Management Area (TMA), and;

**WHEREAS**, two priority projects – the Northeastern Wisconsin Intermodal Facility Site Study and the Economic Impact of Walking and Bicycling Study are outlined in the 2020 Transportation Program, and;

**WHEREAS**, ECWRPC will apply for the Wisconsin Department of Transportation (WisDOT) Freight Railroad Infrastructure Improvement Program (FRIIP) grant with the total project amount at \$250,000 with \$48,823 in federal funding (PL - funding), \$200,000 in state funding (FRIIP) and \$1,177.00 in local funding, and;

**WHEREAS**, if ECWRPC is not awarded the WisDOT FRIIP grant, the additional funding will be used for the Economic Impact of Bicycling and Walking Study with the total project amount at \$61,028.75 with \$48,823.00 in federal funding (PL - funding) and \$12,205.75 in local funding, and;

**WHEREAS**, the additional funds will be utilized to complete the program deliverables as outlined with in the 2020 Transportation Work Program and Budget, and;

**WHEREAS**, ECWRPC is also requesting an extension of the period of funding availability to December 31, 2021 to complete these proposed projects thru this work program amendment, and;

**THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:**

**Section 1:** That the Commission amends the 2020 Transportation Work Program and Budget to reflect the additional funding.

Effective Date: January 31, 2020  
Prepared for: Transportation Committee  
Prepared By: Melissa Kraemer Badtke, Principal Transportation Planner

  
Martin Farrell, Chair – Fond du Lac Co.

**RESOLUTION NO. 04-20**

**AMENDING THE 2020 TRANSPORTATION WORK PROGRAM AND BUDGET TO INCLUDE  
THE ECWRPC MOBILITY MANAGER PROGRAM**

**WHEREAS**, Article II, Section 2 of the By-laws of the East Central Wisconsin Regional Planning Commission requires the adoption of the annual transportation work program and budget, and;

**WHEREAS**, the final 2020 Transportation Work Program and Budget was adopted by the Commission on October 25, 2019, and;

**WHEREAS**, the Wisconsin Department of Transportation has awarded 5310 funding for the ECWRPC Mobility Manager Program, and;

**WHEREAS**, the total funding for the program is \$73,421 that includes \$58,7374 federal funds through WisDOT and \$14,864 in local share, and;

**WHEREAS**, the additional funds will be utilized to complete the program deliverables as outlined with in the 2020 Transportation Work Program and Budget;

**THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL  
PLANNING COMMISSION:**

**Section 1:** That the Commission amends the 2020 Transportation Work Program and Budget to reflect the additional funding.

Effective Date: January 31, 2020  
Prepared for: Transportation Committee  
Prepared By: Melissa Kraemer Badtke, Principal Transportation Planner

  
\_\_\_\_\_  
Martin Farrell, Chair – Fond du Lac Co.

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Brian Smith

**RESOLUTION 06-19**

**ADOPTION OF THE 2020 UNIFIED TRANSPORTATION WORK PROGRAM  
FOR THE FOND DU LAC URBANIZED AREA  
AND ANNUAL MPO CERTIFICATION**

**WHEREAS**, the City of Fond du Lac was designated by the Governor as the Metropolitan Planning Organization for the Fond du Lac, Wisconsin Urbanized Area; and

**WHEREAS**, the Fond du Lac MPO Policy Board, with representation from all jurisdictions within the Urbanized Area, has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area; and

**WHEREAS**, the Federal Highway Administration and Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Transportation Work Program; and

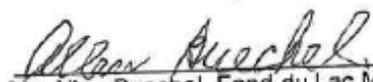
**WHEREAS**, the Policy Board has reviewed the transportation planning activities outlined in the 2018 Unified Transportation Work Program and finds them consistent with the transportation planning process and desires of the MPO.

**NOW, THEREFORE, BE IT RESOLVED** that the Policy Board of the Fond du Lac Metropolitan Planning Organization adopts the 2020 Unified Transportation Work Program and directs the staff to submit this document to the Wisconsin Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration; and

**BE IT FURTHER RESOLVED** that in accordance with 23 CFR 450.336 (Self Certifications and Federal Certifications) the Fond du Lac MPO Policy Board hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Effective October 2, 2019**

  
Mr. Allen Buechel, Fond du Lac MPO Policy Board Chair

**TABLE 2—EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION—  
STAFF PROGRAM PERCENTAGES**

<b>Staff</b>	<b>Percentage of Time Appleton TMA/ Oshkosh MPO</b>	<b>Percentage of Time Fond du Lac MPO</b>	<b>Percentage of Time Regional Transportation Program</b>
<b>Executive Division</b>			
Eric Fowle, AICP, Executive Director	3%	0%	0%
Walt Raith, Assistant Director, MPO Director and Title VI Coordinator	70%	14%	10%
<b>Planning Services Division</b>			
<b>Transportation</b>			
Melissa Kraemer Badtke, Principal Transportation Planner/ SRTS Coordinator	60%	15%	5%
Dave Moesch, Associate Planner	55%	25%	20%
Kim Biedermann, Associate Planner/ Regional Bicycle and Pedestrian Coordinator	70%	11%	10%
Nick Musson, Principal Planner	30%	10%	10%
Kolin Erickson, Planner	60%	13%	15%
Hannah E, Planner (SRTS)	0%	0%	0%
Ashley Tracy, Planner (SRTS)	0%	0%	0%
<b>Community Area Planning</b>			
Kathy Thunes, P.E.; Principal Planner	11%	2%	0%
<b>Economic Development</b>			
Tom Baron, Principal Planner	25%	0%	0%
<b>Environmental Planning</b>			
Todd Verboomen, Principal Planner	15%	5%	5%
Trish Nau, Principal Planner	10%	5%	5%

*\*\*All percentages of staff time are estimated and will be finalized for the final approval of the East Central WI Regional Planning Commission in October, 2019.*

**TABLE 2—EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION—  
STAFF PROGRAM PERCENTAGES**

Staff	Percentage of Time Appleton TMA/ Oshkosh MPO	Percentage of Time Fond du Lac MPO	Percentage of Time Regional Transportation Program
<b>TECHNICAL SERVICES DIVISION</b>			
<b>GIS Program</b>			
Mike Zuege, GIS Coordinator	20%	5%	5%
Adam Pfefferle, GIS Specialist II	30%	0%	10%
Tanner Russell, GIS Specialist I	20%	10%	5%
Anna Hogan, GIS Specialist I	20%	10%	5%

*\*\*All percentages of staff time are estimated and will be finalized for the final approval of the East Central WI Regional Planning Commission in October, 2019.*

## SECTION 1.1 - 1300 PROGRAM ELEMENT: MOBILE & ACTIVE COMMUNITIES

The purpose of this program element is to coordinate, administer and promote federal, state, regional and metropolitan transportation planning through the Commission's Metropolitan Planning Organization (MPO) designation for the three urbanized areas. The Appleton (Fox Cities) MPO is designated as a Transportation Management Area (TMA) that requires performance measures, monitoring and maintenance as part of an approved Congestion Management Process (CMP). Public transportation law Fixing America's Surface Transportation Act (FAST Act) prescribes a transition to a performance based approach to all aspects of the planning and programming process that includes measurable outcomes and targets. Guidance based on the FAST Act also encourages a regional approach with enhanced coordination with providers of public transportation and across MPO, RPC, and DOT boundaries to develop regional models of cooperation supporting the greater transportation system. Additional transportation modes are addressed through a specific multimodal program including public transit, bicycle and pedestrian, passenger and freight rail, regional public transportation, air and ports. The intent is to improve access to economic opportunities, improve quality of life and provide mode choices and ladders of opportunity for people. Where appropriate and practical, specific recommendations from the Commission's Year 2030 Regional Comprehensive Plan are addressed, implemented and monitored to further progress on reaching the identified Transportation vision established in the plan.

1300 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$577,363.00</b>	<b>\$34,024.72</b>	<b>\$110,316.03</b>	<b>\$721,703.75</b>
<b>80.0%</b>	<b>4.7%</b>	<b>15.3%</b>	<b>100.0%</b>

1300 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
2149	1965	8614	600	2166	15494

1300 Major Transportation Work Program	
Work program Number	Work Program Description
1310	Appleton (Fox Cities) TMA and Oshkosh MPO
1320	Short Range Transportation Planning Congestion Management Process for Appleton TMA
1330	Regional Transportation Planning
1340	Fond du Lac MPO
1381	Regional Safe Routes to School Program
2435	GO Transit Site Selection Study

1300 Special Studies
Northeast Travel Demand Model
Commuter Service Study from Fond du Lac to Green Bay
I-41 Corridor from Fond du Lac to Green Bay
Transit Development Plan/Transit Modeling
Internal Equity Team

The 2020 Work Program's "Mobile & Active Communities" Element is funded in large part by the Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation (WisDOT) through an annual planning grant. This award has a matching funds requirement of at least 10 percent from the Commission unless otherwise noted. A summary of funding sources is provided in the table above. The development of this work program element is coordinated with federal and state transportation and transit agencies through a continuing, comprehensive, and cooperative process involving previously executed agreements (Visit the website: [www.ecwrpc.org](http://www.ecwrpc.org)). The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Table 3: ECWRPC Regional and MPO 2020 Transportation Work Program

1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
	Budget	Dollars	%	Dollars	%	Dollars	%	
<b>1310</b>	<b>Appleton (Fox Cities)/Oshkosh MPO Program (PL)</b>	<b>\$ 330,308.75</b>	<b>\$ 264,246.60</b>	<b>80.0%</b>	<b>\$15,247.91</b>	<b>4.6%</b>	<b>\$ 50,814.24</b>	<b>15.4%</b>
1311	Program Administration/Support	\$ 37,076.00	\$ 29,662.07	80.0%	\$ 1,200.00	3.2%	\$ 6,213.93	16.8%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 212,319.75	\$ 169,854.13	80.0%	\$10,002.26	4.7%	\$ 32,463.36	15.3%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 80,913.00	\$ 64,730.40	80.0%	\$ 4,045.65	5.0%	\$ 12,136.95	15.0%
<b>1320</b>	<b>Short-Range Transportation System Management and Congestion Management Process</b>	<b>\$ 391,395.00</b>	<b>\$ 313,116.40</b>	<b>80.0%</b>	<b>\$18,776.81</b>	<b>4.8%</b>	<b>\$ 59,501.79</b>	<b>15.2%</b>
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 67,736.25	\$ 54,189.00	80.0%	\$ 3,367.15	5.0%	\$ 10,180.10	15.0%
1322	Transportation Improvement Program (TIP)	\$ 51,433.00	\$ 41,146.40	80.0%	\$ 2,571.65	5.0%	\$ 7,714.95	15.0%
1323	Appleton (Fox Cities)/Oshkosh MPO Multi-Modal/Transportation Alternatives Program (TAP)	\$ 154,718.75	\$ 123,775.00	80.0%	\$ 6,911.01	4.5%	\$ 24,032.74	15.5%
1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 72,417.00	\$ 57,934.00	80.0%	\$ 3,673.00	5.1%	\$ 10,810.00	14.9%
1325	Transportation Alternatives Activities in the Fox River Corridor and the Port of Green Bay	\$ 19,566.00	\$ 15,653.00	80.0%	\$ 978.00	5.0%	\$ 2,935.00	15.0%
1326	Transportation Planning Promoting Sustainability, Livability, Energy Conservation and Minimizing Environmental Impacts	\$ 25,524.00	\$ 20,419.00	80.0%	\$ 1,276.00	5.0%	\$ 3,829.00	15.0%
	<b>Total Appleton (Fox Cities)/Oshkosh MPO Program</b>	<b>\$ 721,703.75</b>	<b>\$ 577,363.00</b>	<b>80.0%</b>	<b>\$34,024.72</b>	<b>4.7%</b>	<b>\$110,316.03</b>	<b>15.3%</b>
<b>1330</b>	<b>Regional Transportation Program (SPR)</b>							
1331	Program Administration/Support	\$ 14,396.00	\$ 11,523.00	80.0%	\$ 1,436.00	10.0%	\$ 1,437.00	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 35,008.00	\$ 28,000.00	80.0%	\$ 3,504.00	10.0%	\$ 3,504.00	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 28,562.00	\$ 22,850.00	80.0%	\$ 2,856.00	10.0%	\$ 2,856.00	10.0%
	<b>Total Regional Transportation Program</b>	<b>\$ 77,966.00</b>	<b>\$ 62,373.00</b>	<b>80.0%</b>	<b>\$ 7,796.00</b>	<b>10.0%</b>	<b>\$ 7,797.00</b>	<b>10.0%</b>
<b>1340</b>	<b>Fond du Lac MPO Program (PL)</b>							
1341	Program Administration/Support	\$ 15,858.00	\$ 12,686.40	80.0%	\$ 713.18	4.5%	\$ 2,458.42	15.5%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 54,592.75	\$ 43,675.20	80.0%	\$ 2,548.60	4.7%	\$ 8,368.95	15.3%
1343	Short Range/Multi-Modal Transportation Planning	\$ 15,798.00	\$ 12,638.40	80.0%	\$ 704.64	4.5%	\$ 2,454.96	15.5%
1344	Transportation Improvement Program (TIP)	\$ 25,425.88	\$ 20,340.70	80.0%	\$ 1,144.16	4.5%	\$ 3,941.01	15.5%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 18,930.00	\$ 15,143.00	80.0%	\$ 933.00	4.9%	\$ 2,854.00	15.1%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 8,517.87	\$ 6,814.30	80.0%	\$ 383.30	4.5%	\$ 1,320.27	15.5%
	<b>Total Fond du Lac MPO Program</b>	<b>\$ 139,122.50</b>	<b>\$ 111,298.00</b>	<b>80.0%</b>	<b>\$ 6,426.90</b>	<b>4.6%</b>	<b>\$ 21,397.60</b>	<b>15.4%</b>
	<b>Total Regional and MPO Work Program (1300)</b>	<b>\$ 938,792.25</b>	<b>\$ 751,034.00</b>	<b>80.0%</b>	<b>\$48,247.62</b>	<b>5.1%</b>	<b>\$139,510.63</b>	<b>14.9%</b>

**Table 4: Northeastern Wisconsin Intermodal Facility Site Study (FRIIP Grant Scenario)**

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
<b>1327</b>	<b>Northeastern Wisconsin Intermodal Facility Site Study (FRIIP Grant Scenario)</b>	<b>\$ 250,000.00</b>	<b>\$ 48,823.00</b>	<b>19.53%</b>	<b>\$200,000.00</b>	<b>80.00%</b>	<b>\$ 1,177.00</b>	<b>0.47%</b>
*A consultant will be hired for this project.								
**East Central will be requesting an extension of the period of funding availability to December 31, 2021.								

**Table 5: Economic Impact of Bicycling and Walking Study (Non-FRIIP Grant Scenario)**

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
<b>1327</b>	<b>Economic Impact of Bicycling and Walking Study (Non-FRIIP Grant Scenario)</b>	<b>\$ 61,028.75</b>	<b>\$ 48,823.00</b>	<b>80.00%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 12,205.75</b>	<b>20.00%</b>
*A consultant will be hired for this project.								
**ECWRPC is requesting WisDOT and FHWA extend the period of availability for the ECWRPC 2020 UPWP to December 31, 2021.								

**Table 6: Regional Safe Routes to School Funding**

		WisDOT/FHWA - TAP			MPO/Local	
		Budget	Dollars	%	Dollars	%
<b>1380</b>	<b>Regional Safe Routes to School Funding (TAP)</b>					
1381	Program Administration/Support	<b>\$ 204,029.00</b>	\$ 163,223.00	80.0%	\$ 40,806.00	20.0%
1383	Events and Programs	<b>\$ 72,000.00</b>	\$ 57,600.00	80.0%	\$ 14,400.00	20.0%
1384	Communication and Education Materials	<b>\$ 40,000.00</b>	\$ 32,000.00	80.0%	\$ 8,000.00	20.0%
1386	Youth Engagement Program	<b>\$ 10,000.00</b>	\$ 8,000.00	80.0%	\$ 2,000.00	20.0%
1390	Workshops	<b>\$ 8,513.00</b>	\$ 6,810.00	80.0%	\$ 1,703.00	20.0%
191	Evidence Based Practices and Research	<b>\$ 8,000.00</b>	\$ 6,400.00	80.0%	\$ 1,600.00	20.0%
	<b>Total Regional Safe Routes to School Program</b>	<b>\$ 342,542.00</b>	<b>\$ 274,033.00</b>	<b>80.0%</b>	<b>\$ 68,509.00</b>	<b>20.0%</b>

Table 7: GO Transit Site Selection Study								
		FTA/WisDOT			GO Transit		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
2435	GO Transit Site Selection Study (5304 funding)	\$ 67,604.00	\$ 54,083.00	80.0%	\$ 10,141.00	15.0%	\$ 3,380.00	5%
* A consultant will be hired for a portion of this project.								

Table 8: ECWRPC Mobility Manager Program						
		FTA/WisDOT			MPO/Local	
		Budget	Dollars	%	Dollars	%
24xx	ECWRPC Mobility Manager Program (5310 funding)	\$ 73,421.00	\$ 58,737.00	80.0%	\$ 14,684.00	20%
* A consultant will be hired for a portion of this project.						



**SECTION 2**  
**APPLETON (FOX CITIES) TMA AND OSHKOSH MPO**  
**2020 WORK PROGRAM**

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION BOARD**

*Martin Farrell, Chair  
Jeff Nooyen, Vice-Chair  
Eric Fowle, Secretary-Treasurer*

**COMMISSION MEMBERS**

**CALUMET COUNTY**

Alice Connors  
Hope Karth  
Merlin Gentz  
Rick Jaeckels

**FOND DU LAC COUNTY**

Allen Buechel  
Martin Farrell  
Brenda Schneider  
Brian Kolstad  
Charles Hornung

**MENOMINEE COUNTY**

Ruth Winter  
Laure Pecore (Jeremy Johnson, Alt.)  
James Lowey

**OUTAGAMIE COUNTY**

Thomas Nelson (Kara Homan, Alt.)  
Daniel Rettler  
Timothy Hanna  
Jeff Nooyen  
Michael Thomas  
Kevin Sturn

**SHAWANO COUNTY**

Jerry Erdmann  
Thomas Kautza  
Chuck Dallas

**WAUPACA COUNTY**

Dick Koeppen  
James Nygaard  
Brian Smith  
DuWayne Federwitz

**WAUSHARA COUNTY**

Donna Kalata  
Larry Timm  
Neal Strehlow

**WINNEBAGO COUNTY**

Mark Harris  
Shiloh Ramos (David Albrecht, Alt.)  
Ernie Bellin  
Lori Palmeri  
Ken Robl  
Robert Schmeichel

**EX-OFFICIO MEMBERS**

Jill Michaelson, WisDOT  
Ronald McDonald, Valley Transit

## SECTION 2.1 - INTRODUCTION AND PROSPECTUS FOR THE APPLETON TMA AND OSHKOSH MPO

### ECWRPC AS THE MPO FOR APPLETON (FOX CITIES) TMA AND OSHKOSH MPO

As the MPO, ECWRPC's Transportation Policy Committee oversees the program activities for the Appleton (Fox Cities) TMA and Oshkosh MPO. ECWRPC's Transportation Policy Committee is also responsible for conducting the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. The Long Range Land Use Transportation Plans have a 20 year horizon date and the Transportation Improvement Program includes all state and federally funded projects within a 4 year timeframe.

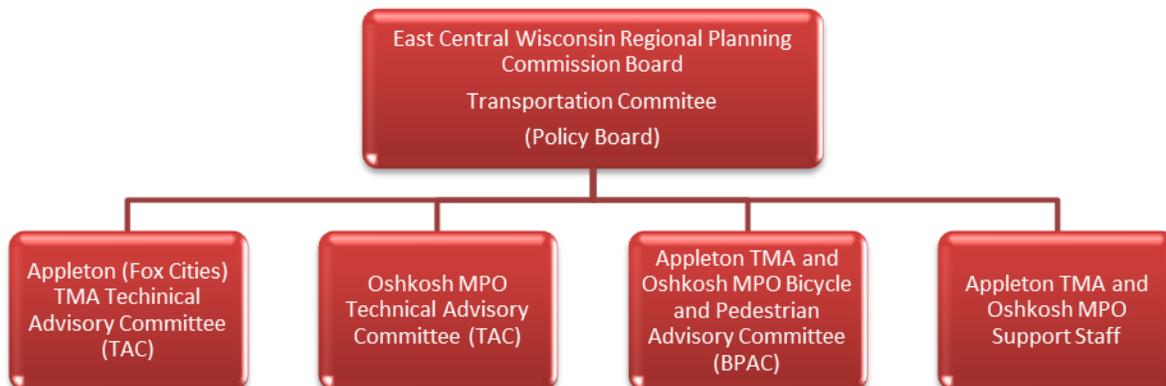
Plans and programs that are included in the Appleton (Fox Cities) TMA and Oshkosh MPO are:

- Long Range Land Use Transportation Plan (LRP)
- Transportation Improvement Program (TIP)
- Congestion Management Plan (CMP) – Appleton (Fox Cities) TMA Only
- Bicycle and Pedestrian Plan

Throughout each of these planning processes, public involvement is a transparent process for community members that may be affected by projects, programs, strategies and initiatives recommended from the transportation planning process. Public involvement is required by the Metropolitan Planning Regulations of the United States Department of Transportation 23 CFR 450.316, 49 U.S.C. 5307(b)(1-7) and FTA Circular 9030.1E.

### MPO COMMITTEE STRUCTURE

The East Central Wisconsin Regional Planning Commission Board is the policy board for the Appleton (Fox Cities) Transportation Management Area (TMA) and the Oshkosh Metropolitan Planning Organization (MPO). The Technical Advisory Committees (TAC) for both the Appleton (Fox Cities) TMA and the Oshkosh MPO provide recommendations to the Policy Board. East Central staff works in coordination with the technical advisory committees, the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration to ensure that the program and projects align with federal compliance.



## SECTION 2.2 - PROJECTS AND PRIORITIES FOR THE APPLETON (FOX CITIES) AND OSHKOSH MPOs

### **REGIONAL CORRIDOR STUDIES AND SAFETY**

ECWRPC assists with Regional Corridor Studies with local units of government and WisDOT. In 2020 ECWRPC will continue to assist and work on State Highway 23, State Highway 15, and State Highway 29. ECWRPC will continue to assist WisDOT and local communities on the I-41 expansion study. In addition, ECWRPC staff works together with county staff and local government staff regarding local roadway improvement projects. Support for these activities may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

### **ACTIVE TRANSPORTATION**

Many of our Counties have developed and adopted a bicycle and pedestrian plan. Currently, Outagamie, Winnebago and Waupaca Counties each have committees that are implementing their bicycle and pedestrian plans. Common priorities throughout the bicycle and pedestrian plans were a need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. The bicycle and pedestrian count program continues to expand. As new facilities are being developed (i.e. the Plank Road Trail from Plymouth to Fond du Lac). In addition, more recreation facilities, like the WIOUWASH State Trail, are being used more and more as a transportation corridor. Last year, ECWRPC staff worked with Ascension Health Care, Outagamie and Winnebago Counties to implement wayfinding signage on the WIOUWASH State Trail.

### **SAFE ROUTES TO SCHOOL**

Within the region, many of the schools in all of the counties are continuing to participate in the Safe Routes to School Program. Many of them continue to have day events like Walk to School Day, but we have seen an increase in the number of schools continuing to do sustainable programming like walking school bus or curriculum based programming. Many of our rural schools continue to struggle with the amount and speed of traffic on state highways. In addition communities and schools have expressed having ladder system crosswalks and/or rapid flashing beacons for pedestrian crossing on state highways near their schools.

### **SPECIALIZED TRANSPORTATION COORDINATION PLANS/TRANSIT**

Specialized transportation coordination plans for each of the counties within the region have been updated. In addition, communities have continue to request assistance for updating their data, assistance with applying for funding, and assistance for updating their Title VI. In addition, staff continues to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans. In addition, Valley Transit and GO Transit recently completed their transit development plans.

### **COMMUTER SERVICE STUDY**

ECWRPC in partnership with partner organizations launched the I-41 Commuter Service Study. The purpose of this study is to look at commuter services to major employment centers along the I-41 Corridor from Fond du Lac to Green Bay. This study is unique in that all four transit agencies are involved in the study and it is anticipated that this study will conclude in the spring of 2020.

### **PERFORMANCE MEASURES AND TARGETS**

ECWRPC will continue to work with the Appleton (Fox Cities) and Oshkosh MPOs along with WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This will include developing a performance measure report along with a GIS datasets to continue to evaluate the progress of the performance measures.

