

2018 Transportation Work Program & Budget



Approved
October, 2017

Amended
December, 2017

 East Central Wisconsin
Regional Planning Commission
ECWRPC
Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Waushara • Winnebago

**2018 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*

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Phone: 920-751-4770 | Website: www.ecwrpc.org*

2018 TRANSPORTATION WORK PROGRAM & BUDGET

*October, 2017
Amended 12-11-2017*

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

The East Central Wisconsin Regional Planning Commission's CY 2017 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: 2018 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, 2017
Amended December 11, 2017

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

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

SOURCE OF COPIES: East Central Wisconsin Regional Planning Commission
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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.fcompo.org and www.fdlmpo.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)

www.ecwrpc.org

www.fcompo.org

www.fdlmpo.org

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



RESOLUTIONS OF ADOPTION

RESOLUTION 16-17

ADOPTING THE 2018 UNIFIED TRANSPORTATION WORK PROGRAM AND THE ANNUAL MPO 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) 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

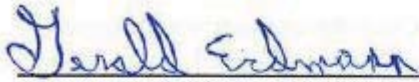
WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2017 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPOs.

NOW, THEREFORE, BE IT RESOLVED, that the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization adopts the 2018 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 27, 2017
Submitted By: Transportation Committee
Prepared By: Walt Raith, Assistant Director/MPO Director



Jerry Erdmann, Chair – Shawano Co.

RESOLUTION NO. 25-17

**AMENDING THE 2018 TRANSPORTATION WORK PROGRAM AND BUDGET TO INCLUDE
WORK ACTIVITIES FROM THE PERIOD OF AVAILABILITY EXTENSION OF THE 2017
WORK PROGRAM**

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

WHEREAS, the 2018 Transportation Work Program and Budget was adopted by the Commission on October 27, 2017, and;

WHEREAS, based on circumstances not expected in 2017, including reductions in available staff time, not all of the activities in the WisDOT and FHWA transportation Program will be completed as originally scheduled, and;

WHEREAS, the 2017 funding amount estimated to be approximately \$20,000 (+ or – 10%) that includes about \$16,000 federal, \$1,000 state and \$3,000 local share, would be utilized to complete the work if approved by FHWA and WisDOT, and;

WHEREAS, the capacity of the agency now exists and will accommodate for the additional staff hours to complete the unfinished 2017 work program activities and expend dollars within the first quarter of 2018;

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

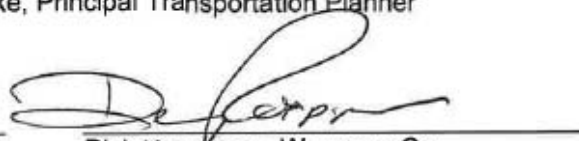
Section 1: That the Commission amends the 2018 Budget and Work Program to reflect expanded staffing and schedule for work based on an extended funding eligibility period.

Effective Date: December 11, 2017

Submitted By: Steering Committee and Approved with the Authority of the Full Commission

Prepared By: Melissa Kraemer Badtke, Principal Transportation Planner


Jerry Erdmann, Chair – Shawano Co.


Dick Koeppen – Waupaca Co.


Jeff Nooyen – Outagamie Co.


Alice Connors – Calumet Co.


Jeremy Johnson – Menominee Co.


Donna Kalata – Waushara Co.


Dave Albrecht, V. Chair – Winnebago Co.


Martin Farrell – Fond du Lac Co.

RESOLUTION 04-17

**ADOPTION OF THE 2018 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 2018 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 4, 2017



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



REGIONAL INFORMATION

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Jerry Erdmann, Chair
David Albrecht, Vice-Chair
Eric Fowle, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Ed Kleckner
Merlin Gentz

FOND DU LAC COUNTY

Allen Buechel
Martin Farrell
Brenda Schneider
Lee Ann Lorrigan
(Joseph Moore, Alt.)
Charles Hornung

MENOMINEE COUNTY

Ruth Winter
Elizabeth Moses
(Jeremy Johnson, Alt.)
James Lowey

OUTAGAMIE COUNTY

Thomas Nelson
Daniel Rettler
Timothy Hanna
Jeff Nooyen
Michael Thomas
Kevin Sturn

SHAWANO COUNTY

Jerry Erdmann, Chair
Thomas Kautza
Chuck Dallas

WAUPACA COUNTY

Dick Koeppen
Gary Barrington
Brian Smith
DuWayne Federwitz

WAUSHARA COUNTY

Donna Kalata
Larry Timm
Neal Strehlow

WINNEBAGO COUNTY

Mark Harris
David Albrecht
Ernie Bellin
Steve Cummings
Ken Robl
Robert Schmeichel

EX-OFFICIO MEMBERS

Jill Michaelson, WisDOT
Ronald McDonald, Valley Transit

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
Karyn Merkel— 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
Chuck Hornung—Village of North Fond du Lac
James Pierquet—Town of Empire (representing all towns)
Matt Halada—WisDOT, Northeast Region

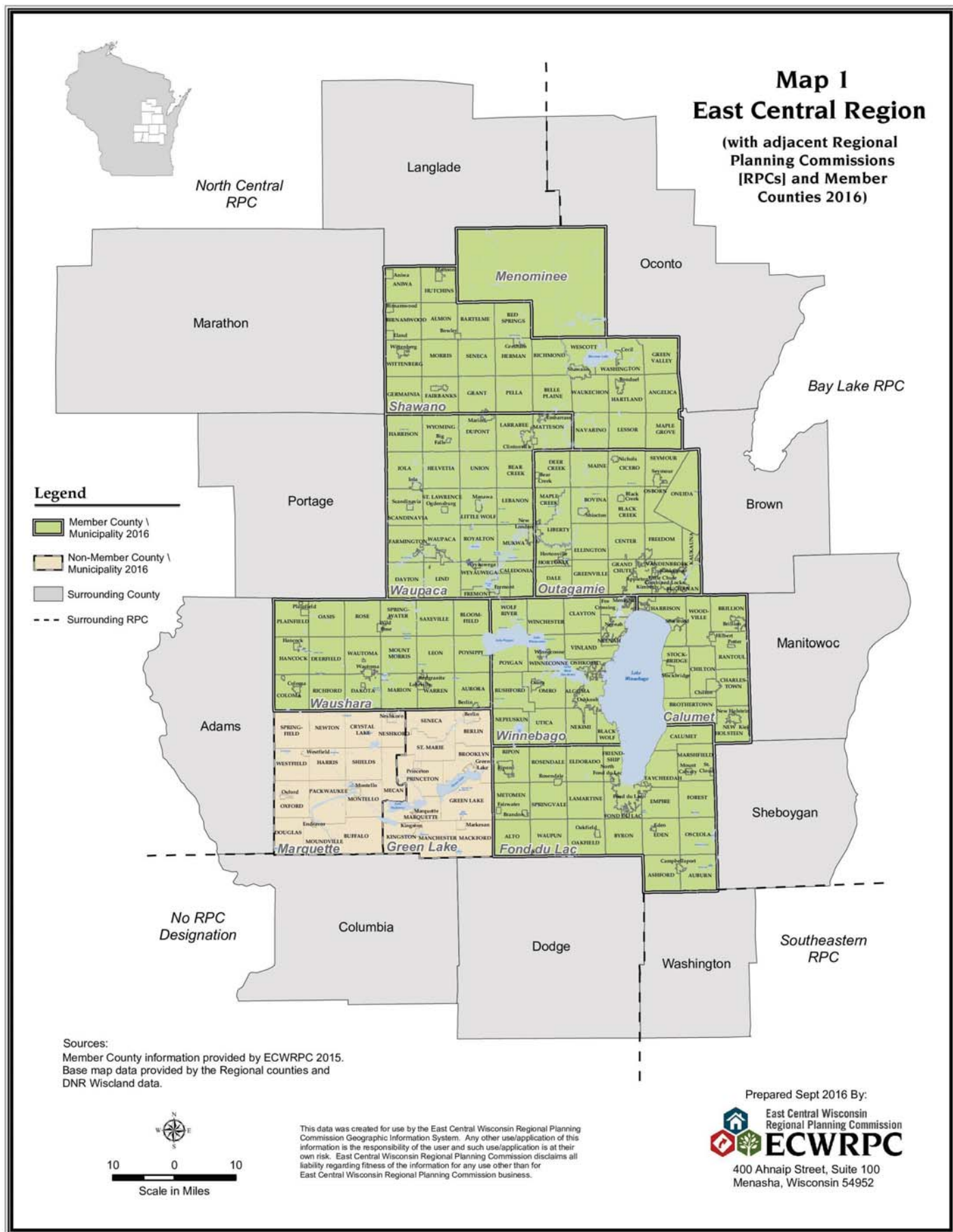
NON-VOTING MEMBERS:

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

EAST CENTRAL STAFF	
Staff	Percentage of Time Transportation Work Program
Executive Division	
Eric Fowle, AIPC Executive Director	5%
Walt Raith, Assistant Director MPO Director and Title VI Coordinator	95%
Pamela Scheibe-Johnson Controller	15%
Planning Services Division	
Transportation	
Melissa Kraemer Badtke, Principal Transportation Planner/SRTS Coordinator	50%; (SRTS— 50%)
Dave Moesch, Associate Planner	100%
Kim Biedermann, Associate Planner/ Regional Bicycle and Pedestrian Coordinator	100%
Nick Musson, Associate Planner	98%
Kolin Erikson, Planner	98%
Vacant, Planner (SRTS)	10%; (SRTS—90%)
Ashley Tracy, Planner (SRTS)	10%; (SRTS—90%)
Sewer Service	
Joe Huffman, Planner (SSA)	10%
Todd Verboomen, Associate Planner	10%
Community Area Planning	
Kathy Thunes, P.E.; Principal Planner	5%
Trish Nau, Principal Planner (Parks and Recreation)	5%
Economic Development	
Tom Baron, Associate Planner	10%
Sarah Van Buren, Associate Planner	10%
NR-135 Mine Reclamation	
Scott Konkle, Planning Specialist II	0%

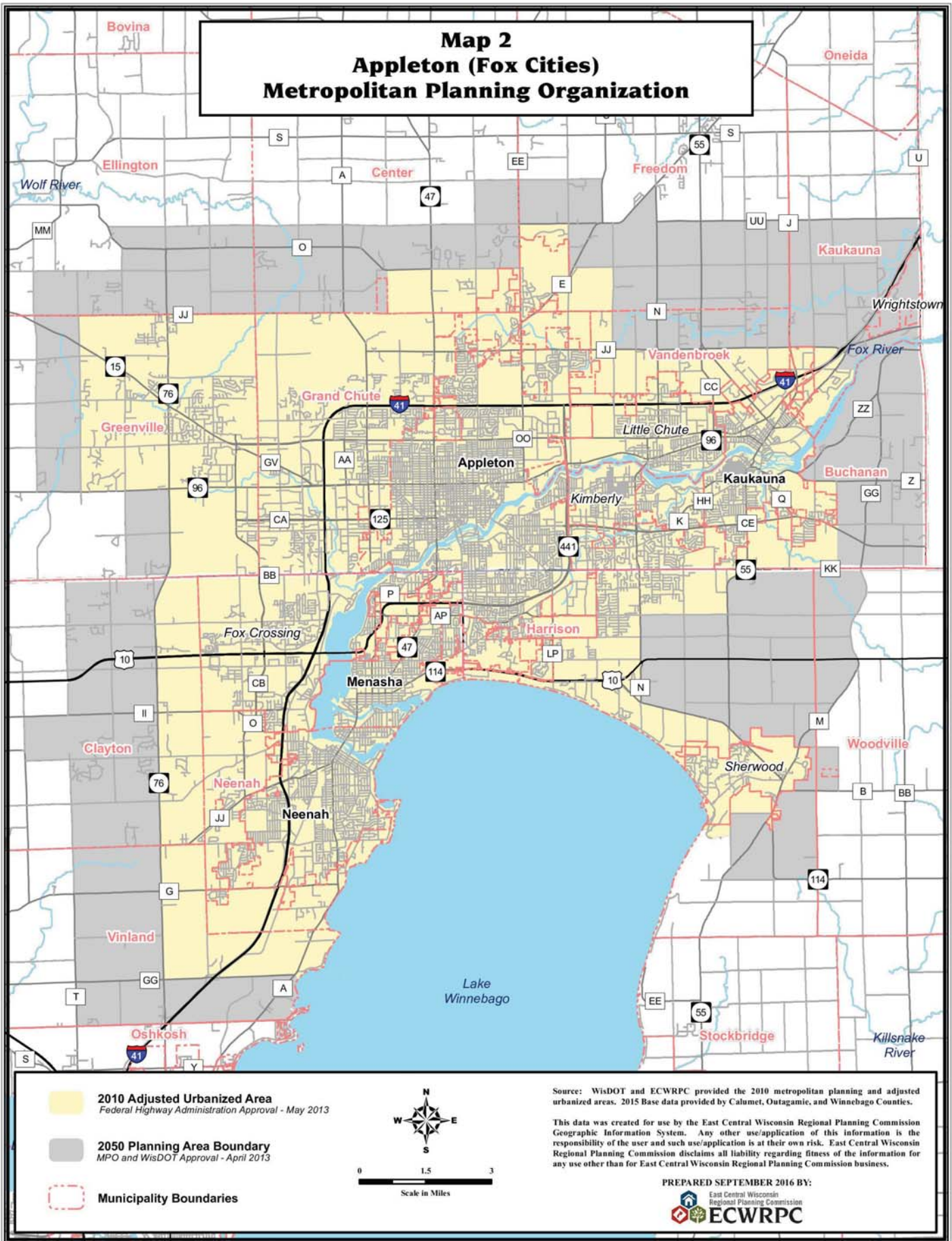
EAST CENTRAL STAFF CONTI.	
Staff	Percentage of Time Transportation Work Program
TECHNICAL SERVICES DIVISION	
IT Program	
Tim Badtke, IT Coordinator	10%
GIS Program	
Mike Zuege, GIS Coordinator	50%
Adam Pfefferle, GIS Specialist II	25%
Tyler DeBruin, GIS Special I	60%
Kyle	
Administrative Division	
Erin Bonnin, Administrative Coordinator	10%

***All percentages of staff time are estimated and will be finalized for the final approval of the East Central WI Regional Planning Commission in January, 2018.*



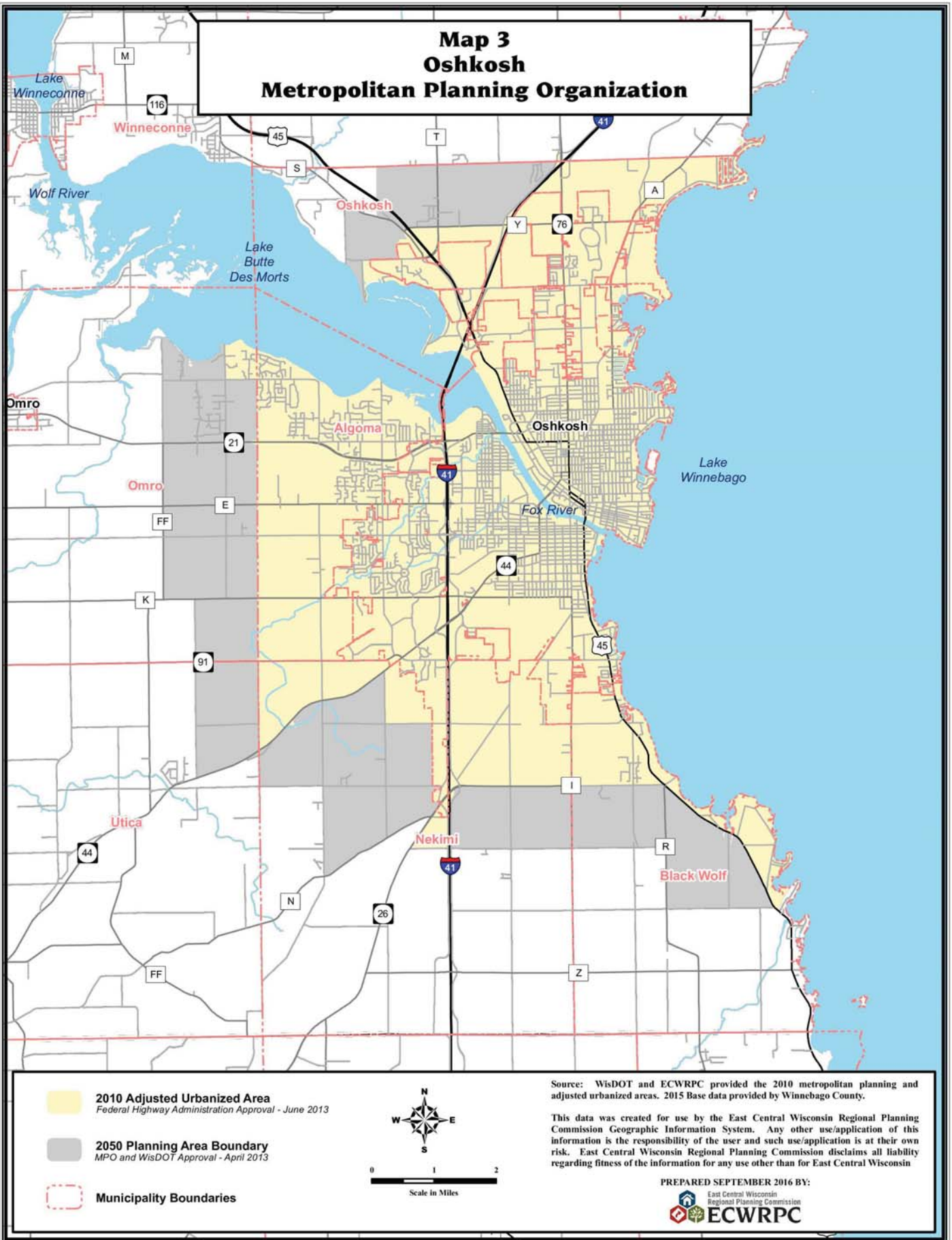
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Map 2 Appleton (Fox Cities) Metropolitan Planning Organization