## SECTION 2.2 - PROJECTS AND PRIORITIES FOR THE APPLETON (FOX CITIES) AND OSHKOSH MPOs Conti.

### HEALTH IN PLANNING

ECWRPC staff has participated in Living Well Coalition and state health committees in the updates of their Community Health Improvement Plans (CHIP) and the Community Health Needs Assessments. Regional trends throughout each of these processes include:

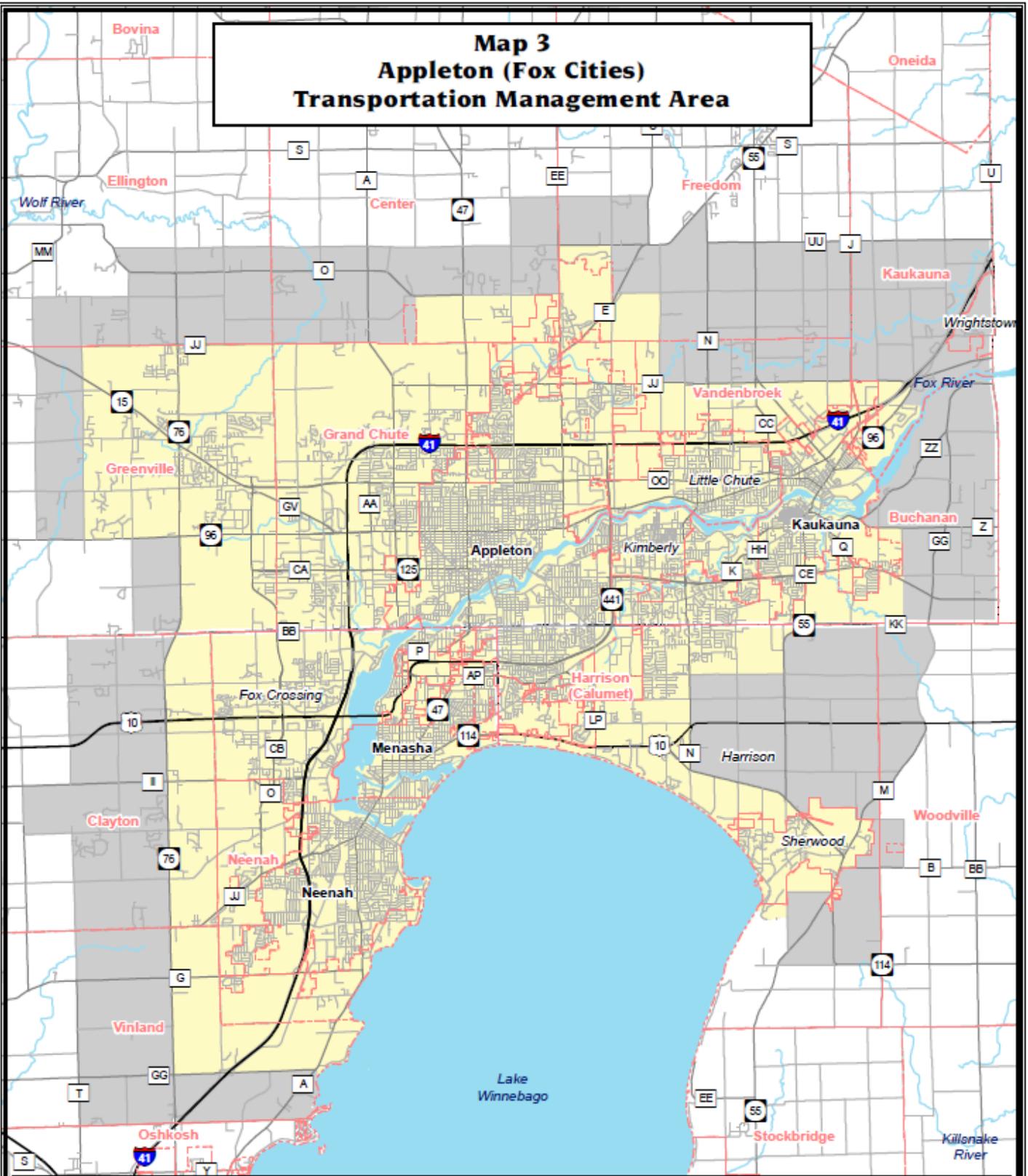
- Active transportation and the health impacts of physical activity
- Safe Routes to School
- Safety—in particular distracted driving crashes
- Specialized Transportation

There is an opportunity to continue to connect the transportation work to the public health programming especially as the public health field is evolving. Many of counties include their public health staff on the bicycle and pedestrian committees, and the implementation of the bicycle and pedestrian plan in Winnebago County is being lead by their public health department.

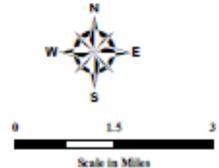
**Table 9: Appleton (Fox Cities) and Oshkosh MPO 2020 Transportation Work Program**

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1310</b>	<b>Appleton (Fox Cities)/Oshkosh MPO Program (PL)</b>	<b>\$ 330,308.75</b>	<b>\$264,246.60</b>	<b>80%</b>	<b>\$15,247.91</b>	<b>5%</b>	<b>\$ 50,814.24</b>	<b>15%</b>
1311	Program Administration/Support	\$ 37,076.00	\$ 29,662.07	80.0%	\$ 1,200.00	3.2%	\$ 6,213.93	16.8%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 212,319.75	\$ 169,854.13	80.0%	\$ 10,002.26	4.7%	\$ 32,463.36	15.3%
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<b>1320</b>	<b>Short-Range Transportation System Management and Congestion Management Process</b>	<b>\$ 391,395.00</b>	<b>\$ 313,116.40</b>	<b>80%</b>	<b>\$ 18,776.81</b>	<b>5%</b>	<b>\$ 59,501.79</b>	<b>15.2%</b>
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 67,736.25	\$ 54,189.00	80.0%	\$ 3,367.15	5.0%	\$ 10,180.10	15.0%
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1323	Appleton (Fox Cities) and Oshkosh MPOs Multi-Modal/Transportation Alternatives Program (TAP)	\$ 154,718.75	\$ 123,775.00	80.0%	\$ 6,911.01	4.5%	\$ 24,032.74	15.5%
1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 72,417.00	\$ 57,934.00	80.0%	\$ 3,673.00	5.1%	\$ 10,810.00	14.9%
1325	Transportation Alternatives Activities in the Fox River Corridor and the Port of Green Bay	\$ 19,566.00	\$ 15,653.00	80.0%	\$ 978.00	5.0%	\$ 2,935.00	15.0%
1326	Transportation Planning Promoting Sustainability, Livability, Energy Conservation and Minimizing Environmental Impacts	\$ 25,524.00	\$ 20,419.00	80.0%	\$ 1,276.00	5.0%	\$ 3,829.00	15.0%
	<b>Total 1300 Appleton (Fox Cities)/Oshkosh MPO Program</b>	<b>\$ 721,703.75</b>	<b>\$ 577,363.00</b>	<b>80.0%</b>	<b>\$ 34,024.72</b>	<b>4.7%</b>	<b>\$ 110,316.03</b>	<b>15.3%</b>

### Map 3 Appleton (Fox Cities) Transportation Management Area



- 2010 Adjusted Urbanized Area**  
*Federal Highway Administration Approval - May 2013*
- 2050 Planning Area Boundary**  
*MPO and WisDOT Approval - April 2013*
- Municipality Boundaries**

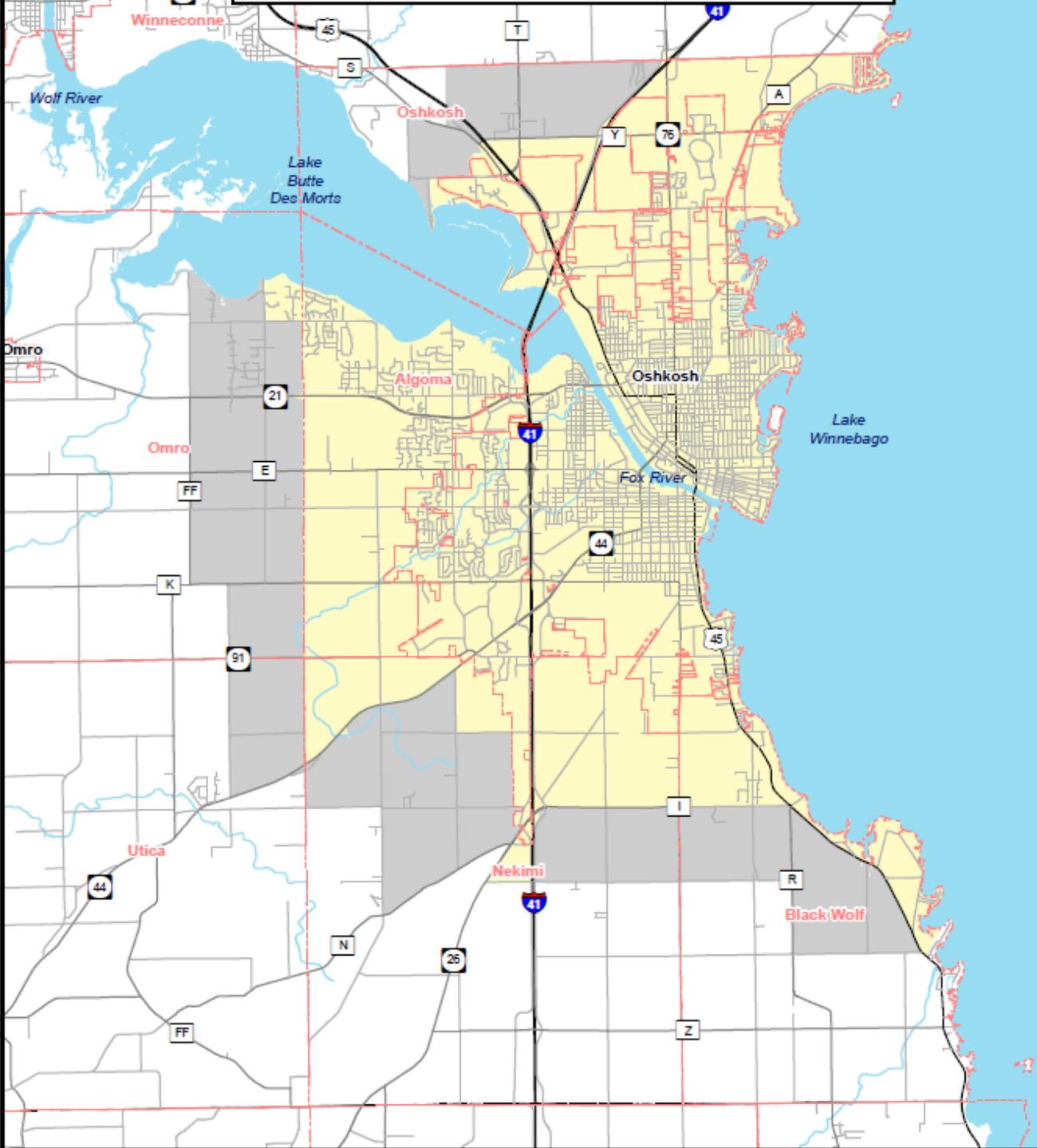


Source: WisDOT and ECWRPC provided the 2010 metropolitan planning and adjusted urbanized areas. 2015 Base data provided by Calumet, Outagamie, and Winnebago Counties.

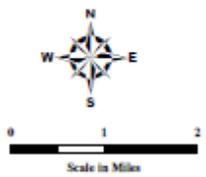
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PREPARED SEPTEMBER 2016 BY:  
East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**

# Map 4 Oshkosh Metropolitan Planning Organization



- 2010 Adjusted Urbanized Area**  
*Federal Highway Administration Approval - June 2013*
- 2050 Planning Area Boundary**  
*MPO and WisDOT Approval - April 2013*
- Municipality Boundaries**



Source: WisDOT and ECWRPC provided the 2010 metropolitan planning and adjusted urbanized areas. 2015 Base data provided by Winnebago County.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin.

PREPARED SEPTEMBER 2016 BY:  
East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**

## SECTION 2.3—1310 MAJOR WORK PROGRAM ELEMENT: APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS —2020

**Objective:** East Central staff will prepare and maintain the required plans, reports, studies, models, and data necessary for the operation and management of the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs). The 2020 Work Program is based on the planning requirements as prescribed by the FAST Act and Moving Ahead for Progress in the 21st Century (MAP 21).

1310 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$264,246.60</b>	<b>\$15,247.91</b>	<b>\$50,814.24</b>	<b>\$330,308.75</b>
<b>80.0%</b>	<b>4.6%</b>	<b>15.4%</b>	<b>100.0%</b>

1310 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
1447	1301	5921	615	1407	10691

### FY 2019 Major Accomplishments

- Developed and approved the 2019 UPWP.
- Began the update of the Appleton TMA and Oshkosh MPO Long Range Land Use Transportation Plans.
- Continued to work with partner organizations on the Northeast Travel Demand Model.

1310 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	
1.1 Amend the FY 2020 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2021 UPWP.	October 2020
1.3 Prepare quarterly reimbursement requests for WisDOT.	Ongoing
1.4 Prepare agendas and materials for committees and subcommittees.	Ongoing
1.5 Provide staff support for meeting and other activities.	Ongoing
1.6 Monitor federal requirements.	Ongoing
1.7 Perform staff evaluations.	October-December '20
1.8 Meet one-on-one with member communities to better understand their needs and projects.	Ongoing
1.9 Develop a process to help the MPO decide which projects to take on.	Ongoing
2.0 Develop a staffing plan to manage relationships throughout the region.	Ongoing
2.1 Review MPO Committee and governance structures.	Jan.—March '20
2.2 Conduct new member orientations.	Ongoing

## APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS —2020 PLANNING DOCUMENTS AND TIMELINE

Long Range Land Use Transportation Plan (updated every 5 years)	Appleton (Fox Cities) Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 30, 2015  Oshkosh Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 30, 2015
Transportation Improvement Plan (TIP) (annually)	Appleton (Fox Cities) Metropolitan Planning Area Transportation Improvement Program 2020, adopted October 25, 2019  Oshkosh Metropolitan Planning Area Transportation Improvement Program 2020, adopted October 25, 2019
Unified Planning Work Program (annually)	2020 Unified Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, adopted October 25, 2019  2019 Unified Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, adopted October 26, 2018
Congestion Management Plan (CMP) (TMA) - Appleton TMA only (updated with Long Range Transportation Land Use Plan)	Congestion Management Plan for the Appleton (Fox Cities) Transportation Management Area, adopted 2013
Public Participation Plan (updated every 5 years)	Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, adoption October 26, 2018
MPO Cooperative Agreement	Executed  Valley Transit—January 5, 2017  GO Transit—November 14, 2017
Metropolitan Planning Area	Approved by MPO & WisDOT
Annual Listing of Obligated Projects	2018 annual listing posted on website—  Appleton (Fox Cities) - <a href="https://www.ecwrpc.org/wp-content/uploads/2019/03/2018-Fox-Cities-Obligated-Projects.pdf">https://www.ecwrpc.org/wp-content/uploads/2019/03/2018-Fox-Cities-Obligated-Projects.pdf</a>  Oshkosh— <a href="https://www.ecwrpc.org/wp-content/uploads/2019/03/2018-Oshkosh-Obligated-Projects.pdf">https://www.ecwrpc.org/wp-content/uploads/2019/03/2018-Oshkosh-Obligated-Projects.pdf</a>
Title VI Plan	Adopted October 27, 2017 (updated every 3 years)
FHWA—FTA Certification (TMA) - (conducted every 4 years) Appleton (Fox Cities) TMA	May, 2020
Cooperative Agreements	<a href="https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementVT.pdf">https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementVT.pdf</a>  <a href="https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementGOTransit.pdf">https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementGOTransit.pdf</a>

## 1311 WORK ITEM: PROGRAM SUPPORT & ADMINISTRATION FOR THE APPLETON (FOX CITIES) & OSHKOSH MPOS

**Objectives:** To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements. MPO administration objectives include work activities required to maintain and update the Unified Work Program, the annual Transportation Improvement Program and the MPO Long Range Plans as prescribed by MAP 21 and the FAST Act.

1311 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$29,662.07</b>	<b>\$1,200.00</b>	<b>\$6,213.93</b>	<b>\$37,076.00</b>
<b>80.0%</b>	<b>3.2%</b>	<b>16.8%</b>	<b>100.0%</b>

1311 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
218	140	0	0	0	358

### FY 2019 Major Accomplishments

- Adopted the 2020 Unified Work Program.
- Met with member communities to discuss their priorities related the transportation program.
- Attended FHWA grant management training.

1311 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Amend the FY 2020 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2021 UPWP.	August—October '20
1.3 Prepare quarterly reimbursement requests for WisDOT.	Ongoing
1.4 Prepare agendas and materials for committees and subcommittees.	Ongoing
1.5 Provide staff support for meeting and other activities.	Ongoing
1.6 Monitor federal requirements.	Ongoing
1.7 Perform staff evaluations.	November '20
1.8 Meet one-on-one with member communities to better understand their needs and projects.	February '20
1.9 Develop a process to help the MPO decide which projects to take on.	June '20
2.0 Develop a staffing plan to manage relationships throughout the region.	March '20
2.1 Review MPO Committee and governance structures.	July '20
2.2 Conduct new member orientations.	Ongoing

## 1312 WORK ITEM: APPLETON (FOX CITIES) & OSHKOSH LONG-RANGE TRANSPORTATION/LAND USE (LRTP)

**Objective:** To continually monitor, evaluate and update the Public Participation Plans (PPP), the adopted LRTPs, and amendments for the urbanized areas based on FAST Act. To maintain and implement transportation plans based on updates and changes to local plans and programs and maintain valid, up to date information that identifies future needs, current priorities and available resources.

1312 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$169,854.13</b>	<b>\$10,002.26</b>	<b>\$32,463.36</b>	<b>\$212,319.75</b>
<b>80.0%</b>	<b>4.7%</b>	<b>15.3%</b>	<b>100.0%</b>

1312 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
400	323	1578	600	38	2939

### FY 2019 Major Accomplishments

- Updated several sections within the Long Range Transportation Plan including the Introduction, Regional Trends section, the Regional Transportation System and Infrastructure.
- Collected and analyzed data for the LRTP.
- Updated the existing land use for the Appleton (Fox Cities) TMA and Oshkosh MPO.
- Developed and sent out a survey to stakeholders regarding the Long Range Transportation Land Use Plan.

1312 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update, finalize and approve the Long Range Land Use Transportation Plan for Appleton (Fox Cities) and Oshkosh MPOs.	Ongoing—anticipated adoption in October 2020
1.2 Transportation and GIS staff will work with local communities on updating census block groups and census tracts for the PSAP program.	Ongoing
1.3 Staff to participate initiatives that enhance our equity and diversity work. This includes but isn't limited to Fox Valley THRIVES, Latino fest, Hispanic Interagency, Casa Hispana, Transportation Equity Caucus, etc.	Ongoing
1.4 Staff will develop GIS data sets for the performance measures and targets along with an infographic to make the performance measures easy to understand. This includes crash analysis for the MPO areas and aligning that with the TIP projects.	Ongoing
1.5 Staff will continue to work with public health organizations (at the local, state, and federal) level to evaluate public health in transportation projects and possibly looking at health impact assessments for transportation projects.	Ongoing
1.6 Continue to work with the transportation equity committee to monitor and update the Title VI plan.	Ongoing

## 1312 WORK ITEM: APPLETON (FOX CITIES) & OSHKOSH LONG-RANGE TRANSPORTATION/LAND USE (LRTP) MAJOR UPDATES CONT.

1312 Work Program—FY 2020 Schedule of Activities & Work Products Conti.	
Description	Targeted Completion Date
1.7 Update GIS transportation datasets on a quarterly basis.	Ongoing
1.8 Continue to update the ArcGIS Hub to add the Long Range Transportation/Land Use Plan and develop the online mapping application.	January—October '20
1.9 Participate in and attend Traffic Safety Commission meetings within each of the counties.	Ongoing
2.0 Update the GIS geodatabase for future land use.	Ongoing
2.1 Update performance measures datasets and targets.	Ongoing
2.2 Update the Title VI plan.	July—August '20
2.3 Work with partner organizations to host listening session/public information meetings regarding the update of the Long Range Land Use Transportation Plan.	Ongoing
2.4 Update the website and Facebook page.	Ongoing

## 1313: NORTHEAST REGION TRAVEL DEMAND MODEL IMPROVEMENT PROGRAM

**Objective:** Continue to work with WisDOT, consultants and local government agencies to update and calibrate the Northeast Region Travel Demand Model.

1313 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$64,730.40</b>	<b>\$4,045.65</b>	<b>\$12,136.95</b>	<b>\$80,913.00</b>
<b>80.0%</b>	<b>5.0%</b>	<b>15.0%</b>	<b>100.0%</b>

1313- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
218	140	0	0	0	358

### FY 2019 Major Accomplishments

- Continued to work with WisDOT and local municipalities to calibrate and validate the travel demand model.
- Continued to update the employment data.
- Worked with WisDOT to put out miovision cameras on the USH 41 corridor.

1313 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to participate in the Model User Group meetings.	Ongoing
1.1 Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.	Ongoing
1.2 Use the NE Travel Demand Model to work with WisDOT and local agencies on USH 41, STH 15, STH 76.	Ongoing
1.3 Continue to update the employment data as new development occurs within the MPOs and develop traffic forecasts.	Ongoing
1.4 Continue to use the miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.	Ongoing
1.5 Work with Valley Transit and GO Transit to use the model for the implementation of their Transit Development Plan and use the model and GIS datasets to evaluate the effectiveness of a change in the route.	Ongoing
1.6 Work with Outagamie County, the City of Appleton and Appleton Area School District to evaluate a corridor with potentially a new elementary school.	January—October '20
1.7 Continue to work with Valley Transit and GO Transit to update and maintain the transit system within the Travel Demand Model.	Ongoing

## 1320 MAJOR WORK PROGRAM ELEMENT: SHORT-RANGE TRANSPORTATION SYSTEM MANAGEMENT AND CONGESTION MANAGEMENT PROCESS

**Program Objective:** Work with local governments to provide Transportation System Management (TSM) assistance emphasizing a more efficient resilient transportation system. Work with local governments and WisDOT to prepare and assist with studies needed to program, design and implement transportation improvements that contribute to the wider national objectives of energy conservation, improved air quality; and increased social and environmental considerations including accessibility to minorities, disadvantaged and handicapped groups.

1320 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$313,116.40</b>	<b>\$18,776.81</b>	<b>\$59,501.79</b>	<b>\$391,394.75</b>
<b>80.0%</b>	<b>4.8%</b>	<b>15.2%</b>	<b>100.0%</b>

1320- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
536	611	3043	0	969	5159

### FY 2019 Major Accomplishments

- Collected data and analyzed traffic at Valley Road, CTH CB (near Secura Insurance), French Road, Broad Street, Lauden Blvd., 9th Street (Oshkosh), City of Neenah downtown traffic study.
- Worked with Kimberly Area School District, Outagamie County, Calumet County, Town of Buchanan, and Village of Harrison on a lane reconfiguration project on CTH N.
- Worked with WisDOT and local partner organizations on I-41, STH 76, Leonard Point and STH 21.
- Presented at the Transportation Research Board Conference.
- Leveraged in funding from partner organizations for local communities to develop bicycle and pedestrian wayfinding signage.
- Presented at the National Regional Transportation Conference.
- Worked with local communities to wayfinding signage templates and develop placement plans for local trails.
- Worked with re:TH!NK, Scared Heart Neighborhood Association, the City of Oshkosh, Grow Oshkosh, and students, staff and parents at Scared Heart School to develop a pop up demonstration project.
- Participated in the WI State Assessment for their health plan update.
- Participated in Outagamie County Public Health Accreditation.

\*For the WisDOT Reimbursement Requests, 1321, 1323, 1325, and 1326 are grouped together (Short-Range—CMP, TMA & TAP).

## 1320 MAJOR WORK PROGRAM ELEMENT: SHORT-RANGE TRANSPORTATION SYSTEM MANAGEMENT AND CONGESTION MANAGEMENT PROCESS

1320 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update the Congestion Management Plan for the Appleton (Fox Cities) MPO.	Ongoing
1.2 Update the functional classification system for the Appleton (Fox Cities) TMA and Oshkosh MPO.	Ongoing
1.3 Continue to work with public health professionals on integrating health into transportation programming. <ul style="list-style-type: none"> <li>• Participating on the WI State Health Assessment Steering Committee.</li> <li>• Participate in health coalitions for the member counties including but not limited to Live Well Fox Valley and re:TH!NK (Winnebago County’s Health Coalition).</li> </ul>	Ongoing
1.4 Update and track performance measures and data for the Appleton (Fox Cities) TMA and Oshkosh MPO.	Ongoing
1.5 Continue to work with local government and partner organizations to develop the corridor studies throughout the Appleton (Fox Cities) and Oshkosh MPOs including the (USH 41, STH 15, CTH CB.	Ongoing
1.6 Continue to work with local communities and partner organizations on implementing bicycle and pedestrian facilities and wayfinding signage.	Ongoing
Work Program numbers 1321, 1322, 1323, 1324, 1325, 1326 Ongoing	

## 1321 WORK ITEM: SHORT-RANGE STREET AND HIGHWAY PLANNING—CONGESTION MANAGEMENT PROCESS (CMP)

**Objectives:** To maintain an ongoing program of traffic operations and highway improvement project assistance that contributes to the safety and improved operation of the street and highway system in the Appleton (Fox Cities) and Oshkosh Urbanized Areas.

1321 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$54,189.00</b>	<b>\$3,367.15</b>	<b>\$10,180.10</b>	<b>\$67,736.00</b>
<b>80.0%</b>	<b>5.0%</b>	<b>15.0%</b>	<b>100.0%</b>

1321- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
135	188	500	0	110	933

### FY 2019 Major Accomplishments

- Collected data and analyzed traffic at Valley Road, CTH CB (near Secure Insurance), French Road, Broad Street, Lauden Blvd., 9th Street (Oshkosh), City of Neenah downtown traffic study.
- Worked with Kimberly Area School District, Outagamie County, Calumet County, Town of Buchanan, and Village of Harrison on a lane reconfiguration project on CTH N.
- Worked with WisDOT and local partner organizations on I-41, STH 76, Leonard Point and STH 21.
- Presented at the National Regional Transportation Conference.

1321 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update the Congestion Management Plan for the Appleton (Fox Cities) TMA.	Approval anticipated October '20
1.2 Continue to work with WisDOT and local partner organizations to conduct traffic counts with the miovision cameras and analyze the data to put into the travel demand model.	Ongoing
1.3 Update the functional classification system.	Ongoing
1.4 Continue to develop, implement, and monitor performance measures and targets.	Ongoing
1.5 Continue to work with local municipalities to analyze various road projects including but not limited to Collage Avenue and Mall Drive, CB extension, CTH N intersections, etc.	Ongoing
1.6 Develop strategies to measure and monitor traffic operations and level of service based on CMP performance measures.	Ongoing
1.7 Work with partner organizations to develop a steering committee for a intermodal site study WisDOT FRIP grant application.	January-March, 2020
1.8 Work with the steering committee to prepare and submit a WisDOT Freight Rail Infrastructure Improvement Program (FRIIP) Grant application.	January-March '20

## 1322 WORK ITEM: APPLETON (FOX CITIES) AND OSHKOSH TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Objectives:** To prepare the annual Transportation Improvement Program (TIP). To prepare a transportation capital improvement program that identifies all projects using federal funding and all other projects that significantly impact the operation of the transportation system. To actively solicit eligible candidate transportation projects from local governments to prioritize and prepare a logical program to efficiently utilize STP-Urban funds and improve the traffic operations on the system. A primary objective of the TIP process is to provide appropriate public notification of TIP requirements and the ability to identify and comment on projects.