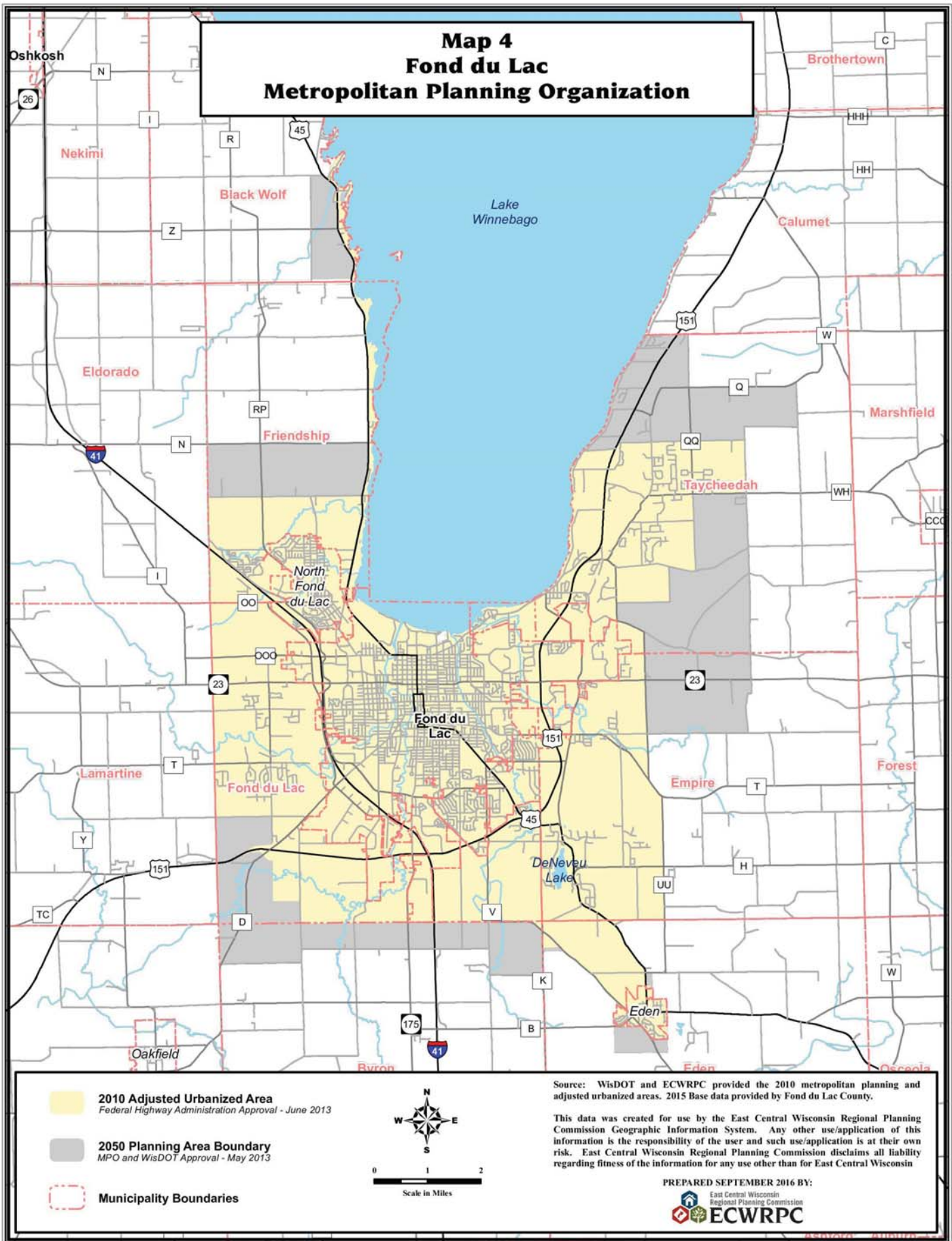
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Map 3 Oshkosh Metropolitan Planning Organization



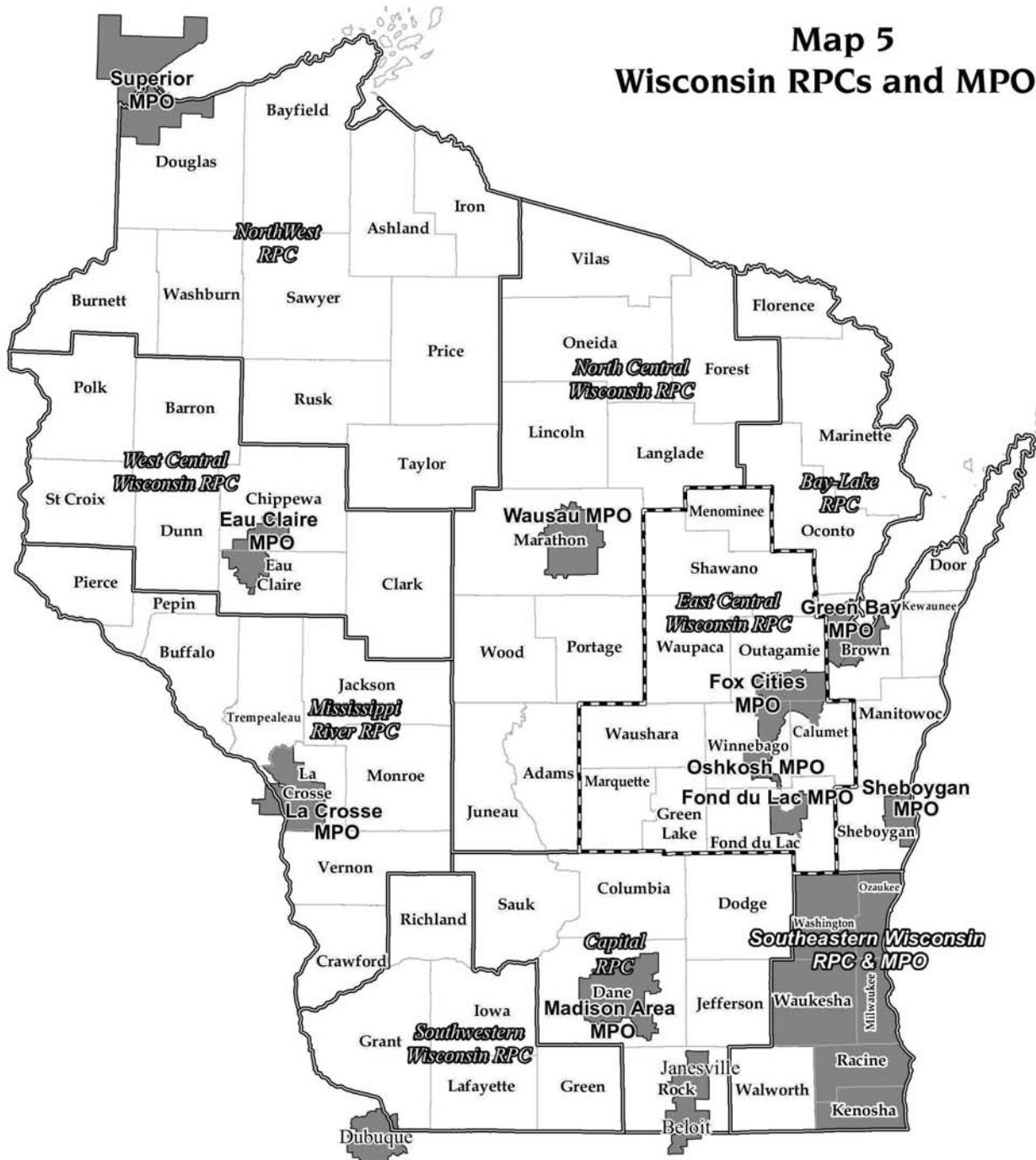
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Map 4 Fond du Lac Metropolitan Planning Organization



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Map 5 Wisconsin RPCs and MPOs



 Metropolitan Planning Organizations

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.

Source: Base data provided by the WIDNR, MPO & RPC data provided by the WisDOT.



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Miles

Prepared June 2015 By:



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PART 1

INTRODUCTION & PROSPECTUS

1.1 About the MPO

The Annual Work Program schedules the East Central Wisconsin Regional Planning Commission's work activities for the next year and discusses the general framework for planning. It contains three major sections:

- A prospectus, which contains a general description of the agency's activities;
- A summary of the 2018 budget and work program elements, and;
- A specific annual work program which describes details of the work activity, budget and staffing requirements for 2018.

The document describes the organizational arrangements, roles and responsibilities of the various agencies involved in the planning process and the decision making process used to prepare, implement, and periodically reevaluate the policy and action recommendations. It describes the approach used in developing planning work programs and the management of the planning process. It also addresses the specific requirements of the various federal and state grant programs and outlines how they will be achieved through the scheduled work activities. The annual work program state of work activities includes:

1. A brief description of the overall work activity objective;
2. A description of the technical procedures and activities involved in accomplishing the work;
3. The estimated cost and source of funds.
4. The manpower required and the planning organizations that will perform the work.

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.

The existence of different state agency configurations at the time various regional planning agencies were formed, coupled with the fact that the Governor did not adhere to the districting configuration when forming East Central, has resulted in the significant overlapping of jurisdictions. In the past, the East Central Region coordinated its planning program through memoranda of agreement with up to three criminal justice planning regions (now a statewide function), to health planning districts (now defunct), three manpower planning districts (now four), two area agencies on aging (now one), two rural conservation and development districts, two community action programs (now three), one water quality management planning area (now defunct), the Wisconsin Rural Housing Cooperative and the State Clearinghouse.

Additional East central coordinated with three district transportation (now two regional offices) and two distinct natural resource offices. There are varying degrees of formal planning at the local level. County planning is staff in Calumet and Fond du Lac counties as previously mentioned, and in Green Lake, Shawano, Outagamie, Waupaca, Waushara, and Winnebago Counties. The cities of Appleton, Fond du Lac, Kaukauna, Menasha, Neenah and Oshkosh, and the town of Menasha and Grand Chute have planning staff. Numerous other communities have contracted with consultants for the preparation of comprehensive development plans.

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 four 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 3 and 4 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 greater than 50,000. The Appleton (Fox Cities), Oshkosh and Fond du Lac urbanized areas thus serve 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. However, as one goes to the extremes of the rural counties, these ties fade, or are shifted outside the region. The basic orientation for planning in the East Central region recognizes both the diversity and commonality, and tailors program activities accordingly. However, the overall planning framework is consistent throughout the region.

PURPOSE OF THE ANNUAL 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.

The annual work program is a one year statement which itemizes work to be performed. For each program element (e.g. transportation work element), work objectives, work activities, and methodology are listed, selected previous work is identified, and products resulting from the proposed work and their anticipated impacts are identified. The funding for East central or another agency's work is identified by source and includes person-days and hours for professional and technical staff time. If subcategories are included under a program element or a major work element, a summary of the funding source, person-days and hours are given in table form. Each year, the previous work program and budget is evaluated and a new annual work program is drafted.

PLANNING PROGRAM OVERVIEW

East Central's focus, in accordance with s.66.0309, s.66.1001 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. Local funding also supports the economic development program from EDA and the sewer service area program and aquatic invasive species coordinator program from WDNR. The funds are allocated among each work element on the basis of the relative benefits to be derived by each funding agency's program, grant program eligibility requirements, and federal and state cost sharing formulas. The NR-135 Non-Metallic Mining Reclamation Program is funded 100% through fees derived from permitted mine sites and their operators.

Table 1—ECWRPC (Levy) Distribution across Jurisdictions

Participating County/Municipality	Approved 2018 Tax Levy
Calumet County (MPO)	\$59,642
Fond du Lac (MPO)	\$118,478
Green Lake County	County Not a Member
Marquette County	County Not a Member
Menominee County	\$5,011
Outagamie County (MPO)	\$233,930
Shawano County	\$49,685
Waupaca County	\$64,680
Waushara County	\$40,677
Winnebago County (MPO)	\$199,611
TOTAL LEVY	\$771,698

This levy provides \$130,748.60 in 2018 for Local Match/Cost Share across all transportation programs.

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PART 2

2018 WORK PROGRAM & BUDGET

Table 2: ECWRPC Regional and MPO 2018 Transportation Work Program

1300 Work Program Elements									
		Budget	FHWA/FTA Dollars	%	WisDOT Dollars	%	MPO/Local Dollars	%	
1310 Appleton (Fox Cities)/Oshkosh MPO Program									
1311 Program Administration/Support		\$ 35,075.00	\$ 28,060.00	80%	\$ 1,789.00		\$ 5,226.00	15%	
1312 Long-Range Plan FAST Act Implementation /PEAs Activities		\$ 203,243.00	\$ 162,594.00	80%	\$ 10,262.00	5%	\$ 30,387.00	15%	
1313 Northeast Region Travel Demand Model Improvement Program		\$ 80,913.00	\$ 64,730.00	80%	\$ 3,498.00	4%	\$ 12,685.00	16%	
1321, 1323, 1325, 1326 Short Range/Congestion Management Process (CMIP) - Appleton TMA/ Multi-Modal Transportation Planning		\$ 247,867.00	\$ 198,294.00	80%	\$ 12,495.00	5%	\$ 37,078.00	15%	
1322 Transportation Improvement Program (TIP)		\$ 46,433.00	\$ 37,146.00	80%	\$ 2,341.00	5%	\$ 6,946.00	15%	
1324 Transit Planning (TMA Coord. Plans) Ladders of Opportunity		\$ 72,417.00	\$ 57,934.00	80%	\$ 3,640.00	5%	\$ 10,843.00	15%	
Total Appleton (Fox Cities)/Oshkosh MPO Program		\$ 685,948.00	\$ 548,758.00	80%	\$ 34,025.00	5%	\$ 103,165.00	15%	
1330 Regional Transportation Program (SPR)									
1331 Program Administration/Support		\$ 14,397.00	\$ 11,523.80	80%	\$ 1,436.60	10%	\$ 1,436.60	10%	
1332 Cooperative Regional Planning/Technical Assistance		\$ 35,008.00	\$ 28,000.00	80%	\$ 3,504.00	10%	\$ 3,504.00	10%	
1333 Regional Comprehensive Plan/Transportation Element		\$ 28,562.00	\$ 22,850.00	80%	\$ 2,856.00	10%	\$ 2,856.00	10%	
Total Regional Transportation Program		\$ 77,967.00	\$ 62,373.80	80%	\$ 7,796.60	10%	\$ 7,796.60	10%	
1340 Fond du Lac MPO Program									
1341 Program Administration/Support		\$ 14,858.00	\$ 11,886.00	80%	\$ 728.00	5%	\$ 2,244.00	15%	
1342 Long-Range Plan FAST Act Implementation/PEAs Activities		\$ 53,224.00	\$ 42,572.00	80%	\$ 2,625.00	5%	\$ 8,027.00	15%	
1343 Short Range/Multi-Modal Transportation Planning		\$ 13,798.00	\$ 11,046.00	80%	\$ 675.00	5%	\$ 2,077.00	15%	
1344 Transportation Improvement Program (TIP)		\$ 23,083.00	\$ 18,466.00	80%	\$ 1,129.00	5%	\$ 3,488.00	15%	
1345 Transit Planning/TDP Coordination/Ladders of Opportunity		\$ 18,930.00	\$ 15,144.00	80%	\$ 921.00	5%	\$ 2,865.00	15%	
1346 Northeast Region Travel Demand Model Improvement Program		\$ 7,175.00	\$ 5,740.00	80%	\$ 349.00	5%	\$ 1,086.00	15%	
Total Fond du Lac MPO Program		\$ 131,068.00	\$ 104,854.00	80%	\$ 6,427.00	5%	\$ 19,787.00	15%	
Total Regional and MPO Work Program (1300)		\$ 894,983.00	\$ 715,985.80	80%	\$ 48,248.60	5%	\$ 130,748.60	15%	

Table 3: 2017 Work Program Funding Extension

1300 Work Program Elements									
		Budget	FHWA/FTA Dollars	%	WisDOT Dollars	%	MPO/Local Dollars	%	
1313 Northeast Region Travel Demand Model Improvement Program		\$ 20,000.00	\$ 16,000.00	80%	\$ 800.00	4%	\$ 3,000.00	16%	
*Please note that Resolution 25-17 indicates that the amount will be approximately \$20,000 +/- 10%.									

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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 sea 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.

Major Work Program Elements:

The Transportation work program contains the following Major Work Program Elements:

- ⇒ 1310—Appleton (Fox Cities) and Oshkosh Urbanized Areas MPOs
- ⇒ 1320—Short Range Planning/Congestion Management Process (TMA) (TAP)
- ⇒ 1330—Regional Transportation Planning
- ⇒ 1340—Fond du Lac Urbanized Area MPO

Special Studies

- ⇒ Northeast WI Regional Travel Demand Model
- ⇒ Truck/Freight Modeling
- ⇒ TDP Coordination/Transit Modeling
- ⇒ Bus Rapid Transit Study from Fond du Lac to Green Bay
- ⇒ Regional Comprehensive Plan Update*
- ⇒ I-41 Corridor from Fond du Lac to Green Bay

Regional Comprehensive Plan Relationship:

The 1300 Mobile & Active Communities program element is directly related to Chapter 6 of the Year 2030 Regional Comprehensive Plan. The adopted Transportation Vision for the Region was set as follows:

"In 2030, the East Central region will have an efficient regional transportation network which provides options for mobility needs of all people, goods and services."

The Year 2030 Regional Comprehensive Plan spells out more specific issue areas which need to be addressed at a local or regional scale. Details of these issues can be found in one of the chapter's five "Plan Guideline" fact sheets:

- T-1: Effects of Sprawl Development on Transportation**
- T-2: Transportation Funding and Priority Plans and Projects**
- T-3: Regional Connectivity**
- T-4: Balance Between Transportation and the Environment**
- T-5: Alternative Modes of Transportation and Mobility**

*The Regional Comprehensive Planning effort will use the Long Range Transportation and Land Use Plans that have been adopted to ensure consistency with the Regional Comprehensive Plan.

The 2018 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). The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

FUNDING SOURCES		
FHWA - PL:	\$ 706,743	80.0%
WisDOT - PL:	\$ 48,248	5.5%
ECWRPC:	\$ 128,438	14.5%
ELEMENT TOTAL:	\$ 883,429	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	396	2970
MPO Director	135	1013
Princ. Planner	48	360
Planner	213	1598
IT:	9	67.5
GIS:	82	615
TOTAL	487	3,653

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1310 Major Work Program Element: Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations —2018

Program 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 2018 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). The work program objectives and activities are described in more detail within each work program item.

2018 Deliverables

- ⇒ Update and amend the LRTPs as necessary to meet compliance with the FAST Act.
- ⇒ Work with WisDOT, FHWA, local governments, advisory committee, other operating agencies and the public to evaluate and monitor the recently completed Long Range Transportation/Land Use Plan (LRTP) for both the Appleton (Fox Cities) and Oshkosh MPO.
- ⇒ Significant work effort under the FAST Act to develop the performance measures and targets.
- ⇒ Work with WisDOT, FHWA, and other stakeholders to finalize performance measures develop for the CMP and LRTPs and begin the process of aligning appropriate targets for each measure.
- ⇒ Develop and maintain the following documents:
 - Unified Work Program
 - Public Participation Plan (PPP)
 - Long Range Land Use/Transportation Plan (LRTP)
 - Transportation Improvement Program (TIP)
 - Congestion Management Program
- ⇒ Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) that include the following:
 - Performance measures: Develop performance measures and targets with WisDOT and local stakeholders.
 - Regional models of cooperation to implement the LRTP and the Fast Act.
- ⇒ Incorporate the Ladders of Opportunity and work to identify gaps in accessing essential services and evaluating the effectiveness of the public participation and transportation plans.