1322 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$41,146.40</b>	<b>\$2,571.65</b>	<b>\$7,714.95</b>	<b>\$51,433.00</b>
<b>80.0%</b>	<b>5.0%</b>	<b>15.0%</b>	<b>100.0%</b>

1322- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
218	140	0	0	0	358

### FY 2019 Major Accomplishments

- Completed the 2021-2025 Transportation Improvement Program. For the Appleton and Oshkosh MPOs.
- Updated the 2019-2024 TIP to include the TIP amendments.
- Worked with WisDOT to put out miovision cameras on the USH 41 corridor.
- Continue to work with WisDOT and local agencies regarding traffic projections for regionally significant corridors.

1322 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update the 2021-2025 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) and Oshkosh MPO. Develop a Tip that is compliant with the FAST Act.	Ongoing; Draft in September 2020 Approval in October 2020
1.2 Work with the MPO TAC and the Policy Board to update the selection criteria for STBG Projects.	January—April '20
1.3 Develop a performance measure and target report for the Appleton (Fox Cities) and Oshkosh MPO.	Ongoing
1.4 Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG projects and their progress.	Ongoing
1.5 Continue to work with local stakeholders and WisDOT to process amendments for the TIP.	Ongoing
1.6 Work with the Transportation Alternatives Program selection committee and the technical advisory committee to update the TAP selection criteria along with select projects for TAP.	January—May '20

## 1323 WORK ITEM: APPLETON (FOX CITIES) & OSHKOSH MULTI-MODAL/TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

**Objective:** To encourage, promote and accommodate bicyclists and pedestrians as safe and efficient modes of transportation. To work cooperatively with WisDOT, MPO communities and the various stakeholder to initiate and implement Complete Streets programs, state and national designations such as not limited to Bicycle Friendly or Walk Friendly community and other initiatives to promote physical activity and healthy lifestyles.

1323 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$123,775.00</b>	<b>\$6,911.01</b>	<b>\$24,032.74</b>	<b>\$154,718.75</b>
<b>80.0%</b>	<b>4.5%</b>	<b>15.5%</b>	<b>100.0%</b>

1323- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
54	233	1330	0	466	2083

### FY 2019 Major Accomplishments

- Implemented wayfinding signage on the Loop the Lake Trestle.
- Developed and approved complete streets policies for the Appleton TMA and the Oshkosh MPO.
- Conducted bicycle and pedestrian counts in Neenah, Appleton, and Kaukauna.
- Worked with the City of Kaukauna to inventory their current bicycle and pedestrian signage.
- Worked with Valley Transit and other providers to review and assist on the 5310 application.
- Worked with Winnebago County on their Safe Routes to Parks Program.

1323 Work Program— FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update and finalize the Appleton (Fox Cities) TMA and Oshkosh MPO bicycle and pedestrian plan.	Approval October '20
1.2 Work with communities and non-traditional partners to develop sign templates for wayfinding signage program. (including Loop the Little Lake, Trestle projects and trails within the City of Appleton).	Ongoing
1.3 Continue to conduct and analyze (including factoring) bicycle and pedestrian counts for local communities and WisDOT.	Ongoing
1.4 Develop a complete streets toolkit and continue to work with local communities to develop their own complete streets policies.	Ongoing
1.5 Coordinate and host a bicycle and pedestrian facility winter maintenance workshop.	Ongoing
1.6 Continue to implement the Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan including maintaining ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions, other hazards and bicycle and pedestrian crash data.	Ongoing
1.7 Work with WisDOT and local government organizations to update the bicycle and pedestrian GIS datasets.	Ongoing

## 1323 WORK ITEM: APPLETON (FOX CITIES) & OSHKOSH MULTI-MODAL/TRANSPORTATION ALTERNATIVES PROGRAM (TAP) CONTI.

### 1323 Work Program—FY 2020 Schedule of Activities & Work Products conti.

Description	Targeted Completion Date
1.8 Continue to work with local governments and partner organizations on advancing health in active transportation by continuing to conduct bicycle and walk assessments.	Ongoing
1.9 Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.	Ongoing
Outlined below are two potential projects where staff time from the 1323 work program item will be utilized to administer and coordinate each of the projects. These projects are outlined in more detail in Section 2A.	
<p><b>2.1 Northeastern Wisconsin Intermodal Facility Site Study (FRIIP Grant Scenario)</b></p> <ul style="list-style-type: none"> <li>• Work with partner organizations to develop a steering committee for an intermodal site study WisDOT FRIIP grant application.</li> <li>• Work with the steering committee to prepare and submit a WisDOT Freight Rail Infrastructure Improvement Program (FRIIP) Grant application.</li> <li>• Work with WisDOT staff and the steering committee to develop a request for proposals (RFP) to hire a consultant for the Northeastern Wisconsin Intermodal Facility Site Study.</li> <li>• Award RFP to a consultant and finalize the contract with the consultant and WisDOT.</li> <li>• Coordinate the steering committee meetings and project management calls with consultant.</li> <li>• Project Management and administration of the project and review deliverables throughout the project.</li> <li>• Finalize study document, bring the document to the Commission Board and close out project.</li> </ul>	<p>January—March '20</p> <p>January—March '20</p> <p>July—September '20</p> <p>October '20</p> <p>January –December '21</p> <p>July '20—December '21</p> <p>October —December '21</p>
<p><b>2.2 Economic Impact of Bicycling and Walking Study (Non-FRIIP Grant Scenario)</b></p> <ul style="list-style-type: none"> <li>• Develop a sub-committee to oversee the economic impact study.</li> <li>• Work with the sub-committee and WisDOT to develop a Request for Proposals (RFP) to hire a consultant to develop the economic impact of bicycling and walking study.</li> <li>• Finalize the contract with the consultant and kick-off the study.</li> <li>• Coordinate the sub-committee meetings and project management calls with consultant.</li> <li>• Assist with primary and secondary data collection.</li> <li>• Project Management and administration of the project and review deliverables throughout the project.</li> <li>• Finalize study document, bring the document to the Commission Board and close out project.</li> </ul>	<p>July '20</p> <p>July—August '20</p> <p>September-October '20</p> <p>October '20-May '21</p> <p>July '20-May ' 21</p> <p>July '20– December '21</p> <p>October—December '21</p>

## 1324 WORK ITEM: TRANSIT AND SPECIALIZED TRANSPORTATION DEVELOPMENT AND COORDINATION/SAFETY AND SECURITY

**Objective:** To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Appleton (Fox Cities) and Oshkosh Urbanized Areas.

1324 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$57,934.00</b>	<b>\$3,673.00</b>	<b>\$10,810.00</b>	<b>\$72,417.00</b>
<b>80.0%</b>	<b>5.1%</b>	<b>14.9%</b>	<b>100.0%</b>

1324- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
23	0	950	0	190	1163

### FY 2019 Major Accomplishments

- Continued to work with Valley Transit on updating their Transit Development Plan.
- Worked with Valley Transit to develop a GIS application for visualization of their boarding and alighting data.
- Worked with partner organizations on the Winnebago Catch A Ride Program.
- Worked with Valley Transit and other providers to review and assist on the 5310 application.

1324 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue working with WisDOT, FTA and Valley Transit to implement the planning requirements for coordination in the TMA area including a process for competitive grants for the 5310 funding as prescribed by the FAST Act.	Ongoing
1.2 Work with I-41 public transportation agencies to consider Commuter Service Study between Fond du Lac and Green Bay for regional /intercity initiatives to enhance travel and tourism.* (Funded through 5304 funds)	January—May '20
1.3 Continue to coordinate with the Winnebago Catch a Ride.	Ongoing
1.4 Continue to assist Valley Transit and GO Transit on implementing the recommendations of their Transit Development Plans .	Ongoing
1.5 Continue to work with Valley Transit on the boarding and alighting data for analysis and for visualization.	Ongoing
1.6 Continue working with WisDOT, FTA and Valley Transit to implement the planning requirements for coordination in the TMA area including the Section 5310 Enhanced Mobility of Seniors and individuals with disabilities program.	Ongoing
1.7 Continue to work with transit agencies regarding performance measures and targets.	Ongoing

## 1325 WORK ITEM: TRANSPORTATION ALTERNATIVES (TA) ACTIVITIES IN THE FOX RIVER CORRIDOR AND THE PORT OF GREEN BAY

**Objectives:** To assist local communities and government agencies to enhance multimodal transportation opportunities and connections that improves access to portion of the Port of Green Bay, Upper Fox, Lake Winnebago, and Lower Fox River System.

1325 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$15,653.00</b>	<b>\$978.00</b>	<b>\$2,935.00</b>	<b>\$19,566.00</b>
<b>80.0%</b>	<b>5.0%</b>	<b>15.0%</b>	<b>100.0%</b>

1325- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
68	0	50	0	140	258

### FY 2019 Major Accomplishments

- Coordinated with the Army Corps of Engineers regarding navigation on the Fox River.
- Worked with partner organizations to update the Lower Fox River Navigation Aids Plan.
- Participated in meetings regarding the Port of Green Bay and the discussion around the movement of freight.

1325 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Work with the local communities along the Fox River to promote the recreation and tourism potential with historic lock system.	Ongoing
1.2 Continue to work with local communities on the development of bicycle and pedestrian trestles across the Fox River including the City of Appleton, Village of Little Chute, City of Kaukauna, and City of Neenah.	Ongoing
1.3 Continue to work with Outagamie County regarding their linear park concept and the economic impact of bicycle and pedestrian facilities along the Fox River Corridor.	Ongoing
1.4 Continue to work with the Port of Green Bay, the Green Bay MPO and other partner agencies regarding freight impacts and movement throughout the region.	Ongoing

## 1326 WORK ITEM: TRANSPORTATION PLANNING PROMOTING SUSTAINABILITY, LIVABILITY, ENERGY CONSERVATION AND MINIMIZING ENVIRONMENTAL IMPACTS

**Objectives:** To develop transportation plans and programs that promote sustainability concepts with a direct impact on reducing energy consumption and the associated environmental impacts.

1326 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$20,419.00</b>	<b>\$1,276.00</b>	<b>\$3,829.00</b>	<b>\$25,524.00</b>
<b>80.0%</b>	<b>5.0%</b>	<b>15.0%</b>	<b>100.0%</b>

1326- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
38	50	213	0	63	364

### FY 2019 Major Accomplishments

- Staff participated in the Live Well Fox Valley Coalition (previously known as Weight of the Fox Valley).
- Staff participated in the sustainability network meetings.
- Staff participated in the Conference committee for the Conference on Health and Transportation.
- Staff participated in the Wisconsin Department of Health Services regarding the update to the WI State Health Assessment.

1326 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Participate in the Active Communities committee for the Live Well Fox Valley Coalition. This partnership focuses on building bicycle and pedestrian infrastructure, developing policies that improve community health through active transportation, and link to the health care.	Ongoing; Draft in September 2020 Approval in October 2020
1.2 Work with the MPO TAC and the Policy Board to update the selection criteria for STBG Projects.	January—April
1.3 Develop a performance measure and target report for the Appleton (Fox Cities) and Oshkosh MPO.	Ongoing
1.4 Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG projects and their progress.	Ongoing
1.5 Continue to work with local stakeholders and WisDOT to process amendments for the TIP.	Ongoing
1.6 Work with the Transportation Alternatives Program selection committee and the technical advisory committee to update the TAP selection criteria along with select projects for TAP.	January—May

## APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATION 2020 MEETING SCHEDULE

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 7	1:30 p.m.	Baseline Performance Measures/PEAs/TIP/ 2020 WP Amendment	TC
Tuesday, January 21	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, January 31	10:00 a.m.	Staff and TC Committee Reports/PEAs/TIP Action	PB
Monday, March 2	10:00 a.m.	Review and discussion Baseline Measures/Targets/TIP	TAC
Tuesday, April 7	1:30 p.m.	Review and discussion Baseline Measures/Targets/TIP	TC
Tuesday, April 28	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, April 24	10:00 a.m.	Staff and TC Committee Reports/TIP Action/PEAs	PB
Monday, June 1	10:00 a.m.	Long Range Land Use & Transportation Plan Draft Review/Initial Work Program Discussion	TAC
TBD May/June	TBD	WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO staff
Tuesday, July 7	1:30 p.m.	Performance Based Planning update/TIP/Special Studies Report	TC
Tuesday, July 28	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, July 31	10:00 a.m.	Staff and TC Committee Reports/TIP Action	PB
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Monday, September 7	10:00 a.m.	TIP Discussion/Draft Work Program/Performance Measures Discussion	TAC
Tuesday, October 6	1:30 p.m.	2019 WP/LRTP Implementation Discussion/TIP	TC
Tuesday, October 27	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, October 30	10:00 a.m.	2021 WP Action/Committee Reports/TIP	PB
Monday, December 7	10:00 a.m.	2021 Action Plan/Major Studies/LRTP Implementation	TAC
Last Updated 1-2-2020			

*Long Range Transportation Plan (LRTP)*

*Transit Development Plan (TDP)*

*Unified Transportation Work Program (WP)*

*Transportation Improvement Plan (TIP)*

*Bicycle and Pedestrian Plan*

*Planning Emphasis Areas (PEAs)*

*\*Special meetings of the TAC and PB can be held as needed to address transportation issues.*

## SECTION 2.4 - METROPOLITAN PLANNING FACTORS FOR APPLETON (FOX CITIES) TMA AND OSHKOSH MPO—2020

The Federal Transportation Bill, Fixing America's Surface Transportation (FAST) Act continues the planning factors from previous federal bills, MAP-21 and SAFETEA-LU. Planning factors are to be considered by Metropolitan Planning Organizations (MPOs) when developing and implementing transportation plans and programs. This year's Unified Planning Work Program activities will continue to consider planning factors from the FAST Act. The ten metropolitan planning factors include:

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life; and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2020 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

**Table 10: Metropolitan Planning Factors to be Considered in the 2020 UPWP for Appleton (Fox Cities) TMA and Oshkosh MPO**

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
<b>1311 Program Support and Administration for Appleton (Fox Cities) and Oshkosh MPO</b>										
2021 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration and Public Relations	X			X	X	X	X			
<b>1312 - Appleton (Fox Cities) and Oshkosh Long Range Transportation/Land Use Major Updates</b>										
Public Participation Process	X			X	X	X				
Long Range Land Use Transportation Plan	X	X	X	X	X	X	X	X	X	X
Transportation Planning GIS Datasets	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Long Range Land Use Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
<b>1313 - Northeast Region Travel Demand Model Improvement Program</b>										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
Transit Modeling	X		X	X	X	X	X			
<b>1321 - Short Range Street and Highway Planning - Congestion Management Process (CMP)</b>										
Corridor Studies (i.e. I-41, STH 76, CTH N, College Avenue and Mall Drive, etc.)	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
<b>1322 - Appleton (Fox Cities) and Oshkosh Transportation Improvement Program (TIP)</b>										
2021-2025 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Enhancing the STBG criteria for performance based selection	X		X		X		X	X	X	

<b>1323 - Appleton (Fox Cities) and Oshkosh Multi-Modal/Transportation Alternatives Program</b>										
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Development of bicycle and pedestrian wayfinding	X	X	X	X	X	X	X	X		X
Conducting bicycle and pedestrian counts and analyzing data	X	X	X	X	X		X	X		
Working with WisDOT BOTS on implementation of the WI Strategic Safety Plan	X	X	X	X				X	X	X
Safe Routes to Parks	X	X	X	X		X				X
Continue to work on the development of Complete Streets Policies	X	X	X	X	X		X	X		X
<b>1324 - Transit and Specialized Transportation Development and Coordination/Safety and Security</b>										
Implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Special Transit Studies	X	X	X	X	X	X	X	X	X	
<b>1325 - Transportation Alternatives Activities in the Fox River Corridor</b>										
Implementation of the Fox River Corridor Bicycle and Pedestrian Network	X	X	X	X	X	X	X	X	X	X
Planning assistance to Communities and Agencies along the Fox River Corridor and the Port of Green Bay	X			X	X	X	X			
<b>1326 - Transportation Planning Promoting Sustainability, Livability, Energy Conservation and Minimizing Environmental Impacts</b>										
Evaluation of public health impacts with transportation projects and policies	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
Assisting sustainability committees on implementation	X				X				X	

## SECTION 2.5—APPLETON (FOX CITIES) TMA AND OSHKOSH MPO SELF-CERTIFICATION

The East Central Wisconsin Regional Planning Commission as the Policy Board for the Appleton TMA and the Oshkosh MPO, is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

**(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart.** These citations summarize the metropolitan planning organization requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Land Use Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements approved metropolitan area boundaries, and annual listings of obligated projects.

**Appleton TMA and Oshkosh MPO Compliance:** The MPO complies with this requirement because it currently has an approved TIP, Long—Range Transportation Land Use Plan, Bicycle and Pedestrian Plan, a Unified Transportation Work Program and a Public Participation Plan. The Appleton TMA also has an approved Congestion Management Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

**(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S. C. 7504, 7506 (c) and (d)) and 40 CFR Part 93.** State and local transportation officials take part in 3C planning process to determine which planning elements will be implemented to improve air quality.

**Appleton TMA and Oshkosh MPO Compliance:** This requirement does not currently apply to the Appleton TMA and Oshkosh MPO because it is not within a non-attainment or maintenance area.

**(3) Title VI of Civil Rights Act of 1964, as amended (42 U.S. C. 20000d-1) and 49 CFR Part 21.** Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color or national origin.

**Appleton TMA and Oshkosh MPO Compliance:** The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.

**(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.**

**Appleton TMA and Oshkosh MPO Compliance:** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.

**(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.**

***Appleton TMA and Oshkosh MPO Compliance:*** The Appleton TMA and the Oshkosh MPO will follow WisDOT's DBE policy if outside contracts are hired to complete MPO projects using federal MPO planning funds.

**(6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.**

***Appleton TMA and Oshkosh MPO Compliance:*** This requirement does not directly apply to the Fond du Lac MPO because it is not involved in federal and federal-aid highway construction contracts. However, the MPO follows East Central Wisconsin Regional Planning Commission's equal employment opportunity policy because the Appleton TMA and the Oshkosh MPO are housed within the East Central Wisconsin Regional Planning Commission.

**(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, 38. Programs and activities funded with federal dollars are prohibited from discrimination based on disability.**

***Appleton TMA and Oshkosh MPO Compliance:*** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.

**(7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.**

***Appleton TMA and Oshkosh MPO Compliance:*** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.

**(7) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.**

***Appleton TMA and Oshkosh MPO Compliance:*** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.

**(7) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.**

***Appleton TMA and Oshkosh MPO Compliance:*** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017.



**SECTION 2A: ADDITIONAL PL FUNDING FOR  
APPLETON (FOX CITIES) TRANSPORTATION  
MANAGEMENT AREA (TMA)**

## SECTION 2A.1—ADDITIONAL FUNDING FOR THE APPLETON TMA: PRIORITY PROJECTS AND BACKGROUND INFORMATION

The Wisconsin Department of Transportation (WisDOT) notified East Central staff in October, 2019 that there would be additional federal PL funding available (from Green Bay—\$48,721 and Dubuque—\$102). The Appleton Transportation Management Area was eligible to accept the funds and was the only Transportation Management Area (TMA) that indicated that would be accepting the additional federal PL funds in the amount of \$48,823. East Central staff in addition to WisDOT staff and Federal Highway Administration staff discussed two scenarios in which the additional funding would be used. The first priority project for the additional federal PL funding is to apply for a FRIIP grant to be used for the Northeastern Wisconsin Facility Site Study. If a FRIIP grant, is not awarded, the additional federal PL funding will be utilized to conduct an Economic Impact of Bicycling and Walking Study. The two scenarios are:

1. **Northeastern Wisconsin Intermodal Facility Site Study** (Freight Railroad Infrastructure Improvement Program—FRIIP Scenario)

**Project Description:** East Central staff will work with partner organizations from across Northeastern Wisconsin to apply for a Wisconsin Department of Transportation (WisDOT) Freight Rail Infrastructure Improvement Program (FRIIP) grant. The purpose of the Northeastern Wisconsin Intermodal Facility Site Study is to bring partner organizations together to identify key locations within Northeastern Wisconsin where an intermodal site could be developed. If funded through the WisDOT Freight Rail Infrastructure Improvement Program (FRIIP), a consultant will be brought on to conduct the study. This project is scheduled to be completed in 2021. ECWRPC is requesting WisDOT and FHWA extend the period of availability for the ECWRPC 2020 UPWP to 12/31/21.

2. **Economic Impact of Bicycling and Walking Study** (Non-FRIIP Scenario)

**Project Description:** Staff will work with a committee to hire a consultant to develop an Economic Impact of Bicycling and Walking Study. In 2019, East Central worked with Alta Planning + Design along with the University of Wisconsin—Oshkosh to develop an *Economic Impact of Bicycling and Walking Scoping Study*. This study conducted focus groups with a variety of partner organizations to better understand what data would be needed or helpful for understanding the impact of the bicycling and walking network within the Appleton (Fox Cities) and Oshkosh MPOs. The purpose of this economic impact study will be to analyze data and provide local communities and partner organizations with data sets to show the impact of the bicycling and walking network. This project is scheduled to be completed in 2021. ECWRPC is requesting WisDOT and FHWA extend the period of availability for the ECWRPC 2020 UPWP to 12/31/21.

A consultant team will be hired once a project is determined. Regardless of the project selection, ECWRPC is requesting to extend the period of availability for the funding to December 31, 2021. Details of the project budgets along with the deliverables can be found the subsequent pages.

**Table 11: Northeastern Wisconsin Intermodal Facility Site Study (FRIIP Grant Scenario)**

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1327	Northeastern Wisconsin Intermodal Facility Site Study (FRIIP Grant Scenario)	\$ 250,000.00	\$ 48,823.00	19.53%	\$200,000.00	80.00%	\$ 1,177.00	0.47%
*A consultant will be hired for this project.								
**East Central will be requesting an extension of the period of funding availability to December 31, 2021.								

## SECTION 2A.2—1327 WORK ITEM: NORTHEASTERN WISCONSIN INTERMODAL FACILITY SITE STUDY (FRIIP GRANT SCENARIO)

**Objective:** East Central staff will work with partner organizations from across Northeastern Wisconsin to apply for a Wisconsin Department of Transportation (WisDOT) Freight Rail Infrastructure Improvement Program (FRIIP) grant. The purpose of the Northeastern Wisconsin Intermodal Facility Site Study is to bring partner organizations together to identify key locations within Northeastern Wisconsin where an intermodal site could be developed. If funded through the WisDOT Freight Rail Infrastructure Improvement Program (FRIIP), a consultant will be brought on to conduct the study. This project will be extended into 2020 and into 2021 and will request an extension to the period of availability. Staff time for this program will be utilized from 1323 work program item and deliverables for the staff time are outlined within that work program.

1327 Work Program Cost Summary			
FHWA - PL	WisDOT - FRIIP	ECWRPC	ELEMENT TOTAL
<b>\$48,823.00</b>	<b>\$200,000.00</b>	<b>\$1,177.00</b>	<b>\$250,000.00</b>
<b>19.53%</b>	<b>80.00%</b>	<b>0.47%</b>	<b>100.0%</b>

1327 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	0	0	0	0	0

1327 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 WisDOT Freight Rail Infrastructure Improvement Program (FRIIP) Grant Announcement	May-June '20
1.2 Finalize contract and kick off study with steering committee and ECWRPC.	August—October '20
1.3 Identification of demand and data through interviews with partner organizations including the industry.	October '20—February '21
1.4 Data collection with partner organizations, the steering committee and EC staff.	October '20 –February '21
1.5 Identification of the supply which will help determine the terminal requirements that are needed as identified in task 1.3	January—March '21
1.6 Site Analysis and Identification—Work with the steering committee, ECWRPC and partner organizations to identify up to four potential sites within the Region for an Intermodal Facility.	March—May '21
1.7 Business Plan Development—To identify the top terminal location, cost to build, operate, maintain, and manage the facility. This will be developed as an implementation plan.	May—July '21
1.8 Development of the final report for the Intermodal Facility Site Study and present it to the steering committee, the Transportation Committee and the Commission Board.	August '21 –November '21
1.9 Work with EC staff to closeout the project and provide final documents.	December '21

**Table 12: Economic Impact of Bicycling and Walking Study (Non-FRIIP Grant Scenario)**

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
<b>1327</b>	<b>Economic Impact of Bicycling and Walking Study (Non-FRIIP Grant Scenario)</b>	<b>\$ 61,028.75</b>	<b>\$ 48,823.00</b>	<b>80.00%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 12,205.75</b>	<b>20.00%</b>

\*A consultant will be hired for this project.

\*\*ECWRPC is requesting WisDOT and FHWA extend the period of availability for the ECWRPC 2020 UPWP to December 31, 2021.

## SECTION 2A.3—1327 WORK ITEM: ECONOMIC IMPACT OF BICYCLING AND WALKING STUDY (NON-FRIIP GRANT SCENARIO)

**Objective:** If East Central does not receive the Wisconsin Department of Transportation Freight Rail Infrastructure Improvement Program (FRIIP) grant, staff will proceed with hiring a consultant to develop an Economic Impact of Bicycling and Walking Study. In 2019, East Central worked with Alta Planning + Design along with the University of Wisconsin—Oshkosh to develop an *Economic Impact of Bicycling and Walking Scoping Study*. This study conducted focus groups with a variety of partner organizations to better understand what data would be needed or helpful for understanding the impact of the bicycling and walking network within the Appleton (Fox Cities) and Oshkosh MPOs. The purpose of this economic impact study will be to analyze data and provide local communities and partner organizations with data sets to show the impact of the bicycling and walking network. ECWRPC is requesting WisDOT and FHWA extend the period of availability for the ECWRPC 2020 UPWP to 12/31/21. Staff time for this program will be utilized from 1323 work program item and deliverables for the staff time are outlined within that work program.