FUNDING SOURCES		
FHWA - PL:	\$ 548,758	80.0%
WisDOT - PL:	\$ 34,025	5.0%
ECWRPC:	\$ 103,165	15.0%
ELEMENT TOTAL:	\$ 685,948	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	396	2970
MPO Director	135	1013
Princ. Planner	48	360
Planner	213	1598
IT:	9	67.5
GIS:	82	615
TOTAL	487	3,653

- ⇒ Continue to develop and expand the internal equity work group and implement strategies into transportation processes.
- ⇒ Incorporate public health strategies into transportation planning processes and implementation.
- ⇒ Incorporate the Ladders of Opportunity and work to identify gaps in accessing essential services and evaluating the effectiveness of the public participation and transportation plans.

1310 Major Work Program Element: Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations —2018

Transportation Plan	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)	Appleton (Fox Cities) Metropolitan Planning Area Transportation Improvement Program 2018-2021, anticipated adoption October 27, 2017 Oshkosh Metropolitan Planning Area Transportation Improvement Program 2018-2021, anticipated adoption October 27, 2017
Unified Planning Work Program	2018 Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, anticipated adoption October 27, 2017
Congestion Management Plan (CMP) (TMA)	Congestion Management Plan for the Appleton (Fox Cities) Transportation Management Area, adopted 2013
Public Participation Plan	Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, adopted July 26, 2013
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	2016 annual listing posted on website
Title VI Plan	Adopted October 27, 2017
FHWA—FTA Certification (TMA) Appleton (Fox Cities) TMA	October, 2015

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.

2018 Deliverables:

- ⇒ Planning and technical support for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO) includes the following:
- Funding administration and reports to WisDOT and FHWA
 - Meeting Coordination, preparation, and publications
 - Meeting summaries, support documents, travel, conferences and training attendance.
 - Travel for conferences and training attendance
 - Update the website with information regarding the MPO programs, activities and meetings.

FUNDING SOURCES		
FHWA - PL:	\$ 28,060	80.0%
WisDOT - PL:	\$ 1,789	5.0%
ECWRPC:	\$ 5,226	15.0%
ELEMENT TOTAL:	\$ 35,075	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	34	255
MPO Director	29	218
Princ. Planner	5	37.5
Planner	0	0
IT:	0	0
GIS:	0	0
TOTAL	34	255

Previous Work:

- ◆ Maintaining mailing and contact list for MPO Committees
- ◆ Updated Appleton (Fox Cities) and Oshkosh MPO website
- ◆ Attended MPO related meetings included but not limited to MPO directors, MPO Conference, Freight Rail Conference etc.
- ◆ 2015—Appleton (Fox Cities) MPO completed the FHWA/FTA TMA Certification Process

1312 Work Item: Appleton (Fox Cities) & Oshkosh Long-Range Transportation/Land Use (LRTP) Major Updates

Objectives: 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. To work with WisDOT and local governments as part of plan implementation to determine the most effective mix of modal choices and land development practices. A primary objective is to include the citizens of the MPO in the planning process as well as consultation with various environmental management agencies and organizations. MPO staff actively seeks and solicits inputs and comments from local government, environmental and regulatory agencies and the public. In 2018 staff will reevaluate the performance measures developed for the LRTPs and identify trends that can be tracked and analyzed.

2018 Deliverables:

- ⇒ Planning and technical support for the Appleton (Fox Cities) & Oshkosh Metropolitan Planning Organization (MPO) includes the following:
 - Maintain a regular meeting schedule to reevaluate methods used to monitor and track project in the plan and discuss implementation status.
- ⇒ Staff will continue to work with MPO communities as comprehensive plans are developed or updated to ensure consistency with the state and regional programs and projects.
- ⇒ Develop additional strategies to avoid, minimize or mitigate environmental disruption by land use and transportation projects based on proposed plan consultation with environmental agencies.
- ⇒ Staff will continue to promote and implement the provisions of the U.S. DOT Environmental Justice in terms of the transportation system and impacts of the projects to minority and low income communities.
- ⇒ MPO staff will implement FAST Act guidance that includes leaders or opportunity that might be established to better serve all populations and provide access to services.
- ⇒ Update and monitor Title VI Plan and continue to work with internal subcommittee on Title VI policies/procedures.
- ⇒ Develop a document that evaluates the Public Participation process for the completion of the Long Range Plans.
- ⇒ Worked with local communities to update land use for the MPO areas.
- ⇒ Continue to implement strategies and recommendations made

FUNDING SOURCES		
FHWA - PL:	\$ 162,594	80.0%
WisDOT - PL:	\$ 10,262	5.0%
ECWRPC:	\$ 30,387	15.0%
ELEMENT TOTAL:	\$ 203,243	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	293	2198
MPO Director	53	398
Princ. Planner	43	322.5
Planner	197	1477.5
IT:	8	60
GIS:	63	472.5
TOTAL	364	2730

Previous Work:

- ◆ In 2015, the MPO adopted the LRTP that included public information meetings and outreach to federal and state environmental regulatory and projects agencies.
- ◆ Staff attended local and regional meetings to monitor plan implementation and plan recommendations.
- ◆ Developed an internal equity team and updated Title VI plan.
- ◆ Participated in the Regional Freight Data Collaboration Workshop sponsored by AASHTO and part of the Strategic Highway Research Program

1313: Northeast Region Travel Demand Model

Improvement Program

Objectives: In 2018 staff will continue working with WisDOT and their consultants to update and calibrate the Northeast Region Travel Demand Model. The Northeast Region Model includes Appleton, Fond du Lac, Green Bay, Oshkosh and Sheboygan MPOs with all of the portions of 18 counties in northeast Wisconsin. Work will continue to improve transit and truck modes for the entire model. The objective is to collect and maintain socio-economic data for use in the travel demand model and other MPO planning and implementation projects.

2018 Deliverables:

- ⇒ Working with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.
- ⇒ The new Travel Demand Model (TDM) has been developed in a geodatabase that is geographically accurate and compatible with geographic information systems (GIS) that dramatically increases capabilities for analysis and illustrations. Ongoing activities include updating and maintaining data for use in transportation modeling programs.
- ⇒ Ongoing activities include updating and maintaining data for the use in transportation modeling programs.
- ⇒ Work will continue in 2018 to finalize validation and improve performance and calibration of model network loadings on minor and local streets.
- ⇒ Use the NE Travel Demand Model as part of a study to evaluate Bus Rapid Transit Service between Fond du Lac and Green Bay.
- ⇒ Continue to work through the Model User Group that includes WisDOT, Brown County Planning and Bay-Lake Regional Planning to improve modeling capabilities statewide.
- ⇒ Use the TDM to evaluate and develop performance measures to coordinate with the LRTP and TIP work elements.

Previous Work:

- ◆ Working with WisDOT on the various generations of travel demand models for more than 15 years.
- ◆ Model development includes manipulation of various years of aerial photography and demographic, land use and traffic data for use in model development.
- ◆ Continued work on the next generation Northeast Regional Model with Year 2045 socioeconomic projections that was used for plan development in 2015.

FUNDING SOURCES		
FHWA - PL:	\$ 64,730	80.0%
WisDOT - PL:	\$ 3,498	4.3%
ECWRPC:	\$ 12,685	15.7%
ELEMENT TOTAL:	\$ 80,913	
* Includes Model Consultant - \$15,000		

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	69	518
MPO Director	53	398
Princ. Planner	0	0
Planner	16	120
IT:	1	8
GIS:	19	143
TOTAL	89	668

Funding Availability Period Extension		
Total Funding Available		\$20,000
PLANNING		
MPO Director	120 hours	\$11,856
Planner	80 hours	\$5,054
GIS	52 hours	\$3,050

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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 use of the existing 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.

2018 Deliverables

- ⇒ Staff activities include the assessment of a wide range of transportation issues faced by local governments.
- ⇒ Staff provides technical assistance through the Transportation System Management (TSM) program (sub elements 1321, 1323, 1325, 1326 only)
- ⇒ Transportation System management: MAP-21 and the FAST Act seek to transform planning network to a performance measure based process to inform transportation policies and funding decisions.
- ⇒ Work to collect performance measures for all modes and work with stakeholders to develop realistic targets for transportation system evaluation.
- ⇒ Update functional classification system for the Appleton (Fox Cities) TMA and Oshkosh MPO.

FUNDING SOURCES		
FHWA - PL:	\$ 198,294	80.0%
WisDOT - PL:	\$ 12,495	5.0%
ECWRPC	\$ 37,078	15.0%
ELEMENT TOTAL:	\$ 247,867	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	545	4087.5
MPO Director	47	353
Princ. Planner	90	675
Planner	408	3060
IT:	2	15
GIS:	131	983
TOTAL	678	5085

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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. A primary objective will be to assist WisDOT by promoting and incorporating the goals and objectives in the Wisconsin Strategic Highway Safety Plan into the planning process. To provide continuing assistance in implementing the recommendations developed in the Appleton (Fox Cities) and Oshkosh plans and TIPs. To assist in the development of a comprehensive pavement management system that includes all jurisdictions in the urbanized areas. To work with local jurisdictions and WisDOT to collect local road information for the urbanized areas for inclusion in WisDOT's Wisconsin Information Systems for Local Roads (WISLR). To work with local jurisdictions and WisDOT to initiate planning activities to improve traffic operations, safety and security. Work continues to integrate transportation planning with emergency management and all hazards planning activities.