1327 Work Program Cost Summary			
FHWA - PL	WisDOT	ECWRPC	ELEMENT TOTAL
\$48,823.00	\$0.00	\$12,205.75	\$61,028.75
80.00%	0.00%	20.00%	100.0%

1327 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	0	0	0	0	0

1327 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Finalize contract with the ECWRPC and kick off the study.	September—October '20
1.2 Primary and secondary data collection (local, regional and national data sets).	October '20—May '21
1.3 Meeting with the committee to discuss the results from the data and see if there is any additional data that may be needed.	June '21
1.4 Development of the technical memo for the Appleton (Fox Cities)/Oshkosh MPO.	October '20—June '21
1.5 Present draft technical memo to partner organizations.	July '21
1.6 Work with consultants to develop a graphic design and report production.	August —September '21
1.7 Present final report with graphics to Transportation Committee and Commission Board for approval.	October '21
1.8 Closeout project with consultant and publicize the report.	November—December '21



**SECTION 3:  
REGIONAL TRANSPORTATION PROGRAM**

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION BOARD**

*Martin Farrell, Chair  
Jeff Nooyen, Vice-Chair  
Eric Fowle, Secretary-Treasurer*

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Lori Palmeri  
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**EX-OFFICIO MEMBERS**

Jill Michaelson, WisDOT  
Ronald McDonald, Valley Transit

## SECTION 3.1 - INTRODUCTION AND PROSPECTUS FOR THE REGIONAL TRANSPORTATION WORK PROGRAM

### EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

East Central Wisconsin Regional Planning Commission currently has eight member counties within their Region. The Regional Transportation Program was developed to ensure that transportation projects at both the local, county and regional level are developed throughout the course of the year. East Central staff also works in cooperation with the Wisconsin Department of Transportation Corridor Studies and reconstruction projects and provides technical assistance to local communities on these projects. To ensure that there is a consistent regional transportation network, all modes of transportation are considered. Specialized Transportation Coordination plans are developed and implemented with local municipalities, counties and transportation providers. East Central staff works with local bicycle and pedestrian coalitions to connect smaller municipalities through a cohesive bicycle and pedestrian network.

### COMMISSION COMMITTEE STRUCTURE

The East Central Wisconsin Regional Planning Commission Board is made up of representation from each of the member counties within the Commission. The Transportation Committees provides recommendations to the Policy Board. East Central staff works in coordination with the transportation committees, the county staff and local municipal staff, the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration to ensure that the program and projects align with federal compliance.

### EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION 2019 REGIONAL TRANSPORTATION WORK PROGRAM



## SECTION 3.2 - PLANNING ISSUES AND PRIORITIES FOR THE EAST CENTRAL REGION

### **ASSET MANAGEMENT**

Through the last five years, there has been an increasing demand from the rural communities regarding resources to assist them in being successful. Many rural communities are facing decreased funding for their local streets and/or county corridors. In addition to decreased roadways, rural communities are struggling to fund updated and compliant signage. East Central staff continued to work with local government organizations to conduct road sign inventories, update their PASER and WISLR data, assist them with culvert inventories, and assist with bicycle and walk audits. Requests also come from the region WisDOT offices to assist them on State Highway Corridor projects like State Highway 15 from Greenville to Hortonville. The demand for assistance in the rural areas continue to grow as their resources decline.

### **REGIONAL CORRIDOR STUDIES**

ECWRPC assists with Regional Corridor Studies with local units of government and WisDOT. In 2020 ECWRPC will continue to assist and work on State Highway 23, State Highway 15, and State Highway 29. In addition, ECWRPC staff works together with county staff and local government staff regarding local roadway improvement projects. Support for these activities may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

### **ACTIVE TRANSPORTATION**

Many of our counties have developed and adopted a bicycle and pedestrian plan. Currently, Outagamie, Winnebago and Waupaca Counties each have committees that are implementing their bicycle and pedestrian plans. Common priorities that have were throughout these bicycle and pedestrian plans were a need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. The bicycle and pedestrian count program continues to expand. As new facilities are being developed (i.e. the Plank Road Trail from Plymouth to Fond du Lac). In addition, more recreation facilities, like the WIOUWASH State Trail, are being used more and more as a transportation corridor. Last year, ECWRPC staff worked with Ascension Health Care, Outagamie and Winnebago Counties to implement wayfinding signage on the WIOUWASH State Trail.

### **SAFE ROUTES TO SCHOOL**

Within the region, many of the schools in all of the counties are continuing to participate in the Safe Routes to School Program. Many of them continue to have day events like Walk to School Day, but we have seen an increase in the number of school continuing to do sustainable programming like walking school bus or curriculum based programming. Many of our rural schools continue to struggle with the amount and speed of traffic on state highways. In addition communities and schools have expressed having ladder system crosswalks and/or rapid flashing beacons for pedestrian crossing on state highways near their schools.

### **SPECIALIZED TRANSPORTATION COORDINATION PLANS**

Specialized transportation coordination plans for each of the counties within the region have been updated. In addition, communities have continue to request assistance for updating their data, assistance with applying for funding, and assistance for updating their Title VI. In addition, staff continues to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans.

## SECTION 3.2 - PLANNING ISSUES AND PRIORITIES FOR THE EAST CENTRAL REGION CONTI.

### **HEALTH IN PLANNING**

ECWRPC staff has participated in local and state health committees in the updates of their Community Health Improvement Plans (CHIP) and the Community Health Needs Assessments. Regional trends throughout each of these processes include:

- Active transportation and the health impacts of physical activity
- Safe Routes to Parks
- Safe Routes to School
- Safety—in particular distractive driving crashes
- Specialized Transportation

There is an opportunity to continue to connect the transportation work to the public health programming especially as the public health field is evolving. Many of counties include their public health staff on the bicycle and pedestrian committees and the implementation of the bicycle and pedestrian plan in Winnebago County is being lead by their public health department.

### **PERFORMANCE MEASURES AND TARGETS**

ECWRPC will continue to work with the WisDOT, the counties, local municipalities and other partner organization on initiatives and projects that continue to move towards the targets set for the performance measures. This will include developing a performance measure report along with a GIS datasets to continue to evaluate the progress of the performance measures.

Table 13: ECWRPC Regional Transportation Work Program Budget - 2020

		FHWA/FTA		WisDOT		MPO/Local	
	Budget	Dollars	%	Dollars	%	Dollars	%
<b>1330</b>	<b>Regional Transportation Program (SPR)</b>						
1331	Program Administration/Support	\$ 14,396.00	80.0%	\$ 1,436.00	10.0%	\$ 1,437.00	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 35,008.00	80.0%	\$ 3,504.00	10.0%	\$ 3,504.00	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 28,562.00	80.0%	\$ 2,856.00	10.0%	\$ 2,856.00	10.0%
	<b>Total Regional Transportation Program</b>	<b>\$ 77,966.00</b>	<b>80.0%</b>	<b>\$ 7,796.00</b>	<b>10.0%</b>	<b>\$ 7,797.00</b>	<b>10.0%</b>

## SECTION 3.3 -1330 MAJOR WORK PROGRAM ELEMENT: REGIONAL MULTIMODAL TRANSPORTATION PLANNING

**Program Objective:** To assist WisDOT, Counties, local jurisdictions and other operating agencies in providing a safe and efficient transportation system that includes all modes of travel. To work with WisDOT and local government and the public to promote and encourage improvements based on the policies of Connections 2030, the State Rail Plan and other transportation planning initiatives.

1330 Work Program Cost Summary			
FHWA - SPR	WisDOT - SPR	ECWRPC	ELEMENT TOTAL
<b>\$62,373.00</b>	<b>\$7,796.00</b>	<b>\$7,797.00</b>	<b>\$77,966.00</b>
<b>80.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>100.0%</b>

1330 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
158	90	683	135	0	1066

### FY 2019 Major Accomplishments

- Worked with partner organizations including Outagamie and Winnebago Counties and Ascension Medical Group to develop wayfinding signage for the WIOUWASH State Trail.
- Attended specialized transportation coordination meetings.
- Participated in Traffic Safety Commissions.
- Assisted WisDOT with the STH 15 project.
- Participated in county health coalitions including UCAN, re:TH!NK and assisted Outagamie County Health Department with their accreditation process.

1330 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to work with partner organizations on the development of wayfinding signage in rural counties.	Ongoing
1.2 Attend specialized transportation coordination meetings.	Ongoing
1.3 Prepare UPWP and quarterly reimbursement requests for WisDOT.	Ongoing
1.4 Continue to work with Winnebago County Bicycle and Pedestrian Plan implementation.	Ongoing
1.5 Assist with 5310 grants for local communities.	Ongoing
1.6 Assist WisDOT and local units of governments on the STH 15 project.	Ongoing
1.7 Continue to work with local partners to place bicycle and pedestrian counters.	November '20

## 1331 WORK ITEM: PROGRAM SUPPORT & ADMINISTRATION OF REGIONAL TRANSPORTATION STUDIES

**Objectives:** Continue to assist WisDOT in providing counties, communities and the public with timely studies and information addressing regional transportation system needs and opportunities.

1331 Work Program Cost Summary			
FHWA - SPR	WisDOT - SPR	ECWRPC	ELEMENT TOTAL
<b>\$11,523.00</b>	<b>\$1,436.00</b>	<b>\$1,437.00</b>	<b>\$14,396.00</b>
<b>80.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>100.0%</b>

1331 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
113	0	0	38	0	151

### FY 2019 Major Accomplishments

- Attend MPO/DOT/RPC Annual Conference.
- Development of the 2019 UPWP.
- Prepare and submit quarterly reimbursement requests.

1331 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Amend the FY 2020 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2021 UPWP.	October '20
1.3 Prepare quarterly reimbursement requests for WisDOT.	Ongoing
1.4 Prepare agendas and materials for committees and subcommittees.	Ongoing
1.5 Provide staff support for meeting and other activities.	Ongoing
1.6 Monitor federal requirements.	Ongoing
1.7 Perform staff evaluations.	November '20
1.8 Meet one-on-one with member communities to better understand their needs and projects.	February '20
1.9 Develop a process to help the MPO decide which projects to take on.	June '20
2.0 Develop a staffing plan to manage relationships throughout the region.	August '20
2.1 Review MPO Committee and governance structures.	July '20
2.2 Conduct new member orientations.	Ongoing

## 1332 WORK ITEM: REGIONAL TRANSPORTATION PLANNING/COORDINATION/TECHNICAL ASSISTANCE

**Objective:** To coordinate and cooperate fully with WisDOT's initiatives including Connections 2030 and other state modal plans and projects.

1332 Work Program Cost Summary			
FHWA - SPR	WisDOT - SPR	ECWRPC	ELEMENT TOTAL
<b>\$28,000.00</b>	<b>\$3,504.00</b>	<b>\$3,504.00</b>	<b>\$35,008.00</b>
<b>80.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>100.0%</b>

1332- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
15	53	390	0	30	488

### FY 2019 Major Accomplishments

- Staff worked with Outagamie and Winnebago Counties to add wayfinding signage on the WIOUWASH State Trail. Staff also worked with Calumet County and local municipalizes to add wayfinding signage on the Solomon Trail that connects New Holstein to Kiel.
- Attended and participated on the Specialized Transportation Coordination Committees.
- Assisted the City of New London in updating their Title VI Plan.
- Continued to work with Outagamie County and WisDOT regarding the STH 15 Corridor Project.
- Attended Traffic Safety Commission meetings.
- Set up bicycle and pedestrian counters within Fond du Lac County and analyzed the data.

1332 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to work with local government agencies and counties to design sign templates for bicycle and pedestrian wayfinding signage.	Ongoing
1.2 Continue to attend and participate in the Specialized Transportation Coordination Committee meetings. Assist with implementation of their Specialized Transportation Coordination Plans.	Ongoing
1.3 Continue to work with WisDOT and Outagamie County on the STH 15 Corridor Project.	Ongoing
1.4 Work with local municipalities to update their asset management data which includes but is not limited to road signs inventory, PASER data, WISLR data, and crash data.	Ongoing
1.5 Attend and participate in Traffic Safety Commission meetings.	Ongoing
1.6 Work with local communities on transportation management assessments.	Ongoing

## 1332 WORK ITEM: REGIONAL TRANSPORTATION PLANNING/COORDINATION/TECHNICAL ASSISTANCE

1332 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.7 Participate and assist with Specialized Transportation County Coordination Plans and participate in Specialized Transportation County Coordination Plans. Participate in quarterly county specialized transportation committees and assist with the implementation of the county coordinated public human service transportation goals.	Ongoing
18 Continue to work with rural local municipalities to update their data in WISLR and PASER.	Ongoing
1.9 Continue to work with local government staff and WisDOT staff regarding the STH 29 project.	Ongoing
2.0 Assist communities on applying for Transportation Alternatives Program funding for bicycle and pedestrian projects.	Ongoing
2.1 Update regional transportation GIS datasets including but not limited to crash data, functional classification data, centerline data, bicycle and pedestrian network data, etc.	Ongoing
2.2 Continue to conduct and analyze (including factoring) bicycle and pedestrian counts for local communities and WisDOT.	January—May '20
2.3 Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.	Ongoing

## 1333 WORK ITEM: REGIONAL COMPREHENSIVE PLANNING/ TRANSPORTATION ELEMENT

**Objectives:** In 2020 staff will be working on the Regional Comprehensive Plan update that incorporates WisDOT plans and studies including Connections 2030 and the Strategic Highway Safety Plan. East Central will work with WisDOT and local jurisdictions to develop consistent plans and programs for the regional transportation system.

1333 Work Program Cost Summary			
FHWA - SPR	WisDOT - SPR	ECWRPC	ELEMENT TOTAL
<b>\$22,850.00</b>	<b>\$2,856.00</b>	<b>\$2,856.00</b>	<b>\$28,562.00</b>
<b>80.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>100.0%</b>

1333- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
30	38	293	68	0	429

### FY 2019 Major Accomplishments

- Continued to work with WisDOT and local municipalities on the STH 29 Corridor in Shawano.
- Assisted and participated with the New London Transportation Plunge.
- Assisted organizations and communities with 5310 applications.
- Updated transportation data and trends for rural communities including Clintonville, North Fond du Lac, New Holstein, etc.

1333 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Prioritize and implement recommendations and strategies identified in the Regional Comprehensive Plan. The issues pertaining to region-wide transportation include: regional trails, rural highway deficiencies and pavement ratings, intermodal facilities and their connections to broader markets, rural functional classification, rural transit (Local Adopted Transportation Coordination Plans) programs, and other planning initiatives including rail, water, trucking, and air freight transportation.	Ongoing
1.2 Continue to work with freight rail stakeholders to discuss issues and opportunities to improve rail service to communities and impacted businesses. Specifically staff will work with the City of Oshkosh, WisDOT and other stakeholders to improve rail and freight services within the region.	Ongoing
1.3 Identify regional trends related to transportation and land use for both the urban, suburban and rural areas and incorporate them into the Regional Comprehensive Plan.	Ongoing

## SECTION 3.4—REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION

The East Central Wisconsin Regional Planning Commission Board is charged with implementing the Regional Transportation Work Program in accordance with the Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the Regional Transportation Program self-certification and work program resolution.

With the approval of the Self-Certification, The Regional Planning Commissions (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program ([TPWP](#)), which identifies all transportation-related planning activities to be funded. With the approval of the Self-Certification, in performing the activities and receiving federal and state funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with the following regulations, terms and conditions:

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP.

The TPWP may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical port for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

WisDOT and USDOT, at all times during the effective period of the TPWP, will be accorded proper facilities for inspection of the transportation planning work activities and shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under the TPWP.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission complies with the above provisions by the Commission Board through the approval of the Regional Transportation Work Program. In addition, processes have been put into place to ensure that transportation projects completed through the regional transportation program comply with the 2 CFR 200, 23 CFR 420.119 and FTA Circular 422201.E. In addition, East Central staff attended the FHWA Grants Management Training in 2019.*

## **Work Product**

RPCs shall give WisDOT and applicable USDOT agencies reasonable opportunity to review and comment on their respective reports produced under the TPWP prior to publication of the final report.

All reports and documents published by all parties shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views or policies.

WisDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under the TPWP for government purposes.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission will provide draft copies of all documents created under this program for their review and each document will include appropriate disclaimer statements and logos.*

## **Prohibited Interest**

No member, officer or employee of the RPC or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

**Commission Compliance:** *Commission Compliance: East Central Wisconsin Regional Planning Commission complies with this provision through the Cost Allocation Plan a certificate of lobbying is signed by the Commission Board Chair. Staff and Commission Board members also have to complete a conflict of interest form annually.*

## **Funding and Payment**

- A. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, this Self-Certification shall be deemed to be a part of the TPWP with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the [TPWP](#) will be set forth in WisDOT's annual authorization letter.
- B. All costs incurred during the progress of the transportation planning work activities shall be shared by the RPC and the other participating agencies on the basis of the cost allocation schedule set forth in the approved TPWP.

WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be paid to the RPC following the receipt of a properly executed invoice, and a detailed status of expenditures report.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

WisDOT may withhold or delay approval of invoices if the RPC fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement to the RPC for the timely payment for all submitted and approved progress reports, finished products, and invoices.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission complies with this provision through the Cost Allocation Plan that is adopted annually. East Central Wisconsin Regional Planning Commission staff will submit reimbursement requests and progress reports for transportation work program activities for each quarter.*

## Article IX: Cost Principles

- A. Allowable Costs. Actual costs incurred by RPC under this TPWP shall be eligible for reimbursement provided the costs are:
1. Verifiable from the RPC's records;
  2. Not included as match funds as prescribed by federal law or regulation for any other federally assisted program;
  3. Necessary and reasonable for proper and efficient accomplishment of the approved TPWP;
  4. In conformance with the standards for allowable costs set forth in 2 CFR 225 (Office of Management and Budget (OMB) Circular A-87, revised) and with applicable guidelines, regulations, or federal agreement provisions issued by FHWA or FTA;
  5. Not paid by the federal government under another assistance agreement unless authorized to be used as match funds under the other federal agreement and the laws and regulations governing such agreement; and
  6. Provided for in the approved TPWP.

No contributions where costs are not incurred, such as volunteer services or donated property, may be accepted as the non-federal share.

- B. Indirect Costs. RPC costs charged on an indirect basis shall be supported by an indirect cost allocation plan and indirect cost rate proposal. Such plans shall be submitted with certification to WisDOT and the host agency's cognizant federal agency for approval prior to recovering any indirect costs included under this TPWP.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission annually adopts the Cost Allocation Plan (see Appendix D) in conjunction with the audit.*

## Property Utilization and Management

The RPC shall comply with the property management standards as set forth in 2 CFR 200, Subpart D, Property Standards.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission currently follows 2 CFR 200, Subpart D, Property Standards.*

## Records and Audits

- A. The RPC shall, for the program of transportation planning and programming activities maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the federal, state and local units of government, or any other quasi-public or private source under this TPWP.
- B. All eligible costs, including paid services and expenses contributed by the RPC, shall be charged to the approved TPWP by the RPC and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the RPC under this TPWP shall be maintained by the RPC and shall be clearly identified and readily accessible. WisDOT and USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this TPWP at any reasonable time. The RPC shall retain all records and documents applicable to this TPWP for a period of not less than three (3) years after final payment is made to WisDOT by the federal funding agencies.
- C. The RPC shall have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations. (See 2 CFR 200 Subpart F Audit Requirements.). This audit shall be performed in accordance with 2 CFR 200, and state single, organization-wide audit guidelines issued by the Wisconsin Department of Administration (DOA). A copy of the audit shall be furnished to WisDOT.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission currently has an accounting system and works with accounting staff to ensure that expenses and reimbursement requests are eligible for funding. ECWRPC conducts an annual audit and references 2 CFR 200 when administering the Regional Transportation Program.*

### Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
1. No federal appropriated funds have been paid or will be paid, by or on behalf of the RPC, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission complies with this provision through adoption of the 2019 Cost Allocation Plan a certificate of lobbying is signed by the Commission Board Chair.*



**SECTION 4:  
2020 FOND DU LAC MPO  
WORK PROGRAM & BUDGET**

**FOND DU LAC AREA METROPOLITAN PLANNING ORGANIZATION (MPO)**

**POLICY BOARD**

**VOTING MEMBERS:**

Allen Buechel, Chair—Fond du Lac County  
Dyann Benson, Vice Chair—City of Fond du Lac  
Joe Moore—City of Fond du Lac  
Donna Richards— City of Fond du Lac  
Brian Kolstad—City of Fond du Lac  
Jordan Skiff—City of Fond du Lac  
Tom Janke—Fond du Lac County  
Nick Leonard—Village of North Fond du Lac  
James Pierquet—Town of Empire (representing all towns)  
Matt Halada—WisDOT, Northeast Region

**NON-VOTING MEMBERS:**

Sam Tobias (Alternate ) - Fond du Lac County  
Jill Michaelson (Alternate) - WisDOT, Northeast Region  
James Kuehn, WisDOT, Central Office  
Matt Spiel—FHWA  
Nick Leonard (Alternate) - Village of North Fond du Lac  
Walt Raith—East Central Wisconsin Regional Planning Commission

## SECTION 4.1 - INTRODUCTION AND PROSPECTUS FOR THE FOND DU LAC MPO

### ABOUT THE FOND DU LAC MPO

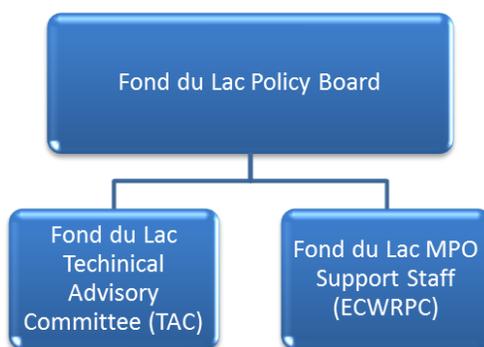
The Fond du Lac Area MPO was formed in late 2002, based on the 2000 Census. The urbanized area includes the City of Fond du Lac, the Village of North Fond du Lac, the Village of Eden, and portions of the towns of Eden, Empire, Friendship, Fond du Lac, and Taycheedah. The MPO policy board and technical advisory committee were established with representation from these municipalities, and from various other transportation modes, WisDOT, and FHWA. An agreement was made with East Central Wisconsin Regional Planning Commission (ECWRPC) to serve as staff to the MPO. East Central Wisconsin Regional Planning Commission as the staff for the Fond du Lac MPO are responsible for working with the Technical Advisory Committee and the Policy Board on conducting the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. The Long Range Land Use Transportation Plans have a 20 year horizon date and the Transportation Improvement Program includes all state and federally funded projects within a 4 year timeframe. The 2010 census figures show the population of the urbanized area to be 54,901. Plans and programs that are included in the Fond du Lac MPO are:

- Long Range Land Use Transportation Plan (LRP)
- Transportation Improvement Program (TIP)

Throughout each of these planning processes, public involvement is a transparent process for community members that may be affected by projects, programs, strategies and initiatives recommended from the transportation planning process. Public involvement is required by the Metropolitan Planning Regulations of the United States Department of Transportation 23 CFR 450.316, 49 U.S.C. 5307(b)(1-7) and FTA Circular 9030.1E.

### MPO COMMITTEE STRUCTURE

The Fond du Lac MPO Technical Advisory Committee is made up of representation from each of the communities within the MPO. The Technical Advisory Committees (TAC) provides recommendations to the Policy Board. East Central staff works in coordination with the technical advisory committees, the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration to ensure that the program and projects align with federal compliance.



### FOND DU LAC MPO 2020 WORK PROGRAM DELIVERABLES

Work Program Elements for the Fond du Lac MPO are outlined in the following pages.

## SECTION 4.2 - PRIORITIES AND PROJECTS FOR THE FOND DU LAC MPO

### **ROADWAYS AND BRIDGES**

Throughout the Fond du Lac MPO, there are continued discussions regarding major roadway improvement projects. Currently Fond du Lac County and the City of Fond du Lac are reconstructing a portion of Pioneer Road. Recently the MPO awarded STBG funding to Fond du Lac County to continue this reconstruction project on Pioneer Road near Theisen Middle School. The State Highway 23 project is a large project that will be impacting the Fond du Lac MPO on the east side of town. Many of the communities within the MPO are continuing to try to leverage resources for roadway and bridge improvements, but they continue to see a decrease in funding. The City of Fond du Lac requested assistance in modeling traffic flow with five bridges within the city. Over the next few years the city will be faced with where to prioritize resources for the five bridge structures. Funding for roadway and bridge improvements continues to be a challenge for each of the communities within the MPO.

### **COMMUTER SERVICE STUDY**

ECWRPC in partnership with partner organizations launched the I-41 Commuter Service Study. The purpose of this study is to look at commuter services to major employment centers along the I-41 Corridor from Fond du Lac to Green Bay. This study is unique in that all four transit agencies are involved in the study and it is anticipated that this study will conclude in the spring of 2020.

### **ACTIVE TRANSPORTATION**

Many of our Counties have developed and adopted a bicycle and pedestrian plan. Currently, City of Fond du Lac has completed a bicycle and pedestrian plan and currently has a committee working with City staff to implement the plan. Priorities for these plans include the need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. East Central worked with the City of Fond du Lac staff and Fond du Lac County to conduct bicycle and pedestrian counts. It is anticipated that the Plank Road Trail from Plymouth to Fond du Lac.

### **SAFE ROUTES TO SCHOOL**

Within the region, many of the schools in all of the counties are continuing to participate in the Safe Routes to School Program. Many of them continue to have day events like Walk to School Day, but we have seen an increase in the number of schools continuing to do sustainable programming like walking school bus or curriculum based programming. Many of our rural schools continue to struggle with the amount and speed of traffic on state highways. In addition communities and schools have expressed having ladder system crosswalks and/or rapid flashing beacons for pedestrian crossing on state highways near their schools. Fond du Lac School District has the longest running safe routes to school program. Each year, every school within the school district participates in Walk to School Day, Winter Walk Month and Bike Safety Month. In addition, a few schools participate in the walking school bus program. Rosenow Elementary School has on average 60-70 students that walk every day on their walking school bus. In 2019 Theisen Middle School incorporated a new bicycle safety portion into their physical education curriculum.