2018 Deliverables:

- ⇒ The Appleton MPO Area is designated as a TMA and staff will be working with WisDOT and FHWA to maintain and improve the Congestion Management Process document that includes many of the Short Range Planning Elements and system improvement activities. Work with WisDOT to better refine performance measures that can be used to evaluate and plan for improvements to the system.
- ⇒ Major work effort for 2018 will be the establishment of targets for the performance measures developed as part of the LRTP.
- ⇒ Work will continue to offer technical support to local governments in the collection of pavement rating data for the inclusion of WisDOT's WISLR system.
- ⇒ Continue to assist communities with MUTCD sign standards and planning based on current requirements and guidance.
- ⇒ Continue the evaluation of the functionally classified system and consider changes based on evolving traffic patterns and land use.
- ⇒ Develop strategies to measure and monitor traffic operations and level of service based on CMP performance measures.
- ⇒ Technical assistance will continue to be provided to WisDOT and local governments within the MPO as needed for transportation studies and small scale projects including, but not limited to traffic forecast and model testing.
- ⇒ Work with WisDOT and local jurisdictions to prepare a congestion and access management plan for STH 76.
- ⇒ Continue to work with local communities, WisDOT and their consultant on the College Avenue Corridor Study.

FUNDING SOURCES		
FHWA - PL:	\$ 53,389	80.0%
WisDOT - PL:	\$ 3,367	5.0%
ECWRPC	\$ 9,980	15.0%
ELEMENT TOTAL:	\$ 66,736	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	103	773
MPO Director	18	135
Princ. Planner	25	188
Planner	60	450
IT:	0	0
GIS:	8	60
TOTAL	111	833

Previous Work:

- ◆ In 2016 MPO staff revisited the MPO approved Congestion Management Process document for the Appleton TMA area.
- ◆ Past activities under this work item include the provision of assistance with pavement management using the PASER method and using WISLR.
- ◆ In 2017, staff provided technical assistance to a number of local governments evaluating their local road systems.

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.

2018 Deliverables:

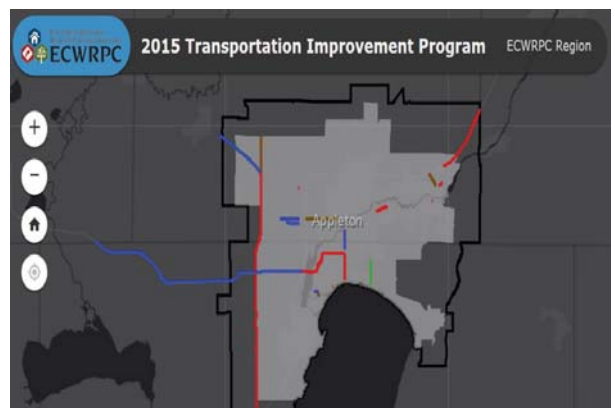
- ⇒ TIPS will be prepared containing a four year programming elements.
- ⇒ STP Urban Projects will be reviewed and selected for construction years 2021 and 2022. Requests will be made for submittal of a five year Capital Improvement Program to demonstrated the community's fiscal commitment and financial capacity to carry out projects submitted for federal funding.
- ⇒ Highway projects eligible for funding will be evaluated and prioritized according to need related objective criteria.
- ⇒ Projects are reviewed and approved by the MPO TAC's and the Commission's Transportation Committee prior to consideration by the full Commission and submittal to WisDOT, FHWA and FTA.
- ⇒ Develop TIPs for the Appleton (Fox Cities) and Oshkosh MPOs that are compliant with the FAST Act.
- ⇒ Worked with WisDOT NE Region staff on STP-Urban Project updates and status of projects.

Previous Work:

- ◆ In 2014 a stand-alone TIP was developed for the new Appleton TMA that includes additional information based on the designation requirements under MAP-21 and FAST Act.
- ◆ Past activities under this work item included the Appleton and Oshkosh Urbanized Areas in the same document.
- ◆ Development of an interactive TIP map of transportation projects for the Appleton (Fox Cities and Oshkosh Urbanized Areas).
- ◆ Updated Environmental Justice data
- ◆ Attended the WisDOT NE Region Symposium.
- ◆ Worked with WisDOT staff to review STP Urban projects.

FUNDING SOURCES		
FHWA - PL:	\$ 37,146	80.0%
WisDOT - PL:	\$ 2,341	5.0%
ECWRPC:	\$ 6,946	15.0%
ELEMENT TOTAL:	\$ 46,433	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	66	495
MPO Director	7	53
Princ. Planner	0	0
Planner	59	443
IT:	2	15
GIS:	19	143
TOTAL	87	653



1323 Work Item: Appleton (Fox Cities) & Oshkosh Multi-Modal/Transportation Alternatives Program (TAP)

Objectives: 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. East Central will continue to measure bicycle and pedestrian usage within the MPO communities through East Central's counts program. Staff will continue to promote the redevelopment of multimodal freight facilities to serve the area, primarily road to rail connections. Other efforts will include highway park and ride facilities, air freight and passenger multimodal linkages or terminals.

2018 Deliverables:

- ⇒ 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.
- ⇒ The Bicycle and Pedestrian Coordinator will work with local, regional, and state governments to implement bicycle and pedestrian infrastructure, educational and encouragement programs, work with local law enforcement and evaluation of bicycle and pedestrian facilities and infrastructure.
- ⇒ Update scheduled data collection for various performance measures for bicycle and pedestrian data
- ⇒ The MPO TAP Coordinator will work with WisDOT, local jurisdictions, stakeholders, interest groups and the public to improve the TAP competitive project selection process.
- ⇒ Work with local communities, public and private partners to promote and develop facilities for walking and bicycling include but not limited to the Safe Routes to School (SRTS) program.
- ⇒ Work with WisDOT staff and local communities to coordinate the TAP program cycle.
- ⇒ Work with communities and non-traditional partners to implement a wayfinding signage program.
- ⇒ Continue to conduct bicycle and pedestrian counts for local communities and WisDOT.

FUNDING SOURCES		
FHWA - PL:	\$ 108,832	80.0%
WisDOT - PL:	\$ 6,862	5.0%
ECWRPC	\$ 20,346	15.0%
ELEMENT TOTAL:	\$ 136,040	
*Includes Consultant - if necessary		

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	209	1568
MPO Director	7	53
Princ. Planner	56	420
Planner	146	1095
IT:	0	0
GIS:	62	465
TOTAL	271	2033

Previous Work:

- ◆ Conducted bicycle and pedestrian counts within local communities and on major bicycle and pedestrian corridors.
- ◆ Developed the bicycle and pedestrian wayfinding signage document.
- ◆ Presented at the TRB Conference, American Public Health Association Webinar on the Transportation and Health Tool workshop and implementation.
- ◆ Conducted a mobile workshop at the National Walking Summit on using tablet technology to conduct bike and walk assessments.

1324 Work Item: Transit and Specialized Transportation Development and Coordination/ Safety and Security

Objectives: 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; to prepare and assist in the preparation of service coordination studies and elderly and disabled transportation plans which meet federal transit accessibility regulations and promote coordination between transit and other federal and state-funded specialized transportation services; work closely with health and human services (HSS) and other human resource agencies to coordinate and prepare studies which contribute to transit efficiency and effectiveness; and to provide assistance with implementation activities.

2018 Deliverables:

- ⇒ 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.
- ⇒ Continue to coordinate existing transportation programs and to assist in the application for special program funding.
- ⇒ Continue on a regional approach to planning with transit and transportation providers, public safety and health and human services agencies to better coordinate transportation services.
- ⇒ Continue to implement the TDP recommendations and prepare locally develop human service/public transportation coordination plans.
- ⇒ Continue working with the travel demand model to test alternative transit routes and services.
- ⇒ Work with I-41 public transportation agencies to consider Bus Rapid Transit (BRT) between Fond du Lac and Green Bay for regional /intercity initiatives to enhance travel and tourism.
- ⇒ Potentially work with transit agencies/assist with Transit Asset Management Plan development
- ⇒ Through separate contracts work to update GO Transit and Valley Transit's Transit Development Plans.
- ⇒ Develop a contract with public transportation consultants to assist with Bus Rapid Transit Study which will potentially be funded in part through a grant with FTA.
- ⇒ East Central will work with Oshkosh Transit (GO Transit) and Valley Transit to develop transit development plans for both systems through proposed 5304 Grants.

FUNDING SOURCES		
FHWA - PL:	\$ 57,934	80.0%
WisDOT - PL:	\$ 3,640	5.0%
ECWRPC:	\$ 10,843	15.0%
ELEMENT TOTAL:	\$ 72,417	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	106	795
MPO Director	3	23
Princ. Planner	0	0
Planner	103	773
IT:	0	0
GIS:	30	225
TOTAL	136	1020

Previous Work:

- ◆ The Commission completed the Transit Development Plans for Valley Transit, GO Transit (Oshkosh) and Fond du Lac Transit and continues to work with various stakeholders to implement and evaluate the plan recommendations.
- ◆ Worked with Valley Transit and providers to review and assist on the 5310 application.
- ◆ Worked with GO Transit and Valley Transit to develop the background data for the Transit Development Plans.
- ◆ Continue to work with local partners on the EasterSeals Grant.

1325 Work Item: Transportation Alternatives (TA)

Activities in the Fox River Corridor

Objectives: To assist local communities and government agencies to enhance multimodal transportation opportunities and connections that improves access to portion of the Upper Fox, Lake Winnebago, and Lower Fox River System. Another objective is to better coordinate the bridge operation and navigation schedules for the Lake Winnebago and Lower Fox River Corridor throughout the Fox Cities and Oshkosh to minimize traffic delays during openings. Continue to prepare studies, site plans and participate in other planning activities upon the request from the Fox River/Lake Winnebago Pool communities for various land acquisition, historic preservation and structure rehabilitation project associated with water-based, trail, or rail oriented transportation modes. The urban portion of the Fox River corridor is part of a larger effort to establish the Fox-Wisconsin River national Heritage Area recognizing the importance of the river in the past and future development of the region.