## SECTION 4.2 - PRIORITIES AND PROJECTS FOR THE FOND DU LAC MPO

### **SPECIALIZED TRANSPORTATION COORDINATION PLANS/TRANSIT PLANS**

Specialized transportation coordination plans for each of the counties within the region have been updated. In addition, communities have continue to request assistance for updating their data, assistance with applying for funding, and assistance for updating their Title VI. In addition, staff continues to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans. ECWRPC continues to work with Fond du Lac Transit on the implementation of their recommendations within their plan. Last year, ECWRPC modeled a transit route that would connect the existing transit system to Mercury Marine.

### **HEALTH IN PLANNING**

ECWRPC staff has participated in Living Well Coalition and state health committees in the updates of their Community Health Improvement Plans (CHIP) and the Community Health Needs Assessments. Regional trends throughout each of these processes include:

- Active transportation and the health impacts of physical activity
- Safe Routes to School
- Safety—in particular distractive driving crashes
- Specialized Transportation

There is an opportunity to continue to connect the transportation work to the public health programming especially as the public health field is evolving.

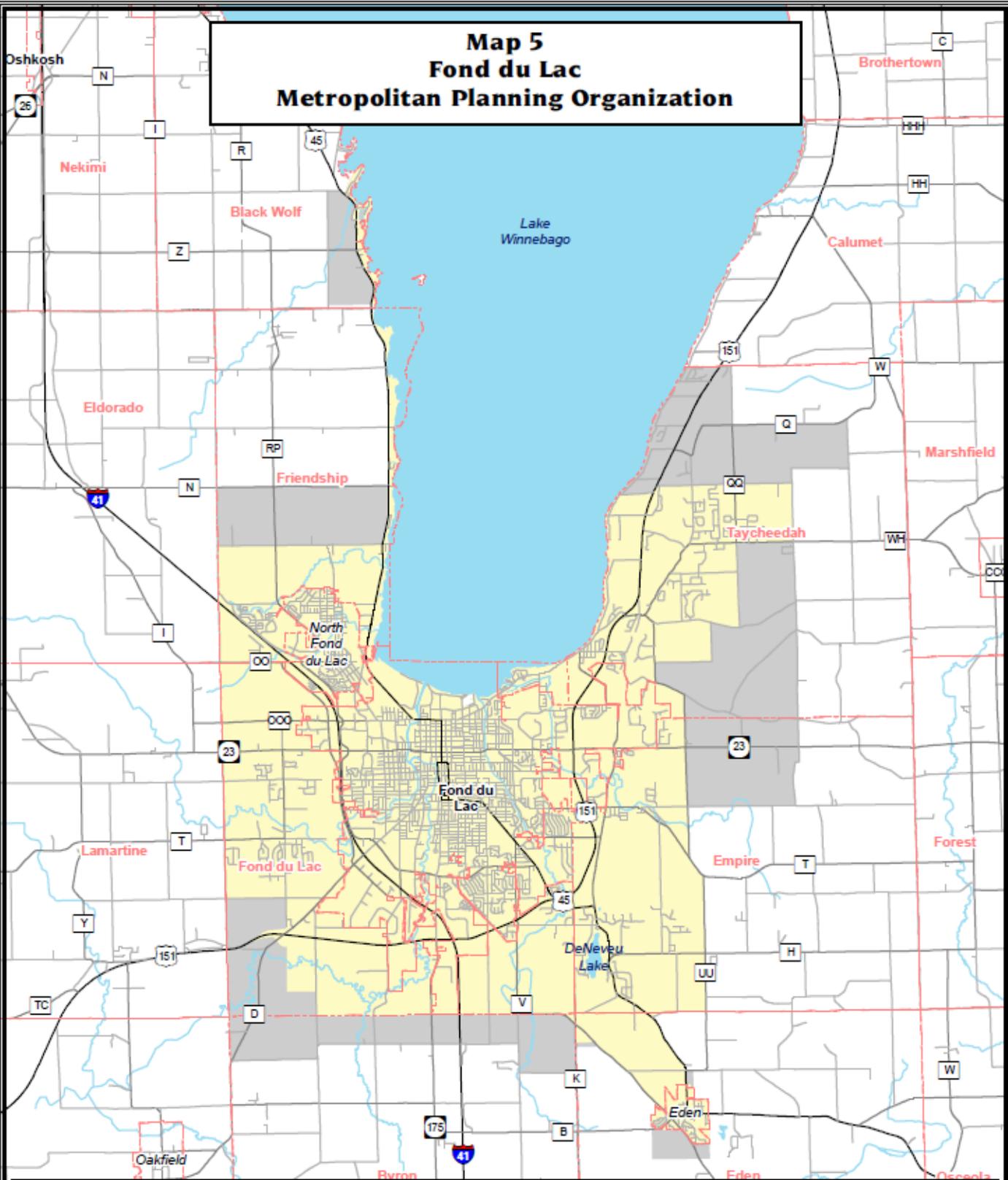
### **TECHNOLOGY AND ELECTRIC VEHICLES**

The City of Fond du Lac has expressed interest in the technological advances in transportation including but not limited to autonomous vehicles and electric vehicles. The City of Fond du Lac and Fond du Lac Transit are having discussions about bring electric buses into the city.

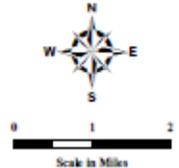
### **PERFORMANCE MEASURES AND TARGETS**

ECWRPC will continue to work with the Fond du Lac MPO and WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This will include developing a performance measure report along with a GIS datasets to continue to evaluate the progress of the performance measures.

# Map 5 Fond du Lac Metropolitan Planning Organization



- 2010 Adjusted Urbanized Area**  
*Federal Highway Administration Approval - June 2013*
- 2050 Planning Area Boundary**  
*MPO and WisDOT Approval - May 2013*
- Municipality Boundaries**



Source: WisDOT and ECWRPC provided the 2010 metropolitan planning and adjusted urbanized areas. 2015 Base data provided by Fond du Lac County.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin

PREPARED SEPTEMBER 2016 BY:  
East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**

Table 14: Fond du Lac MPO 2020 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1340</b>	<b>Fond du Lac MPO Program (PL)</b>							
1341	Program Administration/Support	\$ 15,858.00	\$ 12,686.40	80.0%	\$ 713.18	4.5%	\$ 2,458.42	15.5%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 54,592.75	\$ 43,675.20	80.0%	\$ 2,548.60	4.7%	\$ 8,368.95	15.3%
1343	Short Range/Multi-Modal Transportation Planning	\$ 15,798.00	\$ 12,638.40	80.0%	\$ 704.64	4.5%	\$ 2,454.96	15.5%
1344	Transportation Improvement Program (TIP)	\$ 25,425.88	\$ 20,340.70	80.0%	\$ 1,144.16	4.5%	\$ 3,941.01	15.5%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 18,930.00	\$ 15,143.00	80.0%	\$ 933.00	4.9%	\$ 2,854.00	15.1%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 8,517.87	\$ 6,814.30	80.0%	\$ 383.30	4.5%	\$ 1,320.27	15.5%
	<b>Total Fond du Lac MPO Program</b>	<b>\$ 139,122.50</b>	<b>\$ 111,298.00</b>	<b>80.0%</b>	<b>\$ 6,426.90</b>	<b>4.6%</b>	<b>\$ 21,397.60</b>	<b>15.4%</b>

## SECTION 4.3 - 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC METROPOLITAN PLANNING ORGANIZATION (MPO) —2020

**Program Objective:** Through a contractual agreement for staffing with the City of Fond du Lac, and formal planning agreement with the Wisconsin Department of Transportation and the operators of public transportation; East Central staff will prepare and maintain the required plans, reports, studies, models, and data necessary for the development and management of the Fond du Lac Metropolitan Planning Organization (MPO) as outlined in the federal transportation bills.

1340 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$111,298.00</b>	<b>\$6,426.90</b>	<b>\$21,397.60</b>	<b>\$139,122.50</b>
<b>80.0%</b>	<b>4.6%</b>	<b>15.4%</b>	<b>100.0%</b>

1340 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
275	162	998	405	0	1840

### FY 2019 Major Accomplishments

- Developed and engaged partner agencies.
- Began updating the Long Range Transportation Land Use Plan for the MPO.
- Worked with the MPO Policy Board and Technical Advisory Committee to select the Surface Transportation Block Grant project.
- Developed the 2020-2024 Transportation Improvement Program.

### 1340 Work Program—FY 2020 Schedule of Activities & Work Products

Description	Targeted Completion Date
1.1 Work with Federal Highway Administration, the Wisconsin Department of Transportation, local stakeholders and organizations to ensure plans and programs meet federal, state, and local planning requirements.	Ongoing
1.2 Develop and maintain the following documents: <ul style="list-style-type: none"> <li>• Unified Work Program</li> <li>• Public Participation Plan (PPP)</li> <li>• Long Range Land Use/Transportation Plan (LRTP)</li> <li>• Transportation Improvement Program (TIP)</li> <li>• Performance Measures and Target Report</li> </ul>	Ongoing
1.3 Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) that include the following: <ul style="list-style-type: none"> <li>• Performance measures: Continue to maintain the performance measures and targets with WisDOT and local stakeholders</li> <li>• Regional models of cooperation to implement the LRTP and the FAST Act</li> </ul>	Ongoing

## 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC METROPOLITAN PLANNING ORGANIZATION (MPO) — 2020 PLANNING DOCUMENT SCHEDULE

Transportation Plan	Fond du Lac Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 7, 2015  Anticipated update to be approved in October, 2020
Transportation Improvement Plan	Fond du Lac Metropolitan Planning Area Transportation Improvement Program 2020-2026—October 2, 2019
Unified Planning Work Program	2018 Planning Work Program for the Fond du Lac Metropolitan Planning Organization, approval October 4, 2017  2019 Planning Work Program for the Fond du Lac Metropolitan Planning Organization—approval October 3, 2018  2020 Planning Work Program for the Fond du Lac Metropolitan Planning Organization—approval October 2, 2019
Public Participation Plan	Public Participation Plan Fond du Lac Metropolitan Planning Organization  Adopted May 8, 2013
MPO Cooperative Agreement	Executed November 28, 2016
Metropolitan Planning Area	Approved by MPO & WisDOT
Annual Listing of Obligated Projects	2018 annual listing posted on website
MPO Title VI Plan	Adopted - October 4, 2017
Fond du Lac Area Transit Title VI Plan	Adopted—October, 2018
Cooperative Agreement	<a href="https://www.ecwrpc.org/wp-content/uploads/2017/01/Signed_Cooperative-Agreement_Fond-du-Lac_Fond-du-Lac-Area-Transit_November_28_2016.pdf">https://www.ecwrpc.org/wp-content/uploads/2017/01/Signed_Cooperative-Agreement_Fond-du-Lac_Fond-du-Lac-Area-Transit_November_28_2016.pdf</a>

## 1341 WORK ITEM: PROGRAM SUPPORT & ADMINISTRATION FOR THE FOND DU LAC MPO

**Objectives:** To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements. To maintain an updated contact information, mailing list, an MPO website and other information as a critical element in the public involvement process and plan.

1341 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$12,686.40</b>	<b>\$713.18</b>	<b>\$2,458.42</b>	<b>\$15,858.00</b>
<b>80.0%</b>	<b>4.5%</b>	<b>15.5%</b>	<b>100.0%</b>

1341 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
95	64	0	0	0	159

### FY 2019 Major Accomplishments

- Developed the 2020 Transportation Work Program
- Updated the MPO Website
- Attended the FHWA Grants Management Training
- Submitted quarterly reimbursement and progress reports
- Attended MPO director meetings

1341 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Amend the FY 2020 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2021 UPWP.	August—October '20
1.3 Prepare quarterly reimbursement requests for WisDOT.	Ongoing
1.4 Prepare agendas and materials for committees and subcommittees.	Ongoing
1.5 Provide staff support for meeting and other activities.	Ongoing
1.6 Monitor federal requirements.	Ongoing
1.7 Perform staff evaluations.	November '20
1.8 Meet one-on-one with member communities to better understand their needs and projects.	February '20
1.9 Develop a process to help the MPO decide which projects to take on.	June '20
2.0 Develop a staffing plan to manage relationships throughout the region.	March '20
2.1 Review MPO Committee and governance structures.	July '20
2.2 Conduct new member orientations.	Ongoing

## 1342 WORK ITEM: FOND DU LAC MPO LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION & MONITORING

**Objectives:** In 2019, staff will work with the Fond du Lac MPO to implement and monitor the adopted LRTP. The MPO will continue to monitor current socioeconomic trends and work to incorporate the FAST Act guidance, planning emphasis areas, and the ladders of opportunity into the planning process. The object is to maintain the Long Range Transportation Plan based on updates and changes to local plan and program and maintain the valid and up to date information that identifies future needs, current priorities and available resources. All modes of transportation will be continually evaluated in the context of land use development patterns as compared to the preferred 2050 plan adopted by the Fond du Lac MPO.

1342 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$43,675.20</b>	<b>\$2,548.60</b>	<b>\$8,368.95</b>	<b>\$54,592.75</b>
<b>80.0%</b>	<b>4.7%</b>	<b>15.3%</b>	<b>100.0%</b>

1342 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
83	75	380	220	0	758

### FY 2019 Major Accomplishments

- In 2015, the MPO adopted the LRTP that included public information meetings and outreach to federal and state environmental regulatory and project agencies.
- Staff attended local and regional meetings to monitor plain implementation and plan recommendations.
- Developed a draft of the Long Range Land Use Transportation Plan Update for the Fond du Lac MPO.
- Began the public participation engagement process for the update of the LRTP.
- Participated in meetings related to the STH 23 corridor.

1342 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update, finalize and approve the Long Range Land Use Transportation Plan for Fond du Lac MPO.	Ongoing—anticipated adoption in October 2020
1.2 Transportation and GIS staff will work with local communities on updating census block groups and census tracts for the PSAP program.	Ongoing
1.3 Staff to participate initiatives that enhance our equity and diversity work. This includes but isn't limited working with the Living Well Coalition and the Fond du Lac County Health Department.	Ongoing
1.4 Staff will develop GIS data sets for the performance measures and targets along with an infographics to make the performance measures easy to understand. This includes crash analysis for the MPO areas and aligning that with the TIP projects.	Ongoing
1.5 Staff will continue to work with public health organizations (at the local, state, and federal) level to evaluate public health in transportation projects and possibly looking at health impact assessments for transportation projects.	Ongoing
1.6 Continue to work with the transportation equity committee to monitor and update the Title VI plan.	Ongoing

## 1342 WORK ITEM: FOND DU LAC MPO LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION & MONITORING PROGRAM DELIVERABLES CONT.

1342 Work Program—FY 2020 Schedule of Activities & Work Products conti.	
Description	Targeted Completion Date
1.3 Update and maintain the ArcGIS Hub for the Fond du Lac MPO.	Ongoing
1.4 Continue to participate on the WI Department of Health Services Steering Committee for the State Health Assessment.	Ongoing
1.5 Continue to work with the WisDOT BOTS team regarding the analysis of the bicycle and pedestrian crash data and work with UW-Milwaukee staff to analyze the bicycle and pedestrian count data.	Ongoing
1.6 Continue to work with local stakeholders to collect data related to the economic impact study.	Ongoing

## 1343 WORK ITEM: FOND DU LAC MPO SHORT RANGE MULTI-MODAL PERFORMANCE MEASURES & MONITORING

**Objectives:** To encourage, promote and accommodate all modes of transportation plan for bicyclists and pedestrians as safe and efficient modes of transportation.

1343 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$12,638.40</b>	<b>\$704.64</b>	<b>\$2,454.96</b>	<b>\$15,798.00</b>
<b>80.0%</b>	<b>4.5%</b>	<b>15.5%</b>	<b>100.0%</b>

1343- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
15	23	135	22	0	195

### FY 2019 Major Accomplishments

- Worked with the City of Fond du Lac to put miovision cameras at various bridge locations and conducted some modeling aspects for the city.
- Conducted bicycle and pedestrian counts in various locations in the city and the county.
- Participating in the Living Well Coalition
- Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.

1343 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Provide technical assistance to communities, rail lines, trucking interest and other transportation providers, including coordinating and hosting meetings, preparing data, and providing information to identify potential facilities and the potential reuse of corridors resulting from recommendation and implementation of additional mode.	Ongoing
1.2 Staff will continue to maintain ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, bicycle and pedestrian crash data. Continue to conduct and analyze (including factoring) bicycle and pedestrian counts for local communities and WisDOT.	Ongoing
1.3 Appropriate consideration will be given to the provisions of the U.S. DOT Environmental Justice directives on the effects of projects on minority and low-income populations.	Ongoing
1.4 Staff will work with local governments to integrate local bicycle, pedestrian and SRTS plans with MPO, regional and state plans. This includes working with the Safe Routes to School Team, the Living Well Coalition to develop and implement an Earn a bike program or a bike share program for the Fond du Lac School District.	Ongoing
1.5 Develop additional strategies to avoid, minimize or mitigate environmental disruption by land use and transportation projects based on proposed plan consultation with environmental agencies.	Ongoing

## 1343 WORK ITEM: FOND DU LAC MPO SHORT RANGE MULTI-MODAL PERFORMANCE MEASURES & MONITORING

1343 Work Program—FY 2020 Schedule of Activities & Work Products Conti.	
Description	Targeted Completion Date
1.6 Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.	Ongoing
1.7 Continue to work with local partner organizations to develop and design sign templates for wayfinding signage program for the bicycle and pedestrian facilities within the Fond du Lac MPO.	Ongoing
1.8 Assist communities in applying for Transportation Alternative Program (TAP) funding. This includes meeting with partner organizations regarding their project, providing data for the application, and providing letters of support.	January—April '20

## 1344 WORK ITEM: FOND DU LAC MPO TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Objectives:** To transform the annual Transportation Improvement Program (TIP) to a performance based planning process for the Fond du Lac Urbanized Area.

1344 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$20,340.70</b>	<b>\$1,144.16</b>	<b>\$3,941.01</b>	<b>\$25,425.88</b>
<b>80.0%</b>	<b>4.5%</b>	<b>15.5%</b>	<b>100.0%</b>

1344- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
23	0	298	50	0	371

### FY 2019 Major Accomplishments

- Developed the 2020-2024 Transportation Improvement Program (TIP).
- Ranked projects submitted by the MPO policy board and the technical advisory committee. Worked with the Fond du Lac Policy Board and the Technical Advisory Committee (TAC) on selecting a project for the Surface Transportation Block Grant Program.
- Worked with local stakeholders and WisDOT to process TIP amendments.
- Updated the TIP to include information related to the adopted performance measures and target for the Fond du Lac MPO.

1344 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Update the 2021-2025 Transportation Improvement Program (TIP). Develop a Tip that is compliant with the FAST Act.	Ongoing; Draft in September 2020 Approval in October 2020
1.2 Work with the MPO TAC and the Policy Board to update the selection criteria for STBG Projects.	January—April
1.3 Develop a performance measure and target report for the Fond du Lac MPO.	Ongoing
1.4 Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG projects and their progress.	Ongoing
1.5 Continue to work with local stakeholders and WisDOT to process amendments for the TIP.	Ongoing

## 1345 WORK ITEM: FOND DU LAC MPO TRANSIT & SPECIALIZED TRANSPORTATION DEVELOPMENT AND COORDINATION

**Objective:** To work with Fond du Lac Transit and other transportation providers to develop transit operating and capital improvement programs which efficiently and effectively serve the Fond du Lac Urbanized Area.

1345 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$15,143.00</b>	<b>\$933.00</b>	<b>\$2,854.00</b>	<b>\$18,930.00</b>
<b>80.0%</b>	<b>4.9%</b>	<b>15.1%</b>	<b>100.0%</b>

1345 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
23	0	150	83	0	256

### FY 2019 Major Accomplishments

- Worked with Fond du Lac Transit to provide information related to their triennial review.
- Staff worked with FDLAT, providing assistance as part of the annual TIP and reporting process.
- ◆ Collected information that was needed to update the Federal Transit Administration reporting data that now much include Transit Asset Management (TAM) with performance measures and targets set by the Transit Agency and the MPO.
- Worked with local stakeholders and WisDOT to process TIP amendments.
- Updated the TIP to include information related to the adopted performance measures and target for the Fond du Lac MPO.
- ◆ Work with Fond du Lac Area Transit to Update and approve their Title VI Transit Plan.

1345 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to work with FDLAT to assist in the implementation of the Transit Development Plan.	Ongoing
1.2 Continue to build capacity to implement transit modeling components for system evaluation and use in the TDP development.	Ongoing
1.3 Work with FDLAT, GO Transit, Valley Transit and Green Bay Transit to explore Commuter Service Study between Fond du Lac and Green Bay. * Funded through 5304	Ongoing
1.5 Continue to work with local stakeholders and WisDOT to process amendments for the TIP.	Ongoing
1.6 Continue to work with FDLAT and other partner organizations on the implementation of the Coordinated Public Transit-Human Service Transportation Plan.	Ongoing
1.7 Work with FDLAT to update their Title VI Plan. (add this for local communities and agencies.)	Ongoing
1.8 Evaluation of their transit facilities/determine feasibility of electric vehicles.	Ongoing

## 1346 WORK ITEM: FOND DU LAC MPO TRAVEL MODEL IMPROVEMENT PROGRAM

**Objectives:** Staff will continue working with WisDOT, their consultants, and partner organizations within the MPO to update and calibrate the Northeast Region Travel Demand Model.

1346 Work Program Cost Summary			
FHWA - PL	WisDOT - PL	ECWRPC	ELEMENT TOTAL
<b>\$6,814.30</b>	<b>\$383.30</b>	<b>\$1,320.27</b>	<b>\$8,517.87</b>
<b>80.0%</b>	<b>4.5%</b>	<b>15.5%</b>	<b>100.0%</b>

1346 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
38	0	35	30	0	103

### FY 2019 Major Accomplishments

- Staff worked with the City of Fond du Lac to collect and analyze data related to traffic patterns for five bridges within the City of Fond du Lac.
- Continued to work with WisDOT and local municipalities on traffic forecasts for the STH 23 project.
- Continued to update the travel demand model as it relates to traffic count data, employment data, and school enrollment data.

1346 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to work with the City of Fond du Lac to finalize their bridge study and assisted them with recommendations for prioritizing maintenance on the bridges.	January—April
1.2 Work with communities within the Fond du Lac MPO on the PSAP program.	Ongoing
1.3 Continue to update existing and future land use along with employment data for the model.	Ongoing
1.4 Continue to work with WisDOT and communities within the Fond du Lac MPO on traffic forecast as necessary.	Ongoing

# FOND DU LAC METROPOLITAN PLANNING ORGANIZATION

## 2020 MEETING SCHEDULE

### *MPO Policy Board and Technical Advisory Committee*

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 21	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, February 5	10:00 a.m.	Review/Discuss LRTP Baseline Performance Measures/PEAs/TIP	PB/TAC
Tuesday, April 21	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, May 6	10:00 a.m.	Review/Discuss of LRTP Performance Measure Targets	PB
TBD May/June	TBD	2019 schedule/planning activity/MPO Membership update WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO staff
Wednesday, June 3	10:00 a.m.	Performance Measures and Targets/TIP Candidate Project Listing Review	TAC
Wednesday, July 8	10:00 a.m.	TIP/FAST Act/PEAs/LRTP Implementation/Special Studies	PB
Tuesday, July 21	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Wednesday, September 9	10:00 a.m.	PEAs/2019 WP/FAST Act Update/TIP Project Review Discussion	TAC
Wednesday, October 7	10:00 a.m.	2020 WP Action/TIP Project Review Discussion	PB
Tuesday, October 20	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Wednesday, November 4	10:00 a.m.	Study updates/2018 WP Priorities	PB/TAC

Last Updated 09-04-19

*Long Range Transportation Plan (LRTP)*

*Transportation Improvement Plan (TIP)*

*Transit Development Plan (TDP)*

*Unified Transportation Work Program (WP)*

*Planning Emphasis Areas (PEAs)*

*\*Special meetings of the TAC and PB can be held as needed to address transportation issues.*

## SECTION 4.4 - METROPOLITAN PLANNING FACTORS FOR THE FOND DU LAC MPO—2020

The Federal Transportation Bill, Fixing America’s Surface Transportation (FAST) Act continues the planning factors from previous federal bills, MAP-21 and SAFETEA-LU. Planning factors are to be considered by Metropolitan Planning Organizations (MPOs) when developing and implementing transportation plans and programs. This year’s Unified Planning Work Program activities will continue to consider planning factors from the FAST Act. The ten metropolitan planning factors include:

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life; and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2020 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

**Table 15: Metropolitan Planning Factors to be Considered in the 2020 UPWP for Fond du Lac MPO**

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
<b>1341 Program Support and Administration</b>										
2021 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration and Public Relations	X			X	X	X	X			
<b>1342 Fond du Lac Long Range Land Use Transportation Plan</b>										
Public Participation Process	X			X	X	X				
Long Range Land Use Transportation Plan	X	X	X	X	X	X	X	X	X	X
Transportation Planning Datasets	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Long Range Land Use Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
<b>1343 Fond du Lac MPO Short Range Multi-Modal Performance Measures and Monitoring</b>										
Corridor Studies	X	X	X	X	X	X	X	X	X	X
Bicycle and Pedestrian Program, Policy and Infrastructure	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Development of bicycle and pedestrian wayfinding	X	X	X	X	X	X	X	X		X
Conducting bicycle and pedestrian counts and analyzing data	X	X	X	X	X		X	X		
Working with WisDOT BOTS on implementation of the WI Strategic Safety Plan	X	X	X	X				X	X	X
Continue to work on the development of Complete Streets Policies	X	X	X	X	X		X	X		X
<b>1344 Fond du Lac Transportation Improvement Program (TIP)</b>										
2021-2025 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Enhancing the STBG criteria for performance based selection	X		X		X		X	X	X	
<b>1345 Fond du Lac MPO Transit and Specialized Transportation</b>										
Implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Special Transit Studies	X	X	X	X	X	X	X	X	X	
Commuter Service Study	X			X	X	X	X			
<b>1346 Fond du Lac MPO Travel Demand Model Improvement Program</b>										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
Transit Modeling	X		X	X	X	X	X			

## SECTION 4.5 - FOND DU LAC MPO SELF-CERTIFICATION

The Fond du Lac Policy Board is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

**(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart.** These citations summarize the metropolitan planning organization requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Land Use Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements approved metropolitan area boundaries, and annual listings of obligated projects.