2018 Deliverables:

- ⇒ As part of an effort to turn attention to the river as an attraction and assist with pedestrian and trail projects that improve the access and choices for the public. Planning staff will continue to coordinate and assist with short and long term planning associated with developing a multi-modal transportation corridor that includes potential freight navigation on the Fox River and Lake Winnebago system within the MPO areas.
- ⇒ The communities river plans include existing and proposed bicycle and pedestrian facilities and connections to other systems along the river corridor.
- ⇒ Staff will work with WisDOT and communities on project development and the formulation of a list of projects and initiatives.
- ⇒ Work with river communities and stakeholders to promote the areas vast recreation and tourism potential with the historic lock system.
- ⇒ 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.
- ⇒ 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.

FUNDING SOURCES		
FHWA - PL:	\$ 15,654	80.0%
WisDOT - PL:	\$ 984	5.0%
ECWRPC	\$ 2,929	15.0%
ELEMENT TOTAL:	\$ 19,567	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	6	45
MPO Director	3	23
Princ. Planner	0	0
Planner	3	23
IT:	0	0
GIS:	5	38
TOTAL	11	83

Previous Work:

- ◆ Continue to facilitate improving safety of the river for tourism.
- ◆ Met with local communities and the Fox River Navigation System Authority to discuss tourism impact of the Fox River Corridor.

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. Continue to monitor federal and state environmental mitigation guidance, standards and regulations as they evolve. East Central will continue to promote and assist with land use practices that are consistent with transportation efficiency objectives. Staff will partner with health and human services agencies and advocacy group to link alternative modes of transportation to health lifestyles and sustainability.

2018 Deliverables:

- ⇒ Monitor federal and state climate change initiatives and planning guidance.
- ⇒ Work to implement recommendations including the promotion of alternatives modes and energies to reduce single occupant vehicle trips through programs for car pooling, van pooling, work trip busing or other alternatives include pedestrian and bicycle.
- ⇒ Work with WisDOT and other stakeholders to set targets for the environmental factors identified in the CMP and LRTPs. Many of these activities will be monitored and measured in collaboration with WisDOT using FHWA supported travel demand air quality and system evaluation systems.
- ⇒ Work to develop storm water management activities as part of the transportation program.
- ⇒ Potentially begin exploring and working on flood vulnerability studies.
- ⇒ Continue to work on the College Avenue Corridor Study projects and the impacts of the project with storm water issues.
- ⇒ Expand work with public health professionals and emergency management professionals to address storm water/flooding issues.
- ⇒ Update environmental measures that were included in the LRTP for the MPOs and the TMA.

FUNDING SOURCES		
FHWA - PL:	\$ 20,419	80.0%
WisDOT - PL:	\$ 1,282	5.0%
ECWRPC	\$ 3,823	15.0%
ELEMENT TOTAL:	\$ 25,524	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	55	413
MPO Director	9	68
Princ. Planner	9	68
Planner	37	278
IT:	0	0
GIS:	7	53
TOTAL	62	465

Previous Work:

- ◆ In 2015 air quality and other environmental measures were included in the LRTP plans for the MPOs and TMA area that will provide a base line for discussion and action on establishing targets for monitoring and evaluation in 2016 and 2018.
- ◆ Working to connect storm water management to transportation planning.
- ◆ Continuing to work with local sustainability committees.

Date Revised: 11/17/2017

East Central Wisconsin Regional Planning Commission

Oshkosh MPO Long Range Transportation and Land Use Plan Timeline

Date Revised: 11/17/2017

				2017		2018												2019												2020											
				Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Task 1 - Project Management																																									
Task 1.1 Project Start up and Project Team Meeting Meeting																																									
Project Start up/2015 Plan Update																																									
Project Team meetings																																									
Task 1.2 Committee Meetings																																									
Technical Advisory Committee Meeting																																									
Policy Board Committee Meeting																																									
MPO Directors Meetings																																									
Mid Year Review																																									
MPO/WisDOT/FHWA Conference																																									
Task 1.3 Work Program																																									
Draft Work Program																																									
Work Program Review Meeting with WisDOT/FHWA																																									
Approval of Work Program																																									
Final Work Program to WisDOT/FHWA/FTA																																									
Task 2 - Public Outreach and Stakeholder Coordination																																									
Task 2.1 Public Participation Plan Update																																									
Update Public Participation Plan																																									
Approval of updated plan																																									
Performance Based Planning and Target Setting																																									
Task 2.2 Outreach																																									
Social Media Posts																																									
Community Outreach																																									
Performance Measures and Target Setting																																									
Task 3 - Long Range Land Use and Transportation Plan Update																																									
Task 3.1 Plan Purpose and Development																																									
Introduction																																									
Certifications																																									
Federal Planning Requirements																																									
Performance Measures and Target Setting																																									
Task 3.2 Regional Trends																																									
Socioeconomic Analysis																																									
Existing Land Use																																									
Future Land Use																																									
Online Mapping and GIS Analysis																																									
Online Performance Measure Mapping and Monitoring																																									
Task 3.3 Regional Transportation System and Infrastructure																																									
Major Roadways																																									
Freight and Rail																																									
Public and Specialized Transportation Network																																									
Bicycle and Pedestrian Network																																									
Impact on Community Health																																									
Online Mapping and GIS Analysis																																									
Modeling Scenarios 1-3																																									
Task 3.4 System Development and Recommendations																																									
Major Roadways																																									
Freight and Rail																																									
Public and Specialized Transportation Network																																									
Bicycle and Pedestrian Network																																									
Impact of Community Health																																									
Travel Demand Model																																									
Online Mapping and GIS Analysis																																									
Recommended Performance Targets																																									
Task 3.5 Planned Investments and Funding																																									
Project Cost Estimates																																									
Financial Plan and Constraints																																									
Project Evaluation and Selection Process																																									
Fiscal Constraint Summary																																									
Task 3.6 Summary of Strategies and Projects																																									
Strategies																																									
List and Map of Projects																																									
Impact Summary																																									
Task 3.7 Plan Implementation and Monitoring																																									
Planning and Monitoring of Measures and Targets																																									
Monitoring of Performance Measures																																									
Plan Implementation																																									
Task 3.8 Plan Review and Approvals																																									
Draft Plan Review																																									
Final Plan Approval																																									
Final Plan Submittal																																									

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.

2018 Deliverables

- ⇒ Coordinate regional transportation planning activities with WisDOT, local jurisdictions and the public.
- ⇒ To promote and assist WisDOT with rural transportation initiatives and programs including WISLR, locally adopted specialized transportation coordination plans, and SRTS activities.
- ⇒ Work with WisDOT, local jurisdictions and freight stakeholders to evaluate the freight system to better assess current and future needs.

FUNDING SOURCES		
FHWA - SPR:	\$ 62,373	80.0%
WisDOT - SPR:	\$ 7,797	10.0%
ECWRPC	\$ 7,797	10.0%
ELEMENT TOTAL:	\$ 77,967	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	124	930
MPO Director	21	158
Princ. Planner	12	90
Planner	91	683
IT:	0	0
GIS:	18	135
TOTAL	142	1065

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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.

2018 Deliverables:

- ⇒ Maintain mailing list, website information and materials as part of the regional transportation planning program.
- ⇒ Staff will continue to work closely with WisDOT and local communities to adequately plan for the long term preservation of highway corridors and will participate in project, local officials and public information meetings to support WisDOT and Regional Initiatives.

FUNDING SOURCES		
FHWA - SPR:	\$ 11,524	80.0%
WisDOT - SPR:	\$ 1,437	10.0%
ECWRPC:	\$ 1,437	10.0%
ELEMENT TOTAL:	\$ 14,397	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	15	113
MPO Director	15	113
Princ. Planner	0	0
Planner	0	0
IT:	0	0
GIS:	5	38
TOTAL	20	150

Previous Work:

- ◆ Products include a number of regional study reports for highway facilities and spot improvements, working cooperatively with WisDOT.
- ◆ Staff typically attends any and all WisDOT local officials, project development and/or public information meetings regarding regional highways and significant projects.
- ◆ Attended local Transportation Coordination Committees to discuss county coordination plans
- ◆ Continued to research regional transportation planning organizations (RTPOs).

1332 Work Item: Regional Transportation Planning/Coordination/Technical Assistance

Objectives: To coordinate and cooperate full with WisDOT's initiatives including Connections 2030 and other state modal plans and projects. To assist counties and communities in the region address transportation needs, problems, or issues which are expressed by the region's citizens and elected officials, which promote state interests. Continue to assist with the Wisconsin System for Local Roads (WISLR) as a critical measure in regional and statewide infrastructure management. East Central will continue to work with the objective of promoting and development best management practices using WISLR and other asset management technologies and methods. A primary objective will be promoting and incorporating the goals and objectives in the Wisconsin Strategic Highway Safety Plan into the planning process. East Central will aid in the development of local non-motorized designations such as bicycle and walk friendly community as well as educate communities on the benefits of multimodal transportation options.

2018 Deliverables:

- ⇒ Technical assistance is provided to the requesting entities in response to issues which arise, in a fast informal manner. Emphasis is placed on working with communities to develop asset management systems for all facets of the transportation system.
- ⇒ Assist to measure existing conditions and transition to a more performance based planning process.
- ⇒ Activities include working with 10 counties to meet the requirements for locally adopted transportation coordination plans for elderly and disabled populations.
- ⇒ Other regional work efforts include WISLR pavement management programs, rail developments and access control and on state plans and programs such as Connections 2030, Transportation Economic Assistance (TEA) and rural public transportation programs and initiatives
- ⇒ In 2018, the Commission will work with selected entities on various transportation issues as part of the annual Technical Assistance program.
- ⇒ Work with local communities on transportation management assessments.
- ⇒ Develop Specialized Transportation County Coordination Plans.
- ⇒ Continue to work with local communities on corridor studies.