**Fond du Lac MPO Compliance:** The MPO complies with this requirement because it currently has an approved TIP, Long—Range Transportation Land Use Plan, a Unified Transportation Work Program and a Public Participation Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

**(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S. C. 7504, 7506 (c) and (d)) and 40 CFR Part 93. State and local transportation officials take part in 3C planning process to determine which planning elements will be implemented to improve air quality.**

**Fond du Lac MPO Compliance:** This requirement does not currently apply to the Fond du Lac MPO because it is not within a non-attainment or maintenance area.

**(3) Title VI of Civil Rights Act of 1964, as amended (42 U.S. C. 20000d-1) and 49 CFR Part 21. Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color or national origin.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.

**(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.

**(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.**

**Fond du Lac MPO Compliance:** The MPO will follow WisDOT's DBE policy if outside contracts are hired to complete MPO projects using federal MPO planning funds.

**(6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.**

**Fond du Lac MPO Compliance:** This requirement does not directly apply to the Fond du Lac MPO because it is not involved in federal and federal-aid highway construction contracts. However, the MPO follows East Central Wisconsin Regional Planning Commission's and the City of Fond du Lac's equal employment opportunity policy because the MPO is housed within the City of Fond du Lac.

**(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, 38. Programs and activities funded with federal dollars are prohibited from discrimination based on disability.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.

**(7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.

**(7) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.

**(7) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.**

**Fond du Lac MPO Compliance:** The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 4, 2017.



## **SECTION 5: REGIONAL SAFE ROUTES TO SCHOOL PROGRAM**

<b>Table 16: Regional Safe Routes to School Funding</b>						
		<b>WisDOT/FHWA - TAP</b>			<b>MPO/Local</b>	
		<b>Budget</b>	<b>Dollars</b>	<b>%</b>	<b>Dollars</b>	<b>%</b>
<b>1380</b>	<b>Regional Safe Routes to School Funding (TAP)</b>					
1381	Program Administration/Support	<b>\$ 204,029.00</b>	\$ 163,223.00	80.0%	\$ 40,806.00	20.0%
1383	Events and Programs	<b>\$ 72,000.00</b>	\$ 57,600.00	80.0%	\$ 14,400.00	20.0%
1384	Communication and Education Materials	<b>\$ 40,000.00</b>	\$ 32,000.00	80.0%	\$ 8,000.00	20.0%
1386	Youth Engagement Program	<b>\$ 10,000.00</b>	\$ 8,000.00	80.0%	\$ 2,000.00	20.0%
1390	Workshops	<b>\$ 8,513.00</b>	\$ 6,810.00	80.0%	\$ 1,703.00	20.0%
191	Evidence Based Practices and Research	<b>\$ 8,000.00</b>	\$ 6,400.00	80.0%	\$ 1,600.00	20.0%
	<b>Total Regional Safe Routes to School Program</b>	<b>\$ 342,542.00</b>	<b>\$ 274,033.00</b>	80.0%	<b>\$ 68,509.00</b>	20.0%

## SECTION 5.1—1380 MAJOR WORK PROGRAM ELEMENT: REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

**Program Objective:** This is program, initiated in August, 2009 and allows staff to work with WisDOT, local municipalities (including law enforcement, health professionals, planners, etc.), school district, health professionals, bicycle advocates, local businesses and non-profit agencies on the development of a Regional SRTS Program. All member communities within the East Central Region will be invited to participate in the SRTS Program. Staff will coordinate and develop a Regional SRTS Baseline Report and Strategic Plan, website, and electronic newsletter. Staff will work with local SRTS programs to assist in the development of a SRTS program, assist in the development of a SRTS plan, and assist with the implementation of recommendations made in the SRTS Plan. Staff will also provide resources, incentives, and assist with activities related to International Walk to School Day, Winter Walk Month, Bike Safety Month, walking school bus programs, frequent walker programs, and youth engagement programs.

1380 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$274,033.00</b>	<b>\$68,509.00</b>	<b>\$342,542.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1380 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	510	3263	38	0	3811

### FY 2019 Major Accomplishments

- Assisted local communities and school districts with SRTS Events including International Walk to School Day and Bike Safety Month. Staff also presented the Regional SRTS Program at the SRTS National Conference.
- Hosted Regional Stakeholder meetings, Regional SRTS Advisory Committee meetings, worked with local school districts with developing local SRTS task forces, gathering parent and student surveys, and conducting bike and walk audits.

### 1380 Work Program—FY 2020 Schedule of Activities & Work Products

Description	Targeted Completion Date
1.1 Coordinate and develop a Regional Safe Routes to School program that includes the following activities: coordinate and develop a Regional SRTS State of the Region Report, Strategic Plan, electronic newsletter, host SRTS workshops, and develop a media/campaign/educational outreach for local SRTS Programs.	Ongoing
1.2 Work with local communities and school districts to start a SRTS program, develop a SRTS Plan, and to assist in the implementation activities identified in their SRTS Plan.	Ongoing
1.3 Assist with activities for International Walk to School Day, Bike Safety Month, Winter Walk to School Day, Walking School Bus Programs, SRTS School Recognition Program, Bicycle and Pedestrian Curriculum for Physical Education Courses, frequent walker programs, Project RADAR and bicycle rodeos.	Ongoing
1.4 Develop and update local SRTS Action Plans.	Ongoing
1.5 Develop case studies highlighting the Regional SRTS Program and the local coalition programs.	Ongoing

## 1381 WORK ITEM: REGIONAL SAFE ROUTES TO SCHOOL AND LOCAL PLAN DEVELOPMENT AND IMPLEMENTATION

**Objectives:** To work with regional stakeholders and WisDOT in the development of the Regional SRTS Program. Staff will provide guidance, resources, and empower local SRTS programs to implement education, encouragement, enforcement, and evaluation of programs.

1381 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$163,223.00</b>	<b>\$40,806.00</b>	<b>\$204,029.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1381 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	510	2940	0	0	3450

### FY 2019 Major Accomplishments

- Assisted local communities and school districts with SRTS Events including International Walk to School Day and Bike Safety Month. Staff also presented the Regional SRTS Program at the SRTS National Conference.
- Hosted Regional Stakeholder meetings, Regional SRTS Advisory Committee meetings, worked with local school districts with developing local SRTS task forces, gathering parent and student surveys, and conducting bike and walk audits.

1381 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Coordinate and develop a Regional Safe Routes to school Program that includes the following activities: coordinate, develop and implement a Regional Safe Routes to School Strategic Plan, local SRTS Action Plans, Regional SRTS Website, host SRTS workshops, SRTS School Recognition program and develop a media campaign/outreach for SRTS Programs.  - Neenah Area School District SRTS Action Plan -Waupaca Area School District SRTS Action Plan -New London Area School District SRTS Action Plan -Menasha Area School District SRTS Action Plan	Ongoing
1.2 Ongoing programs for 2020 include the implementation of the Walking School Bus programs, frequent walker programs, Youth Engagement Programs, bicycle and pedestrian curriculum for physical education courses, bicycle and walk audits, Project RADAR, and conduct parent and student surveys.	Ongoing
1.3 Apply for Transportation Alternatives Program (TAP) funding to continue the Regional SRTS Program.	Ongoing
1.4 Update and develop local SRTS Action Plan and conduct bicycle and walk audits.	Ongoing
1.5 Continue to work with local SRTS partner organizations to enhance and expand the Regional SRTS Program.	Ongoing
1.6 Support over 35 local SRTS Coalitions and over 180 schools with their SRTS programs.	Ongoing

# 1383 WORK ITEM: REGIONAL SAFE ROUTES TO SCHOOL EVENTS AND PROGRAMS

**Objectives:** To work with local communities and school districts to provide incentives and staff assistance for walking and bicycling events and programs.

1383 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$57,600.00</b>	<b>\$14,400.00</b>	<b>\$72,000.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1383 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	75	380	220	0	675

**Previous Work:**

- Worked with communities and schools for their back to school night activities, International Walk to School Day event, Winter Walk to School Day, Frequent Walker Program, bike safety day activities, bike rodeos and their walking school bus programs.
- In the 2019 the following schools have had walking school bus programs: Fond du Lac - 4 walking school buses; Oshkosh –2 walking school buses; Menasha - 2 walking school buses; Hortonville—1 walking school bus; Greenville—1 walking school bus.

1383 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Work with local communities and school districts to assist with their back to school night activities, walk to school day event, bike safety day/month activities, Frequent Walker Program, Walking School Bus Program/Cycle Train, Bike Fleets, and a Summer Bicycling Program and their bike rodeo and their walking school bus programs.	Ongoing
1.2 Ongoing programs for 2019 include the implementation of the Youth Engagement Program for Middle Schools, bicycle and pedestrian curriculum for physical education courses, and conduct parent and student surveys.	Ongoing
1.3 Continue to expand and enhance our walking school bus program.	Ongoing
1.4 Continue to work with partner organizations on the development of events for Bicycle Safety Month.	Ongoing

*\* Per the Commission's Competitive Bid Policy (Resolution 34-10), Section III ( C ), a contract expressly approved as a line item in the adopted Annual Work Program/Budget can be executed by the Executive Director, so long as proper procedures for soliciting bids is followed (see Section III ( C ) and Section V of the Competitive Bid Policy). IN THIS CASE, A \$72,000 IN PROGRAM FUNDS WILL BE PASSED THROUGH TO SCHOOL DISTRICTS AND COMMUNITIES TO IMPLEMENT PROGRAMS AND EVENTS.*

## 1384 WORK ITEM: COMMUNICATIONS AND EDUCATIONAL MATERIALS

**Objectives:** To continue to develop a more media focus campaign which would include branded materials, assistance with increased media coverage and PSA use, the development of a social media campaign and educational materials.

1384 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$32,000.00</b>	<b>\$8,000.00</b>	<b>\$40,000.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1384- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	23	135	22	0	180

**Previous Work:**

- Worked with their consultant to develop social media sites for the regional program.
- Staff and their consultant have also worked with the media to get local stories in the newspapers, especially for events such as walk to school day and bike safety day.
- Worked with the PR consultant to develop and evaluation document which includes when the story was ran, where it was ran, and the potential number of households it reached.

1384 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Work with local communities and school districts and the consultant to get more of the local SRTS stories in the media (i.e. in the newspaper and the radio).	Ongoing
1.2 Develop news releases, annual report and media alerts. Staff will work on the implementation of the Communications section of the Regional SRTS Strategic Plan.	Ongoing
1.3 Development updates to the SRTS Activity Booklet (both English and Spanish versions).	Ongoing
1.4 Develop educational materials for schools and local SRTS partner organizations.	Ongoing
1.5 Continue to work with a consultant along with the Regional SRTS Advisory Committee on developing educational materials.	Ongoing
1.6 Work with private companies on the sponsorship of the Regional SRTS Program.	Ongoing

*Per the Commission's Competitive Bid Policy (Resolution 34-10), Section III ( C ), a contract expressly approved as a line item in the adopted Annual Work Program/Budget can be executed by the Executive Director, so long as proper procedures for soliciting bids is followed (see Section III ( C ) and Section V of the Competitive Bid Policy). IN THIS CASE, A \$40,000 IN A CONTRACT IS EXPECTED.*

## 1386 WORK ITEM: YOUTH ENGAGEMENT PROGRAM

**Objectives:** To work with middle school students and empower them to create activities for sustainable transportation options, lower air pollution and increase physical activity.

1386 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$8,000.00</b>	<b>\$2,000.00</b>	<b>\$10,000.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1386- Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	0	298	50	0	348

**Previous Work:**

- Worked with Oaklawn Elementary School in 2019 on their bicycle safety event lead by the Girl Scouts.
- Implemented this program with middle schools across the region in the Fall of 2012-2013.
- Staff worked with a consultant to develop the Youth Engagement Guidebook for WI.
- Staff worked with students from Greenville Middle School in 2016.

1386 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Continue to work with partner organizations and youth to lead our Youth Engagement program is a leadership program that empowers youth to create activities for sustainable transportation, lower air pollution and increase physical activity.	Ongoing
1.2 Training and supporting groups of students leaders in an authentic collaboration model with student leaders helps to ensure that strategies and activities are "cool-proofed" and fun.	Ongoing
1.3 Work with a local Girl Scout and Boy Scout Troops to develop bicycle safety program and badges.	Ongoing
1.4 Continue to expand the sidewalk painting project within the City of Appleton.	Ongoing
1.5 Continue to work with Oaklawn Elementary School Girl Scouts on developing their Bike to School Day Event.	April—May '20

## 1390 WORK ITEM: WORKSHOPS

**Objectives:** To continue to provide educational workshops to partner organizations and stakeholders on various topics related to the Regional Safe Routes to School Program.

1390 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$6,810.00</b>	<b>\$1,703.00</b>	<b>\$8,513.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1390 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	0	150	83	0	233

**Previous Work:**

- Walking School Bus Workshop with PedNet Coalition.
- Hosted the Enforcement for SRTS Course and the Bicycle and Pedestrian Planning and Engineering Course with WE Bike, etc. LLC.
- Hosted the Complete Streets workshop with the National Complete Streets Coalition.

1390 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Host workshops for various topics related to the Safe Routes to School Program and can include: Walking School Bus programs, Complete Streets policies, Equity, Frequent Walker Programs, and incorporating bicycle and pedestrian curriculum into the classroom.	Ongoing
1.2 Work to expand the Regional SRTS Program by continuing to do outreach to local SRTS coalitions through workshops and webinars.	Ongoing

\* Per the Commission's Competitive Bid Policy (Resolution 34-10), Section III ( C ), a contract expressly approved as a line item in the adopted Annual Work Program/Budget can be executed by the Executive Director, so long as proper procedures for soliciting bids is followed (see Section III ( C ) and Section V of the Competitive Bid Policy). **IN THIS CASE, A \$8,500 CONTRACT IS EXPECTED.**

## 1391 WORK ITEM: EVIDENCE BASED PRACTICES AND RESEARCH

**Objectives:** To work with schools and the local SRTS coalitions to develop an evaluation and research program for the Regional SRTS Program, this includes the School Recognition Program .

1391 Work Program Cost Summary		
WisDOT/FHWA - TAP	ECWRPC	ELEMENT TOTAL
<b>\$6,400.00</b>	<b>\$1,600.00</b>	<b>\$8,000.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

1391 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	0	35	30	0	65

**Previous Work:**

- Staff worked with a consultant to develop a School Recognition Program to evaluate how local SRTS programs and the Regional SRTS are doing with SRTS activities.

1391 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Develop evaluation and research of SRTS programs and projects within the East Central Region.	Ongoing
1.2 Continue to update the Regional SRTS database with schools and demographic information.	Ongoing
1.3 Continue to work on the school recognition program which will allow staff to evaluate progress of the Regional SRTS Program and local SRTS Programs.	Ongoing
1.4 Continue to expand the sidewalk painting project within the City of Appleton.	Ongoing
1.5 Work with the SRTS National Partnership on developing three case studies highlighting the work of the Regional Safe Routes to School Program.	April—May '20

*\* Per the Commission's Competitive Bid Policy (Resolution 34-10), Section III ( C ), a contract expressly approved as a line item in the adopted Annual Work Program/Budget can be executed by the Executive Director, so long as proper procedures for soliciting bids is followed (see Section III ( C ) and Section V of the Competitive Bid Policy). IN THIS CASE, A \$5,000 CONTRACT IS EXPECTED.*



## **SECTION 6: FTA PLANNING STUDIES (5303 and 5304 Funding)**

Table 17: GO Transit Site Selection Study								
		FTA/WisDOT			GO Transit		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
2435	GO Transit Site Selection Study (5304 funding)	\$ 67,604.00	\$ 54,083.00	80.0%	\$ 10,141.00	15.0%	\$ 3,380.00	5%
* A consultant will be hired for a portion of this project.								

## SECTION 6.1—2435 WORK ITEM: GO TRANSIT CENTER SITE SELECTION STUDY

**Objectives:** The City of Oshkosh provides public transportation through its city owned provider, GO Transit. GO Transit’s mission is to provide reliable, affordable and accessible public transportation options to support our community’s mobility needs. Their transportation options include fixed-route bus service within the City of Oshkosh, paratransit services to elderly and disabled individuals, paratransit service to low-income workers, and intercity bus service to Neenah.

GO Transit recently updated its strategic plan (Transit Development Plan) in 2018. One of the recommendations from this effort included the desire to plan for and build a new transit center. The existing transit center was opened in February 1990. This project would be funded through Section 5304 funds. The project will begin in 2019 and will be completed in 2020.

2435 Work Program Cost Summary			
WisDOT/FTA	GO Transit	ECWRPC	ELEMENT TOTAL
\$54,083.00	\$10,141.00	\$3,380.00	\$67,604.00
80.0%	15.0%	5.0%	100.0%

2435 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	80	240	0	0	320

2435 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Grant administration including pre-planning (sub-contract RFP, project planning committee development) and administration of the grant.	January—December ‘20
1.2 Data collection (origin/destination survey, ridership trends, land use trends).	January-March ‘20
1.3 To determine the type/size/amenities of a structure desired for a new transit center.	January-March ‘20
1.4 To review and provide case studies of similar sized transit agencies/transit center real estate development opportunities and best practices (public and private partnerships).	April—June ‘20
1.5 Develop strategies for building public and private partnerships and identify potential partners for a mixed use facility.	June-August ‘20
1.6 To study potential sites (including the current site) for the location of the desired structure and recommend/prioritize 3-5 sites that would be most suitable (i.e. land use, site access/location, site characteristics, and cost effectiveness, etc.).	June-August ‘20
1.7 To incorporate public outreach efforts of transit riders and the general public on site selection recommendations.	August —December ‘20
1.8 To create an implementation plan/next steps (including funding opportunities) for GO Transit to construct a multi-modal transportation center.	August—December ‘20



**SECTION 7: 5310 FUNDING—  
ECWRPC MOBILITY MANAGER PROGRAM**

<b>Table 18: ECWRPC Mobility Manager Program</b>						
		<b>FTA/WisDOT</b>			<b>MPO/Local</b>	
		<b>Budget</b>	<b>Dollars</b>	<b>%</b>	<b>Dollars</b>	<b>%</b>
<b>24xx</b>	<b>ECWRPC Mobility Manager Program (5310 funding)</b>	<b>\$ 73,421.00</b>	<b>\$ 58,737.00</b>	<b>80.0%</b>	<b>\$ 14,684.00</b>	<b>20%</b>
* A consultant will be hired for a portion of this project.						

## SECTION 7.1—2448 WORK ITEM: ECWRPC MOBILITY MANAGER PROGRAM

**Objectives:** The ECWRPC Mobility Management Program consists of short/long range planning and management strategies for improving coordination among public transportation and other transportation services within East Central Wisconsin rural and small urban areas (rural portions of Winnebago, Calumet and Outagamie counties and all of Shawano, Menominee, Waupaca, Waushara and Fond du Lac counties). ECWRPC will work very closely with the Appleton Transportation Management Area (Valley Transit), Oshkosh Metropolitan Planning Organization (GO Transit) and the Fond du Lac Metropolitan Planning Organization (Fond du Lac Transit) to ensure cross boundary coordination and to support them with any mobility management planning resources we can provide. The ECWRPC Mobility Manager Program is intended to build and support coordination among existing public transportation providers and other transportation service providers with expanding available services at a regional level and across municipal boundaries. A consultant will be hired for a portion of this grant. This program is funded through 5310 funding.

2448 Work Program Cost Summary		
WisDOT/FTA	ECWRPC	ELEMENT TOTAL
<b>\$58,737.00</b>	<b>\$14,684.00</b>	<b>\$73,421.00</b>
<b>80.0%</b>	<b>20.0%</b>	<b>100.0%</b>

2448 - Staff Allocations in Hours					
MPO Director	Principal Planner	Planner	GIS	IT	Total Hours
0	775	200	40	0	1015

2448 Work Program—FY 2020 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Grant administration including pre-planning (sub-contract RFP, project planning committee development) and administration of the grant.	January—December '20
1.2 Promotion, enhancement and facilitation of access to transportation services including the integration and coordination of services for individuals with disabilities, seniors, and low income individuals	January-December '20
1.3 Continue to build partnerships with public and private entities to continue to improve access to affordable and reliable transportation options to the rural and small urban areas	January-December '20
1.4 Work with partner agencies to develop marketing tools to recruit volunteer drivers and educate potential riders (video, website, Facebook, posters, business cards, presentations).	January—December '20
1.5 Work with local transportation partners to standardize local policy as it relates to volunteer driver recruitment, inspection, background checks and other related policies	January– December '20
1.6 Present at coordination meetings, conferences and other events educating the public on transportation gaps barriers and needs and best practices	January—December '20
1.7 Provide operational resources to help plan and operate coordinated systems including Geographic Information Systems (GIS) mapping, Global Positioning System Technology, Travel Demand Modeling, Asset Management and Title VI program development; ☐ Assistance in grant writing and planning.	January—December '20
1.8 Set standardized performance measures and targets as it relates to mobility management.	July—December '20
1.9 ☐ Work with partner agencies to help identify solutions to specific client challenges	January—December '20



## **APPENDICES**



## **APPENDIX A**

# **TITLE VI PROGRAM SPECIFIC GUIDANCE FOR METROPOLITAN TRANSPORTATION PLANNING ORGANIZATIONS/REVIEW**

# **2019 EQUITY AND OPPORTUNITY ANNUAL REPORT**

## **TITLE VI**

*October, 2019*

## EQUITY AND OPPORTUNITY WORK GROUP

**Work Group Vision:**

*Ensure that all residents and organizations have equitable access to all work programs, plans and activities that East Central is associated with.*

**Purpose:**

1. *Follow and implement East Central’s Title VI Non-Discrimination Plan and Limited English Proficiency Program.*
2. *Continue the development of public outreach methods.*
3. *Continuous improvement of environmental justice analysis tools.*
4. *Continue to improve outreach to agencies and organizations to network and share ideas.*
5. *Improving our policies and procedures to provide for better interaction between the public and East Central.*

### EQUITY AND OPPORTUNITY WORK GROUP MEMBERS

Member	Title
Walt Raith	Assistant Director/MPO Director
Melissa Kraemer Badtke	Principal Planner/ Safe Routes to School Coordinator
Kathy Thunes	Principal Community Development Planner
Dave Moesch	Associate Transportation Planner
Tom Baron	Principal Planner
Nick Musson	Principal Transportation Planner
Erin Bonnin	Administrative Coordinator
Mike Zuege	GIS Coordinator
Adam Pfefferle	GIS Specialist II
Kolin Erickson	Transportation Planner
Kim Biedermann	Associate Planner – Regional Bicycle & Pedestrian Coordinator
Ashley Tracy	Planner - Safe Routes to School

# EQUITY AND OPPORTUNITY WORK GROUP

## TITLE VI NOTICE TO THE PUBLIC, *The ECWRPC Annual Notice to the Public:*

Annual Notification of Public Rights Under Title VI

### **THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

The **East Central Wisconsin Regional Planning Commission (ECWRPC)** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **ECWRPC**.

For more information on the **ECWRPC's** civil rights program, and the procedures to file a complaint, contact (920) 751-4770; email [wraith@ecwrpc.org](mailto:wraith@ecwrpc.org); or visit ECWRPC's office at 400 Ahnaip Street, Menasha, WI 54952. For more information, visit <http://www.ecwrpc.org/about-ecwrpc/title-vi/>.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Non-Discrimination Plan Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact (920) 751-4770.

*Si se necesita informacion en otro idioma de contacto, (920) 751-4770.*

*Yog xav tau cov xov no kom yog lwm hom lus no, hu rau (920) 751-4770*

*The ECWRPC's Notice to the Public is posted in the following locations:*

- ⇒ *Agency website [www.ecwrpc.org]*
- ⇒ *Public areas of the agency office (common area, public meeting rooms, etc.)*
- ⇒ *Planning Documents*

### **DEMOGRAPHIC AND STAKEHOLDER ANALYSIS**

*The ECWRPC region is made up of ten counties including: Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago. Among the ten counties, there is the Appleton Transportation Management Area (TMA) and the Oshkosh and Fond du Lac Metropolitan Planning Organization (MPO).*

### ***Procedures by which Mobility Needs for the Minority and Low Income Populations are Identified***

*ECWRPC utilizes a number of tools to identify and consider minority and low income populations throughout the planning process. These tools include U.S Census data, public outreach and GIS analysis. ECWRPC works with various advocacy groups and agencies in an effort to improve transportation services for all segments of the population.*

## TITLE VI PLAN

*East Central Wisconsin Regional Planning Commission's (ECWRPC) Title VI Non-Discrimination Plan is intended to assure that no person shall on the grounds of race, color or national origin as provided by the Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ECWRPC sponsored program or activity. A Title VI Non-Discrimination Plan protects anyone intended to be the beneficiary of, applicant for, or participant in a federally assisted program. ECWRPC assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. ECWRPC's region is made up of the following counties: Outagamie, Winnebago, Calumet, Shawano, Menominee, Waupaca, Waushara, Marquette, Green Lake, and Fond du Lac. ECWRPC is a designated Metropolitan Planning Organization (MPO) for the Appleton and Oshkosh urbanized areas and serves the Fond du Lac urbanized area. The Appleton urbanized area, or the MPO, is also a Transportation Management Area (TMA).*

### **ECWRPC will not:**

- ⇒ Deny any protected individual service, financial aid or benefit under the program or the opportunity to participate as a member of a planning or advisory body.
- ⇒ Restrict a protected individual in the employment of any advantage or privilege enjoyed by others.
- ⇒ Treat protected individuals differently in terms of whether they satisfy admission, eligibility, or membership requirements.
- ⇒ Subject a protected individual to segregation or separate treatment.
- ⇒ Use criteria or methods of administration that have the effect of subjecting individuals to discrimination.
- ⇒ Make decisions in regard to facility location with the purpose or effect of subjecting persons to discrimination.
- ⇒ Discriminate with regard to the routing, scheduling, or quality of transit service.
- ⇒ Use race, color, or national origin as a basis for determining frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes.

### **TITLE VI NON-DISCRIMINATION PLAN COORDINATOR**

Walt Raith  
Assistant Director  
400 Ahnaip Street, Suite 100  
Menasha, WI 54952  
Email: [wraith@ecwrpc.org](mailto:wraith@ecwrpc.org)  
(920) 751-4770

### **GENERAL RESPONSIBILITIES**

As authorized by ECWRPC, the Title VI Non-Discrimination Plan Coordinator is responsible for initiating, monitoring, and ensuring ECWRPC's compliance with Title VI requirements as follows:

- ⇒ Administer the Title VI non-discrimination plan program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives.
- ⇒ Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the ECWRPC.
- ⇒ Review written Title VI complaints that may be received by ECWRPC following the adopted procedural guidelines (see Title VI complaint procedure).
- ⇒ Ensure every effort is made to resolve complaints informally at the local or regional level.
- ⇒ Conduct or facilitate training programs on Title VI issues and regulations for ECWRPC employees, and facilitate Title VI training for appropriate staff and contractors. A summary of training conducted will be reported in the annual update.
- ⇒ Review and update ECWRPC's Title VI non-discrimination plan as needed or required.
- ⇒ Present updated plan to the ECWRPC full Commission for approval.
- ⇒ Prepare an annual report of Title VI accomplishments and changes to the program in the preceding federal fiscal year; identify goals and objectives for the upcoming year as required.

## TITLE VI PLAN

⇒ Work with ECWRPC staff to develop and disseminate Title VI non-discrimination plan information to ECWRPC employees, contractors, subcontractors, consultants, subconsultants, and beneficiaries, as well as the general public. Public dissemination includes beneficiary notice and complaint procedures posted at ECWRPC’s office and website. Additional dissemination efforts may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of ECWRPC’s Title VI non-discrimination plan policy statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, and meetings in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media. Where appropriate, provide written or verbal information in languages other than English.

### October 2018-August 2019 Activities

Winnebagoland Housing Coalition	Winnebagoland Housing Coalition	10/3/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh area	Meeting
Hispanic Interagency Meeting	Casa Hispana	10/4/2018	2 hours	Kathy	Monthly meeting to connect with service providers and the Casa Hispana	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	10/10/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac area	Meeting
Fox Cities Housing Coalition	Leaven	10/17/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	11/14/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac area	Meeting
Fox Cities Housing Coalition	Leaven	11/21/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	12/12/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac area	Meeting
Fox Cities Housing Coalition	Mission Church, Appleton	12/19/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
Equity and Opportunity Workgroup Meeting/Presentation from Karen Nelson	ECWRPC Internal	1/14/2019	1.5 hours	Kim, Kathy, Adam, Trish, Erin, Walt, Tyler, Ashley, Dave, Nick, Kolin	Regular E&O meeting to review opportunities. Karen Nelson was a guest at this meeting and gave a presentation on Diversity and Inclusion	Meeting

Fox Cities Housing Coalition	Leaven	1/16/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
WinnebagoLand Housing Coalition	WinnebagoLand Housing Coalition	2/6/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh area	Meeting
Hispanic Interagency Meeting	Casa Hispana	2/7/2019	2 hours	Kathy	Monthly meeting to connect with service providers and the	Meeting
Hispanic Interagency Meeting	Casa Hispana	3/9/2019	2 hours	Kathy	Monthly meeting to connect with service providers and the	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	3/13/2019	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac area	Meeting
Fox Cities Housing Coalition	Leaven	3/20/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
WinnebagoLand Housing Coalition	WinnebagoLand Housing Coalition	4/3/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh area	Meeting
Hispanic Interagency Meeting	Casa Hispana	4/4/2019	2 hours	Kathy	Monthly meeting to connect with service providers and the	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	4/10/2019	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac	Meeting
Fox Cities Housing Coalition	Leaven	4/17/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting
Day long Environmental Justice Webinar	EPA	5/1/2019	5 hours	Walt	The meeting discussion will focus on several topics including, but not limited to, EPA program offices and	Webinar
Day long Environmental Justice Webinar	EPA	5/2/2019	5 hours	Walt	providing updates on their efforts to integrate environmental justice into their programs and the discussion	Webinar
WinnebagoLand Housing Coalition	WinnebagoLand Housing Coalition	5/1/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh area	Meeting
Hispanic Interagency Meeting	Casa Hispana	5/2/2019	2 hours	Kathy	Monthly meeting to connect with service providers and the	Meeting

Fond du Lac Continuum of Care	Advocap, Inc.	5/8/2019	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac	Meeting
Wavemaker Summit	Healthtide	5/7/2019	All Day	Missy, Kim, Ashley	Full day meeting regarding community engagement with underserved communities	Meeting
Menasha Spring Fling	Outreach event with Menasha School District	4/16/2019	3 hours	Missy and Tyler	SRTS Outreach to parents, students and staff regarding the SRTS program	Outreach
Title VI Plan Update	Valley Transit	4/29/2019	5 hours	Kolin	Technical assistance project	Outreach
Title VI Plan Update	New London	5/14/2019	5 hours	Kolin	Technical assistance project	Outreach
FVT Transportation Team Meeting	Oshkosh	3/20/2019	2 hours	Kim	Monthly meeting to discuss equitable transportation	Meeting
FVT Transportation Team Meeting	Oshkosh	2/20/2019	2 hours	Kim	Monthly meeting to discuss equitable transportation and discuss focus group results	Meeting
Active Transportation Panel	Oshkosh	2/19/2019	1.5 hours	Kim	FVT and partners hosted a meeting with local business to discuss health and equitable access to employment through active transportation	Meeting
FVT Core Team Meeting	Neenah	10/15/2019	2 hours	Kim	Monthly core team meeting to discuss health equity in the Fox Valley region	Meeting
FVT Core Team Meeting	Neenah	11/19/2019	2 hours	Kim	Monthly core team meeting to discuss health equity in the Fox Valley region	Meeting
FVT Core Team Meeting	Neenah	2/18/2019	2 hours	Kim	Monthly core team meeting to discuss health equity in the Fox Valley region	Meeting
Equity Caucus Call	Virtual	3/13/2019	1 hour	Kim	Monthly meeting to discuss health equity	Meeting
FVT Core Team Meeting	Neenah	3/18/2019	2 hours	Kim	Monthly core team meeting to discuss health equity in the Fox Valley region	Meeting
FVT COACH Team	Neenah	3/19/2019	6 hours	Kim	Meeting to discuss how to implement charter for FVT	Training
Fox Cities Housing Coalition	Leaven	5/15/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Fox Cities area	Meeting

Winnebago Housing Coalition	Winnebago Housing Coalition	6/5/2019	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh area	Meeting
Hispanic Interagency Meeting	Casa Hispana	6/6/2019	2 hours	Kathy	Monthly meeting to connect with service providers and the Casa Hispana	Meeting
Fox Valley Thrives/ HWLI COACH Meeting	Neenah	7/9/2019	6 hours	Kim	Meeting and training to discuss how to implement charter for FVT and how to be a leader in health equity in the community	Training
Fox Valley Thrives Core Team Meeting	Fox Valley Thrives	7/15/2019	2 hours	Kim	Monthly meeting to discuss how to implement charter for FVT	Meeting
Fox Valley Thrives Transportation Team Meeting	Fox Valley Thrives	7/17/2019	2 hours	Kim	Meeting to discuss how to implement charter for FVT and how to expand outreach	Training
Fox Valley Thrives Transportation Team Meeting	Fox Valley Thrives	8/20/2019	2 hours	Kim	Monthly meeting to discuss transportation equity--focusing on report in Winnebago County/Oshkosh	Meeting



# ANNUAL ACCOMPLISHMENTS

## 2019 Annual Accomplishments

- ⇒ Staff worked to enhance the environmental justice process and documentation in the long range transportation plans, Transportation Improvement Programs (TIPS), and other documents including additional GIS analysis and transit modeling.
- ⇒ Staff attends monthly meetings of the Hispanic Interagency group and monthly meetings of the Hmong American Partnership group.
- ⇒ Staff attends regular meetings of the WisDOT Northeast Region DBE Advisory Committee working to monitor and review progress on the DBE contracting initiatives on plans and projects.
- ⇒ East Central continues to work with Fox Valley THRIVES along with other partner organizations on the inclusion of underserved community populations.
- ⇒ East Central worked with Fox Valley Thrives on a report on the state of transportation, specifically walking, biking, and bussing, in and around the City of Oshkosh. This report involved working with and engaging those who rely on walking, biking, and bussing as their main forms of transportation.
- ⇒ Staff participated in Latino Fest with an informational booth that featured planning products and transit information in Spanish.
- ⇒ The Safe Routes to School Program has created a new campaign that included materials in Spanish.
- ⇒ Staff participates in monthly conference calls for the Transportation Equity Caucus.
- ⇒ Staff participates in monthly meetings of the Fox Cities Housing Coalition, Winnebago Land Housing Coalition and Fond du Lac Continuum of Care.

## FUTURE GOALS AND OBJECTIVES

- ⇒ Develop staff trainings to continue to educate the staff on Title VI issues and processes.
- ⇒ Continue to add new locations to post East Central's Title VI procedure.
- ⇒ Continue to look for new data sources to better meet the needs of the minority populations as more accurate data will allow us to better map minority populations in comparison to Transportation Improvement Projects.
- ⇒ Continue to ensure East Central documents include Title VI notices.
- ⇒ Reach out to external groups to learn more about Title VI issues and share ideas.
- ⇒ Continue trainings and outreach efforts to connect to the public and share resources.
- ⇒ Continue asset and network mapping.
- ⇒ Continue to outreach to underserved populations and engage them in the transportation planning process.
- ⇒ Further opportunities for East Central to engage with community and partners.
- ⇒ Identify ways in which East Central can increase opportunities for equitable participation, including identifying documents that should be translated and providing a phone translation service.

WisDOT AND ECWRPC TITLE VI SUBRECIPIENT  
NONDISCRIMINATION AGREEMENT

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

## **Introduction**

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient's organization, typically the Executive Director, because the signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled ***Part 1: Title VI Assurances*** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
  - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the *WisDOT Title VI Implementation Plan*.
- The second Section entitled ***Part 2: Implementation Plan Agreement*** outlines your organization's Title VI activities, data collection, and reporting; the signed agreement serves as your organization's *submission of its implementation plan*.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

## **INSTRUCTIONS for Part 1: TITLE VI ASSURANCES**

1. Fill-in all blanks with the appropriate information (search for the word "Click" to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Mary Robb [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov).

If you need assistance, please contact Mary Robb by email [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov) or phone at 608-267-4489.

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

*The following pages are the required Title VI Assurances to be signed and returned.*

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

The following Part 1: Title VI Assurances document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

**SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:**

**NAME:** Walt Raith Title: Assistant Director/MPO Director/Title VI Coordinator

**ORGANIZATION:** East Central Wisconsin Regional Planning Commission

**MAILING ADDRESS:** 400 Ahnaip Street, Suite 100; Menasha, WI 54952

**EMAIL ADDRESS:** wraith@ecwrpc.org

**PHONE:** 920-751-4770 Fax : n/a

Name of the signatory on Part 1: Title VI Assurances (see Page No. 7): Eric W. Fowle, AICP – Executive Director

Does your organization require the approval of a Board or Commission to execute this Part 1: Title VI Assurances (click on box to insert "X")? Yes  No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

### **Title VI Policy Statement**

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

### **Authorities**

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, "Title VI requirements" also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

#### **Nondiscrimination Acts**

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

#### **Nondiscrimination Regulations**

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

## **Part 1: TITLE VI ASSURANCES**

*USDOT Standard Title VI/Non-Discrimination Assurances*

# **The United States Department of Transportation (USDOT)**

## **Standard Title VI/Non-Discrimination Assurances**

### **DOT Order No. 1050.2A**

The *East Central Wisconsin Regional Planning Commission* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

#### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

***Federal Highway Administration may include additional Statutory/Regulatory Authorities here.***

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (*Federal Highway Administration*).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

***Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.***

## Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR)*:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR)* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The East Central Wisconsin Regional Planning Commission, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

***Federal Highway Administration may include additional Specific Assurances in this section.***

By signing this ASSURANCE, *East Central Wisconsin Regional Planning Commission* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *[Wisconsin Department of Transportation's]* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *[Wisconsin Department of Transportation]*. You must keep records, reports, and submit the material for review upon request to *[Wisconsin Department of Transportation]*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

*[East Central Wisconsin Regional Planning Commission]* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR)*. This ASSURANCE is binding on *[Wisconsin]*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Appleton (Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR)*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

*EAST CENTRAL WI RPC*

(Name of Sub-Recipient)

by

*[Signature]*

*(Signature of Authorized Official)*

DATED 9/23/19

## Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Federal Highway Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Federal Highway Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation

## Appendix B

to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the (Title of Sub-Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Naming of Appropriate Program), and the policies and procedures prescribed by the (Federal Highway Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Sub-Recipient) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto (Title of Sub-Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (Title of Sub-Recipient), its successors and assigns.

The *East Central Wisconsin Regional Planning Commission* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [, ] [and] \* (2) that the (Title of Sub-Recipient) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## Appendix C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *(Title of Sub-Recipient)* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *(Title of Sub-Recipient)* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *(Title of Sub-Recipient)* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *(Title of Sub-Recipient)* and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

**Introduction**

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2020** (hereinafter "**2020 ASSURANCES AND AGREEMENT**") are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** was due to be completed, signed and returned to the WisDOT Title VI Office by:

**September 25, 2019**

- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization's Title VI activities, data collection, and reporting; the signed agreement serves as your organization's submission of an **Implementation Plan**.

The following pages of this document contain only the **Part 2: Implementation Plan Agreement** must be signed by the highest responsible official in the Subrecipient's organization, typically the Executive Director by: **October 15, 2019**

- A signed copy of this **Part 2: Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

**INSTRUCTIONS for the Part 2: Implementation Plan Agreement**

1. Fill-in all blanks with the appropriate information (search for the word "Click" to find all blanks).
2. The **Part 2: Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov).

If you need assistance, please contact Mary Robb by email [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov) or phone at 608-267-4489.

***The following pages are the required Part 2: Implementation Plan Agreement to be signed and returned.***

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

The following **Part 2: Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

**SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:**

**NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN PART 1: TITLE VI ASSURANCES, YOU MAY SKIP TO #1 BELOW THE GREY BOX.**

**NAME:** Walt Raith Title: Assistant Director/MPO Director

**EMPLOYING ORGANIZATION:** East Central Wisconsin Regional Planning Commission

**MAILING ADDRESS:** 400 Ahnaip Street, Suite 100; Menasha, WI 54952

**EMAIL ADDRESS:** wraith@ecwrpc.org

**PHONE:**920-751-4770 Fax : n/a

1. Name of the signatory of **Part 2: Implementation Plan Agreement** (see Page No. 13): Eric Fowle, AICP – Executive Director of ECWRPC
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Implementation Plan Agreement** (click on box to insert "X")? Yes  No
3. If yes, provide date of expected Board or Commission approval: [Click and type here to enter text]

## **Title VI Policy Statement**

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

## **Authorities**

The above Title VI Policy Statement and the following **Part 2: Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, "Title VI requirements" also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as "Acts and Regulations") are:

### **Nondiscrimination Acts**

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

### **Nondiscrimination Regulations**

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

**Part 2:**  
**Implementation Plan Agreement**

## **Title VI Program Implementation**

The following sections represent elements of a "Subrecipient Title VI Implementation Plan", as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (the recipient) are required to meet requirements of an **Implementation Plan** as set forth by WisDOT within this **Part 2: Implementation Plan Agreement**.

This **Part 2: Implementation Plan Agreement** shall serve as the East Central Wisconsin Regional Planning Commission's required Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

### **A. Organization and Staffing**

In FFY 2020 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient's Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. will provide WisDOT with a copy of the Subrecipient's organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the **Part 1-Title VI Assurances** portion of this **2020 ASSURANCES AND AGREEMENT**.
3. notify WisDOT, in writing, of any changes to the Subrecipient's organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient's Title VI Program, the Acts and Regulations and this **Part 2: Implementation Plan Agreement**.

### **B. Plan and Program Area Review Procedures**

In FFY 2020 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/ program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
  - a) public outreach and inclusion in transportation planning and projects
  - b) planning that recommends possible real estate acquisitions and relocations
  - c) contracts with contractors/consultants stating Title VI/Nondiscrimination requirements
  - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual **Title VI Accomplishments Report and Work Plan** or within the annual **WisDOT Title VI/Nondiscrimination Compliance Survey for FHWA Subrecipients** (hereinafter **WisDOT Subrecipient Title VI Survey**).

## C. Consultant Review Procedures

In FFY 2020 the East Central Wisconsin Regional Planning Commission should:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI/Nondiscrimination compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors and consultants to include, where applicable, policies, procedures and directives to comply with Title VI/Nondiscrimination requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI/Nondiscrimination compliance as your subrecipient.
4. annually report the number of contractor/consultant Title VI/Nondiscrimination compliance review(s) and the results of the reviews to the WisDOT, Title VI Office in your annual ***Title VI Accomplishments Report and Work Plan*** or within the annual ***WisDOT Subrecipient Title VI Survey***.

## D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT, Title VI Office as it is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2020 the East Central Wisconsin Regional Planning Commission should:

1. annually submit specific processes and procedures for collecting, analyzing, using and reporting data on Title VI data to the WisDOT, Title VI Office.
  - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
  - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, sex, and limited English proficiency.
  - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT, Title VI Office in your annual ***Title VI Accomplishments Report and Work Plan*** or within the annual ***WisDOT Subrecipient Title VI Survey***.

## E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI/Nondiscrimination compliance.

**In FFY 2020 the East Central Wisconsin Regional Planning Commission should:**

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT, Title VI Office in your annual ***Title VI Accomplishments Report and Work Plan*** or within the annual ***WisDOT Subrecipient Title VI Survey***.

## F. Dissemination of Title VI Information

**The East Central Wisconsin Regional Planning Commission should:**

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity
2. issue and distribute throughout your organization and to the public, a Title VI/Nondiscrimination Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI/Nondiscrimination Complaint Policy containing information and instructions on filing a Title VI/Nondiscrimination complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
  - a) throughout your organization
  - b) location(s) where your organization's business is conducted
  - c) on your website and social media sites
  - d) in meeting announcements in the newspaper and on posters
  - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT, Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of outreach and public education events or literature to the WisDOT, Title VI Office within your annual *Title VI Accomplishments Report and Work Plan* or within the annual *WisDOT Subrecipient Title VI Survey*.

## G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs, plans and services consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding your LEP obligations.

**In FFY 2020, the East Central Wisconsin Regional Planning Commission should:**

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT, Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
  - a) American Community Survey data on Language spoken at home and ability to speak English or
  - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendations.

## H. Review of Internal Policies and Directives

**The East Central Wisconsin Regional Planning Commission should:**

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.
5. Report number and results of reviews of internal directives within the *annual Title VI Accomplishments Report and Work Plan* or in the annual *WisDOT Subrecipient Title VI Survey*.

6. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.

## **I. Complaint Policy and Procedures**

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the "Complaint Processing Procedures" section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

**In FFY 2020, The East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI compliant policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI/Nondiscrimination requirements (such as an alternative Policy submitted in your FTA Title VI Plan).**

### **Title VI Complaint Policy**

**East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2020 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):**

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.\*

\*See contact information on Page No. 11

**In FFY 2020, East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:**

1. annually submit your organization's internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

## **Subrecipient Complaint Processing Procedures**

In FFY 2020, the East Central Wisconsin Regional Planning Commission shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
  - a) date stamp the complaint
  - b) log all complaints received by the Subrecipient with:
    - the date the complaint was received
    - the name of the Complainant (if available)
    - the nature of the complaint (if available)
    - the date and location where the complaint was forwarded
    - a record of any action or communication regarding the complaint
  - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
  - a) complaints should be in writing
  - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
  - a) name, address and phone number of the complainant
  - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
  - c) name(s) and address(es) of alleged discriminating party or parties
  - d) the basis of discrimination (race, color, national origin, sex or other)
  - e) a statement of the nature of the complaint
  - f) other agencies where the complaint has been filed
  - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
  - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below\*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
  - a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints
  - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
  - c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.

- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

**Subrecipients Forward Title VI Complaints To:**

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Mary Robb, Title VI Coordinator 4822 Madison Yards Way, 5 <sup>th</sup> Floor South PO Box 7986 Madison, WI 53707-7986
Email	<a href="mailto:Mary.robbs@dot.wi.gov">Mary.robbs@dot.wi.gov</a>
Phone	608-267-4489

\*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

**J. Compliance and Enforcement Procedures**

The East Central Wisconsin Regional Planning Commission should:

1. annually complete and submit all information requested within the annual *WisDOT Title VI/Nondiscrimination Compliance Survey for FHWA Subrecipients (WisDOT Subrecipient Title VI Survey)* to the WisDOT, Title VI Office.
  - a) The *WisDOT Subrecipient Title VI Survey* is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this **2020 ASSURANCES AND AGREEMENT**.
2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a

procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2020 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2020 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a *Title VI/Nondiscrimination Accomplishments Report and Work Plan* or within the *WisDOT Subrecipient Title VI Survey*.

**a) Accomplishments Report**

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

**b) Annual Work Plan**

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

## **Sanctions**

In the event the **East Central Wisconsin Regional Planning Commission** fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2020**, WisDOT may take any or all of the following actions:

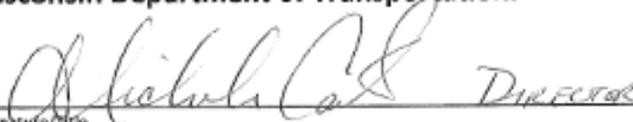
1. Cancel, terminate, or suspend this agreement in whole or in part;
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

*(continued on next page)*

**Signatures**

By signing this Part 2: Implementation Plan Agreement, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this Part 2: Implementation Plan Agreement, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are NOT REQUIRED in 2019, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all REQUIRED aspects of the Part 2: Implementation Plan Agreement as provided herein.

**Wisconsin Department of Transportation:**

  
\_\_\_\_\_  
Signature/Title

Wisconsin Department of Transportation/OBOEC/Title VI Office  
\_\_\_\_\_  
Agency/Office

10/30/2019  
\_\_\_\_\_  
Date

**Subrecipient Executive Director or Responsible Official:**

  
\_\_\_\_\_  
Executive Director or Responsible Official Signature

Executive Director  
\_\_\_\_\_  
Title

East Central Wisconsin Regional Planning Commission  
\_\_\_\_\_  
Subrecipient Agency/Organization

September 30, 2019  
\_\_\_\_\_  
Date

WisDOT, ECWRPC, AND FOND DU LAC MPO TITLE VI SUBRECIPIENT  
NONDISCRIMINATION AGREEMENT

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

**Introduction**

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient's organization, typically the Executive Director, because the signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
  - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the *WisDOT Title VI Implementation Plan*.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization's Title VI activities, data collection, and reporting; the signed agreement serves as your organization's *submission of its implementation plan*.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

**INSTRUCTIONS for Part 1: TITLE VI ASSURANCES**

1. Fill-in all blanks with the appropriate information (search for the word "Click" to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Mary Robb [mary.rob主@dot.wi.gov](mailto:mary.rob主@dot.wi.gov).

If you need assistance, please contact Mary Robb by email [mary.rob主@dot.wi.gov](mailto:mary.rob主@dot.wi.gov) or phone at 608-267-4489.

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

*The following pages are the required Title VI Assurances to be signed and returned.*

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission and Fond du Lac MPO, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

**SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:**

**NAME:** Walt Raith Title: Assistant Director/MPO Director/Title VI Coordinator

**ORGANIZATION:** East Central Wisconsin Regional Planning Commission

**MAILING ADDRESS:** 400 Ahnaip Street, Suite 100; Menasha, WI 54952

**EMAIL ADDRESS:** wraith@ecwrpc.org

**PHONE:** 920-751-4770 Fax : n/a

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Eric W. Fowle, AICP – Executive Director

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes  No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

### **Title VI Policy Statement**

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

### **Authorities**

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, "Title VI requirements" also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

#### **Nondiscrimination Acts**

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

#### **Nondiscrimination Regulations**

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

## **Part 1: TITLE VI ASSURANCES**

*USDOT Standard Title VI/Non-Discrimination Assurances*

# **The United States Department of Transportation (USDOT)**

## **Standard Title VI/Non-Discrimination Assurances**

### **DOT Order No. 1050.2A**

The *East Central Wisconsin Regional Planning Commission and Fond du Lac MPO* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

#### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

***Federal Highway Administration may include additional Statutory/Regulatory Authorities here.***

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (*Federal Highway Administration*).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

***Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.***

## **Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *Fond du Lac MPO (PL)*:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Fond du Lac MPO* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form

of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

***Federal Highway Administration may include additional Specific Assurances in this section.***

By signing this ASSURANCE, ***Fond du Lac MPO and East Central Wisconsin Regional Planning Commission*** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the ***[Wisconsin Department of Transportation's]*** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the ***[Wisconsin Department of Transportation]***. You must keep records, reports, and submit the material for review upon request to ***[Wisconsin Department of Transportation]***, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

***Fond du Lac MPO and East Central Wisconsin Regional Planning Commission*** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the ***Fond du Lac MPO***. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the ***Fond du Lac MPO***. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

EAST CENTRAL WIS RPC

(Name of Sub-Recipient)

by

[Signature]

(Signature of Authorized Official)

DATED 9/23/19

ALLEN BIRCHER  
(Name of Sub-Recipient)

by Allen Birchel  
(Signature of Authorized Official)

DATED 10-2-2019

## Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Federal Highway Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Federal Highway Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation

## Appendix B

to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *(Title of Sub-Recipient)* will accept title to the lands and maintain the project constructed thereon in accordance with *(Name of Appropriate Legislative Authority)*, the Regulations for the Administration of *(Naming of Appropriate Program)*, and the policies and procedures prescribed by the *(Federal Highway Administration)* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *(Title of Sub-Recipient)* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto *(Title of Sub-Recipient)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *(Title of Sub-Recipient)*, its successors and assigns.

The *(Title of Sub-Recipient)* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [ ] [and] \* (2) that the *(Title of Sub-Recipient)* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## Appendix C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *(Title of Sub-Recipient)* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *(Title of Sub-Recipient)* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *(Title of Sub-Recipient)* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *(Title of Sub-Recipient)* and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

**Introduction**

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2020** (hereinafter "**2020 ASSURANCES AND AGREEMENT**") are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** was due to be completed, signed and returned to the WisDOT Title VI Office by:

**September 25, 2019**

- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization's Title VI activities, data collection, and reporting; the signed agreement serves as your organization's submission of an **Implementation Plan**.

The following pages of this document contain only the **Part 2: Implementation Plan Agreement** must be signed by the highest responsible official in the Subrecipient's organization, typically the Executive Director by: **October 15, 2019**

- A signed copy of this **Part 2: Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

**INSTRUCTIONS for the Part 2: Implementation Plan Agreement**

1. Fill-in all blanks with the appropriate information (search for the word "Click" to find all blanks).
2. The **Part 2: Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov).

If you need assistance, please contact Mary Robb by email [mary.robb@dot.wi.gov](mailto:mary.robb@dot.wi.gov) or phone at 608-267-4489.

***The following pages are the required Part 2: Implementation Plan Agreement to be signed and returned.***

**FHWA-SUBRECIPIENT  
TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT  
FFY 2020**

The following **Part 2: Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission**, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

**SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:**

**NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN PART 1: TITLE VI ASSURANCES, YOU MAY SKIP TO #1 BELOW THE GREY BOX.**

**NAME:** Walt Raith    **Title:** Assistant Director/MPO Director

**EMPLOYING ORGANIZATION:** East Central Wisconsin Regional Planning Commission

**MAILING ADDRESS:** 400 Ahnaip Street, Suite 100; Menasha, WI 54952

**EMAIL ADDRESS:** wraith@ecwrpc.org

**PHONE:**920-751-4770      **Fax :** n/a

1. Name of the signatory of **Part 2: Implementation Plan Agreement** (see Page No. 13): Eric Fowle, AICP – Executive Director of ECWRPC and Allen Buechel, Chair of the Fond du Lac MPO Policy Board
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Implementation Plan Agreement** (click on box to insert "X")?    Yes  No
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

## Title VI Policy Statement

The **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission**, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

## Authorities

The above Title VI Policy Statement and the following ***Part 2: Implementation Plan Agreement*** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, "Title VI requirements" also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as "Acts and Regulations") are:

### **Nondiscrimination Acts**

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

### **Nondiscrimination Regulations**

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

**Part 2:**  
**Implementation Plan Agreement**

## **Title VI Program Implementation**

The following sections represent elements of a "Subrecipient Title VI Implementation Plan", as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (the recipient) are required to meet requirements of an **Implementation Plan** as set forth by WisDOT within this **Part 2: Implementation Plan Agreement**.

This **Part 2: Implementation Plan Agreement** shall serve as the **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission's** required Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

### **A. Organization and Staffing**

In FFY 2020 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should:**

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient's Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. will provide WisDOT with a copy of the Subrecipient's organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the **Part 1-Title VI Assurances** portion of this **2020 ASSURANCES AND AGREEMENT**.
3. notify WisDOT, in writing, of any changes to the Subrecipient's organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient's Title VI Program, the Acts and Regulations and this **Part 2: Implementation Plan Agreement**.

### **B. Plan and Program Area Review Procedures**

In FFY 2020 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should:**

1. annually submit to WisDOT, a brief description of your work/ program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
  - a) public outreach and inclusion in transportation planning and projects
  - b) planning that recommends possible real estate acquisitions and relocations
  - c) contracts with contractors/consultants stating Title VI/Nondiscrimination requirements
  - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual **Title VI Accomplishments Report and Work Plan** or within the annual **WisDOT Title VI/Nondiscrimination Compliance Survey for FHWA Subrecipients** (hereinafter **WisDOT Subrecipient Title VI Survey**).

## C. Consultant Review Procedures

In FFY 2020 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI/Nondiscrimination compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors and consultants to include, where applicable, policies, procedures and directives to comply with Title VI/Nondiscrimination requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI/Nondiscrimination compliance as your subrecipient.
4. annually report the number of contractor/consultant Title VI/Nondiscrimination compliance review(s) and the results of the reviews to the WisDOT, Title VI Office in your annual ***Title VI Accomplishments Report and Work Plan*** or within the annual ***WisDOT Subrecipient Title VI Survey***.

## D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT, Title VI Office as it is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2020 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit specific processes and procedures for collecting, analyzing, using and reporting data on Title VI data to the WisDOT, Title VI Office.
  - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
  - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, sex, and limited English proficiency.
  - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT, Title VI Office in your annual ***Title VI Accomplishments Report and Work Plan*** or within the annual ***WisDOT Subrecipient Title VI Survey***.

## E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI/Nondiscrimination compliance.

In FFY 2020 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT, Title VI Office in your annual *Title VI Accomplishments Report and Work Plan* or within the annual *WisDOT Subrecipient Title VI Survey*.

## F. Dissemination of Title VI Information

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity
2. issue and distribute throughout your organization and to the public, a Title VI/Nondiscrimination Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI/Nondiscrimination Complaint Policy containing information and instructions on filing a Title VI/Nondiscrimination complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
  - a) throughout your organization
  - b) location(s) where your organization's business is conducted
  - c) on your website and social media sites
  - d) in meeting announcements in the newspaper and on posters
  - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT, Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of outreach and public education events or literature to the WisDOT, Title VI Office within your annual *Title VI Accomplishments Report and Work Plan* or within the annual *WisDOT Subrecipient Title VI Survey*.

## G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs, plans and services consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding your LEP obligations.

**In FFY 2020, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:**

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT, Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
  - a) American Community Survey data on Language spoken at home and ability to speak English or
  - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendations.

## H. Review of Internal Policies and Directives

**The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:**

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.
5. Report number and results of reviews of internal directives within the *annual Title VI Accomplishments Report and Work Plan* or in the annual *WisDOT Subrecipient Title VI Survey*.

6. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.

## **I. Complaint Policy and Procedures**

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the "Complaint Processing Procedures" section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

**In FFY 2020, The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI compliant policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI/Nondiscrimination requirements (such as an alternative Policy submitted in your FTA Title VI Plan).**

### **Title VI Complaint Policy**

**Fond du Lac MPO and East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2020 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):**

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.\*

\*See contact information on Page No. 11

**In FFY 2020, Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:**

1. annually submit your organization's internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

## **Subrecipient Complaint Processing Procedures**

In FFY 2020, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
  - a) date stamp the complaint
  - b) log all complaints received by the Subrecipient with:
    - the date the complaint was received
    - the name of the Complainant (if available)
    - the nature of the complaint (if available)
    - the date and location where the complaint was forwarded
    - a record of any action or communication regarding the complaint
  - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
  - a) complaints should be in writing
  - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
  - a) name, address and phone number of the complainant
  - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
  - c) name(s) and address(es) of alleged discriminating party or parties
  - d) the basis of discrimination (race, color, national origin, sex or other)
  - e) a statement of the nature of the complaint
  - f) other agencies where the complaint has been filed
  - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
  - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below\*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
  - a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints
  - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

**Subrecipients Forward Title VI Complaints To:**

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Mary Robb, Title VI Coordinator 4822 Madison Yards Way, 5 <sup>th</sup> Floor South PO Box 7986 Madison, WI 53707-7986
Email	<a href="mailto:Mary.robbs@dot.wi.gov">Mary.robbs@dot.wi.gov</a>
Phone	608-267-4489

\*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

**J. Compliance and Enforcement Procedures**

**The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:**

- 1. annually complete and submit all information requested within the annual *WisDOT Title VI/Nondiscrimination Compliance Survey for FHWA Subrecipients (WisDOT Subrecipient Title VI Survey)* to the WisDOT, Title VI Office.
  - a) The *WisDOT Subrecipient Title VI Survey* is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this **2020 ASSURANCES AND AGREEMENT**.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a

procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2020 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2020 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a *Title VI/Nondiscrimination Accomplishments Report and Work Plan* or within the *WisDOT Subrecipient Title VI Survey*.

**a) Accomplishments Report**

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

**b) Annual Work Plan**

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

## **Sanctions**

In the event the **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission** fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2020**, WisDOT may take any or all of the following actions:

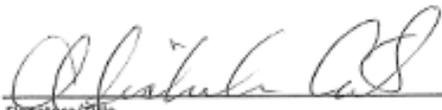
1. Cancel, terminate, or suspend this agreement in whole or in part;
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

*(continued on next page)*

## Signatures

By signing this Part 2: Implementation Plan Agreement, the **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission**'s responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this Part 2: Implementation Plan Agreement, and agrees that **Fond du Lac MPO and East Central Wisconsin Regional Planning Commission** is initiating or planning for the performance of tasks and procedures that are NOT REQUIRED in 2019, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all REQUIRED aspects of the Part 2: Implementation Plan Agreement as provided herein.

### Wisconsin Department of Transportation:

  
\_\_\_\_\_  
Signature/Title

DIRECTOR, OBOEC

Wisconsin Department of Transportation/OBOEC/Title VI Office

\_\_\_\_\_  
Agency/Office

10/31/2019  
\_\_\_\_\_  
Date

### Subrecipient Executive Director or Responsible Official:

  
\_\_\_\_\_  
Executive Director or Responsible Official Signature

  
\_\_\_\_\_

Executive Director

Chair of Fond du Lac MPO Policy Board

\_\_\_\_\_  
Title

East Central Wisconsin Regional Planning Commission

Fond du Lac MPO

\_\_\_\_\_  
Subrecipient Agency/Organization

September 30, 2019

October 2, 2019

\_\_\_\_\_  
Date



**APPENDIX B**  
**RESOLUTION 21-17**

**RESOLUTION NO. 21-17**

**ADOPTING THE UPDATED 2017 TITLE VI NON-DISCRIMINATION PROGRAM PLAN AND LIMITED ENGLISH PROFICIENCY PROGRAM FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION AS A SUB-RECIPIENT OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Commission is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and

**WHEREAS**, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and

**WHEREAS**, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and

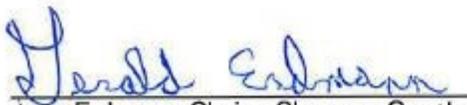
**WHEREAS**, pursuant to 23 CFR 200, the Commission has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and

**WHEREAS**, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program Plan and Limited English Proficiency Program, now therefore

**BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:**

Section 1: That the Commission adopts the update to the 2017 Title VI Non-Discrimination Program Plan and Limited English Proficiency Program submitted to the Wisconsin Department of Transportation required for all Sub-Recipient to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act.

Effective Date: October 27, 2017  
Prepared for: Transportation Committee  
Prepared By: Nick Musson, Associate Transportation Planner

  
Jerry Erdmann, Chair – Shawano County



**APPENDIX C**  
**RESOLUTION 07-19**

**RESOLUTION NO. 07-19**

**ADOPTION OF THE ANNUAL AFFIRMATIVE ACTION PROGRAM FOR EQUAL  
EMPLOYMENT OPPORTUNITIES**

**WHEREAS**, it is the policy of this Commission not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin, and

**WHEREAS**, job applicants and present employees shall be recruited, promoted, demoted, transferred, compensated, selected for training including apprenticeship, layed-off, and terminated without discrimination as to age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin, and

**WHEREAS**, this Commission further agrees to take affirmative action to ensure equal employment opportunities, and

**WHEREAS**, it is recognized that the agency needs to maintain constant vigilance of its hiring practices and its past hiring experience, now therefore

**BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING  
COMMISSION:**

Section 1: That the Commission adopts the following affirmative steps to promote equal employment opportunity within the agency:

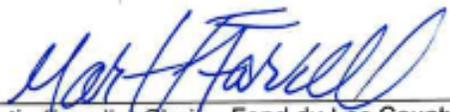
1. The Commission's equal employment opportunity policy will be communicated to all employees, supervisors and management and to potential sources of employees. Officials who make the hiring, placement, and promotion decisions will be instructed that minority applicants for all jobs, regardless of type, or applicants for promotion are to be considered without discrimination as to age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.
2. The Assistant Director is designated as the agency's Affirmative Action Officer responsible for coordination of its equal employment opportunity efforts.
3. The Commission establishes a goal to recruit applicants and hire employees in balance with the prevailing employment structure of the Appleton-Oshkosh-Neenah MSA to the extent possible.
4. The Commission will take such steps as the following in its recruitment to assure non-discrimination:

- a. Place employment advertisements in newspapers which serve the largest number of minority group people within the Commission's recruiting area.
  - b. Notice of staff needs will be sent to schools and universities having substantial portions of minority students.
  - c. Systematic contacts will be made with minority and human relations organizations, leaders and spokesmen to encourage referral of qualified minority applicants to the Commission.
  - d. Present employees are to be encouraged to refer minority applicants to the Commission.
  - e. Recruitment sources will be informed that qualified minority members are being sought for consideration for professional, sub-professional and other office work whenever the Commission hires.
5. All persons on the staff involved in making recommendations or decisions on hiring will be personally informed by the Executive Director and the Affirmative Action Officer that minority applicants for all jobs are to be considered without discrimination.
  6. The Commission will where possible within its annual Work Program make maximum use of sub-professional internship and other appropriate training techniques to help equalize opportunity for minority persons by such means as follows:
    - a. Sponsoring and assisting minority youths, as well as others, to enter sub-professional and professional training and make such experiences available within the Commission to the maximum extent possible.
    - b. Encouraging minority employees and others to increase their skills and job potential through participation in available training and education programs.
  7. The Commission will not practice discrimination with regard to placement and promotion of any employee.
    - a. All members of the staff who are concerned with placement and promotion decisions will be instructed to act without discrimination toward minority employees.
    - b. The promotion of minority employees who have increased their skills and job potential will be consistent with the promotion of all other employees.
  8. The Commission will assure non-discriminatory pay, other compensation and working conditions by taking such steps as:

RESOLUTION NO. 07-19

- a. Examining rates of pay and fringe benefits for present employees with equivalent duties, and adjusting any inequities found.
  - b. Not reducing the compensation of existing employees who have been converted to on-the-job training status.
9. The Commission will not discriminate in its contracting and where possible will take appropriate steps such as encouraging minority group contractors and contractors with minority representation among their employees to submit proposals for contract work in order to promote equal opportunity.
  10. The Commission will require all contractors to provide equal employment opportunity assurances.
  11. The Commission will follow through by questioning, verifying, and making whatever changes or additions to this Equal Employment Opportunity Program as may be necessary to assure its effectiveness.

Effective Date: January 25, 2019  
Submitted By: Steering Committee  
Prepared By: Walt Raith, Affirmative Action Officer



Martin Farrell - Chair - Fond du Lac County



**APPENDIX D**

**2019 COST ALLOCATION PLAN**

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# East Central Wisconsin Regional Planning Commission

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Cost Allocation Plan

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2019

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## Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

## Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2018. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--Actual costs from the prior calendar year are used for the indirect rate calculation on a provisional basis. Upon completion of the annual single audit (typically early second quarter), a final rate for the current year is determined. Current year's costs to programs, grants, etc. are then utilized to calculate the final rate.

## Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs -Annual audit fees will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing - Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation - East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars -Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations Part 200, Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

## Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Assistant Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Coordinator charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Coordinator charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

**East Central Wisconsin Regional Planning Commission  
2019 Table of Organization (Staff)**

**Executive Division**

**Eric Fowle, AICP**  
Executive Director

**Walt Raith**  
Assistant Director & MPO Director

**Administrative Services Division**

**Erin Bonnin**  
Administrative Coordinator

**Pam Scheibe-Johnson**  
Controller

**Technical Services Division**

**GIS Program**

**Mike Zuege**  
GIS Coordinator

**Adam Pfefferle\***  
GIS Specialist II

**Tanner Russell**  
GIS Assistant

**Anna Hogan**  
GIS Assistant

**IT Program**

**Tim Badtke**  
IT Coordinator

*\* Secondary role in Economic  
Development Program*

*\*\* Indicates GIS skills and need for  
coordination/compliance with GIS  
Coordinator's data and mapping  
policies and procedures*

**Planning Services Division**

**Transportation MPO  
Planning  
Program**

**Dave Moesch\*\***  
Associate Planner

**Nick Musson\*\***  
Principal Planner -  
Transportation

**Kim Biedermann**  
Associate Planner /  
Bicycle & Pedestrian  
Coordinator

**Kolin Erickson**  
Planner

**Safe Routes to School  
Program**

**Melissa Kraemer-Badtke**  
Principal Planner / Active  
Transportation

**Ashley Tracy**  
SRTS Planner

**Tyler DeBruin\*\***  
SRTS Planner

**Environmental Mgt. &  
SSA Planning  
Program**

**Todd Verboomen**  
Associate Planner

**Scott Konkle\*\***  
Planning Specialist II /  
NR-135 Mine  
Reclamation

**Economic  
Development  
Program**

**Tom Baron, AICP**  
Principal Planner

**Sarah Van Buren, AICP**  
Principal Planner

**Community  
Development  
Program**

**Kathy Thunes, P.E.**  
Principal Planner

**Park &  
Recreation  
Program**

**Trish Nau\*\***  
Principal Planner

**CERTIFICATE OF INDIRECT COST RATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal, dated April 26, 2019, to establish indirect cost billing rates for calendar year 2019 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) **The indirect cost rate calculated within the proposal is 130.2%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2018, to obtain a federal indirect cost billing rate for fiscal year 2019.
- (4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: 

Name of Official: Martin Farrell

Title: Commission Chair

Email: farrellm@ripon.edu

Date of Execution: April 26, 2019

**LOBBYING CERTIFICATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

*As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2019, based on actual costs from fiscal year 2018.*

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: 

Name of Official: Martin Farrell

Title: Commission Chair

Date of Execution: April 26, 2019



**APPENDIX E**  
**ECWRPC TECHNICAL ADVISORY COMMITTEES**

## APPLETON (FOX CITIES) TRANSPORTATION POLICY ADVISORY COMMITTEE

### County Officials

Alice Connors, Calumet County Board Chair  
Thomas Nelson, Outagamie County Executive  
Mark Harris, Winnebago County Executive

### City Mayors

Tim Hanna, Appleton  
Anthony Penterman, Kaukauna  
Don Merkes, Menasha  
Dean Kaufert, Neenah

### Village Presidents

John Neumeier, Combined Locks  
Dale Youngquist, Fox Crossing  
Kevin Hietpas, Harrison  
Chuck Kuen, Kimberly  
Charles Fischer, Little Chute

### Town Board Chairs

Mark McAndrews, Buchanan  
David Schowalter, Grand Chute  
Jack Anderson Greenville  
Bob Schmeichel, Neenah  
Jeff Rollo, Vandenbroek

### Federal Officials

Matt Spiel, FHWA  
Evan Gross, FTA

### State Officials

Will Dorsey, Director, WisDOT Northeast Region  
Alex Gramovot, WisDOT

### Other

Chuck Rundquist, Chairman, Fox Cities Transit Commission

## APPLETON (FOX CITIES) TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

### **County Highway Commissioners**

Brian Glaeser, Calumet County

Dean Steingraber, Outagamie County

Ray Palonen, Winnebago County

### **Public Works Director/Engineers**

Paula Van de Hey, City of Appleton

Chris Murawski, City of Little Chute

John Sundelius, City of Kaukauna

Josh Radomski, City of Menasha

Gerry Kaiser, City of Neenah

Dave Vandervelden, Village of Kimberly

Katie, Schwartz, Town of Grand Chute

Brian Rickert, Town of Greenville

### **Planners**

Robert Buckingham, Town of Grand Chute

Robert Jakel, City of Kaukauna

Sam Schroeder, City of Menasha

Chris Haese, City of Neenah

George Dearborn, Village of Fox Crossing

Dena Mooney, Calumet County

Kara Homan, Outagamie County

Jerry Bougie, Winnebago County

### **Public Health**

Bonnie Kolbe, Calumet County

Mary Dorn, Outagamie County

Doug Gieryn, Winnebago County

Kurt Eggebrecht, City of Appleton

Nancy McKenney, City of Menasha

## OSHKOSH TRANSPORTATION POLICY ADVISORY COMMITTEE

### County Officials

Mark Harris, Winnebago County Executive

### City Mayor

Lori Palmeri, City of Oshkosh

### Town Board Chairmen

Joel Rasmussen, Town of Algoma

Frank Frassetto, Town of Black Wolf

Glen Barthels, Town of Nekimi

Jim Erdman, Town of Oshkosh

### Federal Officials

Matt Spiel, FHWA

Evan Gross, FTA

### State Officials

Will Dorsey, Director, WisDOT Northeast Region

Alex Gramovot, WisDOT

### Other

Mark Rohloff, City Manager, Oshkosh

Ray Palonen, Winnebago County Highway Commissioner

James Rabe, City of Oshkosh Public Works Director

Mark Lyons, City of Oshkosh Planning Services

Jim Collins, City of Oshkosh Transportation/Transit

TBD, Town of Algoma

**APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA AND OSHKOSH METROPOLITAN PLAN-  
NING ORGANIZATION (MPO) BICYCLE AND PEDESTRIAN STEERING COMMITTEE**

Alexa Naudziunas, City of Oshkosh  
Emily Dieringer, Winnebago County Health Department  
Gwen Sargeant, Appleton Bike Shop/Citizen  
Jim Michelson, Oshkosh Parks Advisory Board  
Mike Patza, Town of Grand Chute  
Kurt Eggebrecht, City of Appleton Health Department  
Matt Halada, Wisconsin Department of Transportation, Northeast Region  
Michaela Neitzel, Neenah Joint School District  
Michaelene Urban, Wheel and Sprocket, Oshkosh  
Mike Kading, City of Neenah  
Tom Flick, City of Appleton Parks and Recreation Department  
Tom Walsh, Fox Cities Greenways

**FOND DU LAC AREA METROPOLITAN PLANNING ORGANIZATION (MPO)  
POLICY BOARD**

**VOTING MEMBERS**

Allen Buechel, Chair – Fond du Lac County  
Dyann Benson, Vice Chair – City of Fond du Lac  
Joe Moore – City of Fond du Lac  
Ben Giles—City of Fond du Lac  
Jordan Skiff—City of Fond du Lac  
Karyn Merkel – City of Fond du Lac  
Tom Janke – Fond du Lac County  
Chuck Hornung – Village of North Fond du Lac  
James Pierquet – Town of Empire (representing all towns)  
Matt Halada – WisDOT, Northeast Region

**NON-VOTING MEMBERS**

Sam Tobias (Alternate) – Fond du Lac County  
Jill Michaelson, (Alternate) – WisDOT, Northeast Region  
Alex Gramovot – WisDOT, Central Office  
Matt Spiel – FHWA  
Nick Leonard, (Alternate) – Village of North Fond du Lac  
Walt Raith – East Central Wisconsin Regional Planning Commission

**FOND DU LAC AREA METROPOLITAN PLANNING ORGANIZATION (MPO)  
TECHNICAL ADVISORY COMMITTEE**

**Members:**

Matt Spiel ..... FHWA  
Alex Gramovot ..... WisDOT  
Curt Holman ..... Canadian National Railroad  
Matt Halada ..... WisDOT, Northeast Region  
Jerry Guelig ..... Town of Taycheedah  
Jordan Skiff ..... City of Fond du Lac  
Robert Giese ..... Town of Fond du Lac  
Jeff Meisenburg ..... Town of Friendship  
Lynn Gilles ..... City of Fond du Lac, FDLAT  
James Kuehn ..... WisDOT, Madison  
Lee F. Perrizo ..... Fond du Lac County Airport  
Dyann Benson ..... City of Fond du Lac  
Sam Tobias ..... Fond du Lac County  
Chuck Hornung ..... Village of North Fond du Lac  
Norbert C. Kolell ..... Town of Empire  
Tom Janke ..... Fond du Lac County Highway  
James Pierquet ..... Town of Empire  
Walt Raith ..... ECWRPC

# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Martin Farrell, Chair  
Jeff Nooyen, Vice-Chair  
Eric Fowle, Secretary-Treasurer

## COMMISSION MEMBERS

### CALUMET COUNTY

Alice Connors  
Hope Karth  
Merlin Gentz  
Rick Jaeckels

### FOND DU LAC COUNTY

Martin Farrell  
Brenda Schneider  
Brian Kolstad  
Allen Buechel  
Charles Hornung

### MENOMINEE COUNTY

Ruth Winter  
Laure Pecore  
(Jeremy Johnson, Alt.)  
James Lowey

### OUTAGAMIE COUNTY

Thomas Nelson  
(Kara Homan, Alt.)  
Daniel Rettler  
Timothy Hanna  
Jeff Nooyen  
Michael Thomas  
Kevin Sturn

### SHAWANO COUNTY

Jerry Erdmann  
Thomas Kautza  
Chuck Dallas

### WAUPACA COUNTY

Dick Koeppen  
James Nygaard  
Brian Smith  
DuWayne Federwitz

### WAUSHARA COUNTY

Donna Kalata  
Larry Timm  
Neal Strehlow

### WINNEBAGO COUNTY

Mark Harris  
Shiloh Ramos  
(David Albrecht, Alt.)  
Ernie Bellin  
Lori Palmeri  
Ken Robl  
Robert Schmeichel

### EX-OFFICIO MEMBERS

Jill Michaelson  
Ronald McDonald