FUNDING SOURCES		
FHWA - SPR:	\$ 28,000	80.0%
WisDOT - SPR:	\$ 3,504	10.0%
ECWRPC:	\$ 3,504	10.0%
ELEMENT TOTAL:	\$ 35,008	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	61	458
MPO Director	2	15
Princ. Planner	7	53
Planner	52	390
IT:	0	0
GIS:	4	30
TOTAL	65	488

Previous Work:

- ◆ In 2015, the Commission assisted local jurisdictions with various traffic studies, intersection design and access control issues.
- ◆ Assisted WisDOT with the update of the small urban functional classification systems. The outcome is a better relationship and cooperative planning efforts with regional local officials, East Central and WisDOT Staff.
- ◆ Worked with Waupaca County staff to conduct a public information meeting on the bicycle and pedestrian Plan.

1333 Work Item: Regional Comprehensive Planning/ Transportation Element

Objectives: In 2018 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.

2018 Deliverables:

- ⇒ 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.
- ⇒ 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.
- ⇒ 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.
- ⇒ Update regional transportation GIS datasets.

FUNDING SOURCES		
FHWA - SPR:	\$ 22,850	80.0%
WisDOT - SPR:	\$ 2,856	10.0%
ECWRPC:	\$ 2,856	10.0%
ELEMENT TOTAL:	\$ 28,562	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	48	360
MPO Director	4	30
Princ. Planner	5	38
Planner	39	293
IT:	0	0
GIS:	9	68
TOTAL	57	428

Previous Work:

- ◆ In 2008, the Commission completed the development and adoption of its comprehensive plan. Staff works with Commission standing Committees to monitor and discuss priority projects in the Comprehensive Plan.
- ◆ State and Federal level transportation plans were formally integrated into this document and specific recommendations for transportation planning activities and infrastructure improvements were stated. Work continues to incorporate recommendations into locally developed plans.
- ◆ Continue to work with local government staff on the STH 29 and CTH B Corridor Study
- ◆ Attended a local officials meeting to review proposed improvements on STH 27 in Shawano.

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1340 Major Work Program Element: Fond du Lac Metropolitan Planning Organization (MPO) —2018

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). The objective is to meet all the planning requirements associated with the “Fixing America’s Surface Transportation Act (FAST Act)” and the prior Moving Ahead for Progress in the 21st Century (MAP-21).

2018 Deliverables

- ⇒ 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.
- ⇒ Develop and maintain the following documents:
 - Unified Work Program
 - Public Participation Plan (PPP)
 - Long Range Land Use/Transportation Plan (LRTP)
 - Transportation Improvement Program (TIP)
- ⇒ Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) that include the following:
 - Performance measures: Develop performance measures and targets with WisDOT and local stakeholders
 - Regional models of cooperation to implement the LRTP and the Fast Act.
- ⇒ Incorporate the Ladders of Opportunity and work to identify gaps in accessing essential services and evaluating the effectiveness of the public participation and transportation plans.

FUNDING SOURCES		
FHWA - PL:	\$ 104,854	80.0%
WisDOT - PL:	\$ 6,427	4.9%
ECWRPC:	\$ 19,787	15.1%
ELEMENT TOTAL:	\$ 131,068	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	203	1523
MPO Director	41	308
Princ. Planner	17	128
Planner	145	1088
IT:	1	8
GIS:	53	398
TOTAL	257	1928

1340 Major Work Program Element: Fond du Lac Metropolitan Planning Organization (MPO) —2018

Transportation Plan	Fond du Lac Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 7, 2015
Transportation Improvement Plan	Fond du Lac Metropolitan Planning Area Transportation Improvement Program 2018 -2021—Anticipated approve October 4, 2017
Unified Planning Work Program	2018 Planning Work Program for the Fond du Lac Metropolitan Planning Organization, anticipated approval October 4, 2017
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	2016 annual listing posted on website— http://www.ecwrpc.org/programs/fond-du-lac-mpo/obligated-projects/
MPO Title VI Plan	Adopted - October 4, 2017
Fond du Lac Area Transit Title VI Plan	Adopted—October, 2018

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.

2018 Deliverables:

- ⇒ Continue to work with the internal subcommittee on Title VI policies and procedures.
- ⇒ Planning and technical support for the Fond du Lac Metropolitan Planning Organization (MPO) includes the following:
 - Funding administration and reports to WisDOT and FHWA
 - Meeting Coordination, preparation, and publications
 - Meeting summaries, support documents, travel, conferences and training attendance.
 - Website maintenance

FUNDING SOURCES		
FHWA - PL:	\$ 11,886	80.0%
WisDOT - PL:	\$ 728	4.9%
ECWRPC:	\$ 2,244	15.1%
ELEMENT TOTAL:	\$ 14,858	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	21	158
MPO Director	17	128
Princ. Planner	4	30
Planner	0	0
IT:	0	0
GIS:	0	0
TOTAL	21	158

Previous Work:

- ◆ Maintaining mailing and contact list for MPO Committees
- ◆ Updated Fond du Lac MPO website
- ◆ Attended MPO related meetings included but not limited to MPO directors, MPO Conference, Freight Rail Conference etc.
- ◆ Updated the Title VI Plan

1342 Work Item: Fond du Lac MPO Long Range Transportation Plan Implementation & Monitoring

Objectives: In 2018, 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.

2018 Deliverables:

- ⇒ Planning and technical support for the Fond du Lac Metropolitan Planning Organization (MPO) includes the following:
- ⇒ Maintain a regular meeting schedule to reevaluate methods used to monitor and track project in the plan and discuss implementation status
- ⇒ Staff will continue to work with MPO communities as comprehensive plans are developed or updated to ensure consistency with the state and Regional programs and projects.
- ⇒ Develop additional strategies to avoid, minimize or mitigate environmental disruption by land use and transportation projects based on proposed plan consultation with environmental agencies.
- ⇒ Staff will continue to promote and implement the provisions of the U.S. DOT Environmental Justice in terms of the transportation system and impacts of the projects to minority and low income communities.
- ⇒ MPO staff will implement FAST Act guidance that includes ladders or opportunity that might be established to better serve all populations and provide access to services.
- ⇒ Major work effort for 2016 will be the establishment of targets for the performance measures developed as part of the LRTP.
- ⇒ Update and monitor Title VI Plan and continue to work with internal subcommittee on Title VI policies/procedures.
- ⇒ Establish targets for performance measures as part of the LRTP.

FUNDING SOURCES		
FHWA - PL:	\$ 42,572	80.0%
WisDOT - PL:	\$ 2,625	4.9%
ECWRPC:	\$ 8,027	15.1%
ELEMENT TOTAL:	\$ 53,224	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	88	660
MPO Director	11	83
Princ. Planner	10	75
Planner	67	503
IT:	1	8
GIS:	22	165
TOTAL	111	833

Previous Work:

- ◆ In 2015, the MPO adopted the LRTP that included public information meetings and outreach to federal and state environmental regulatory and projects agencies.
- ◆ Staff attended local and regional meetings to monitor plan implementation and plan recommendations.
- ◆

Date Revised: 11/17/2017

East Central Wisconsin Regional Planning Commission

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. A primary objective will be to assist WisDOT by promoting and incorporating the goals and objects in the Wisconsin Strategic Highway Safety Plan into the planning process To work cooperatively with stakeholders to link the various transportation modes and provide the most energy/cost effective means for the transport of people, good and services. In the Fond du Lac Urbanized Area work will continue to evaluate the movement and volume of freight. Staff will continue to promote the development of multimodal freight facilities to serve the area, primarily road to rail connections. Other efforts will include highway park and ride facilities, air freight and passenger multimodal linkages or terminals. Work with local governments to integrate local bicycle and pedestrian plans with MPO, regional and state plans. Staff will be assisting communities with the implementation of the Safe Routes to School Program.

2018 Deliverables:

- ⇒ 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 modes
- ⇒ 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.
- ⇒ 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.
- ⇒ Staff will work with local governments to integrated local bicycle, pedestrian and SRTS plans with MPO, regional and state plans.
- ⇒ Continue to work with local communities on conducting bicycle and pedestrian counts.
- ⇒

FUNDING SOURCES		
FHWA - PL:	\$ 11,046	80.1%
WisDOT - PL:	\$ 675	4.9%
ECWRPC:	\$ 2,077	15.1%
ELEMENT TOTAL:	\$ 13,798	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	19	143
MPO Director	2	15
Princ. Planner	3	23
Planner	14	105
IT:	0	0
GIS:	8	60
TOTAL	27	203

Previous Work:

- ◆ Met with key stakeholders regarding assistance in the bicycle and pedestrian count program .
- ◆ Assisted with bicycle and pedestrian plan for the City of Fond du Lac
- ◆ Working with local stakeholders on rail /street crossing issues, reviewing area development and park plans.
- ◆ Worked with local communities to conduct asset management projects.

1344 Work Item: Fond du Lac MPO Long Range 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. 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 system in the short term. To provide appropriate public notification of TIP requirements and the utility to identify and comment on projects.

2018 Deliverables:

- ⇒ A 2019-2022 TIP will be prepared containing a four year rolling program updated annually.
- ⇒ In 2018 STP Urban candidate projects will be reviewed and reaffirmed for construction years 2018 to 2020. Requests will be made for submittal of a five-year Capital Improvement Program to demonstrate the community's fiscal commitment and financial capacity to carry out projects submitted for federal funding.
- ⇒ Highway projects eligible for funding will be evaluated and prioritized according to need-related objective criteria.
- ⇒ The projects are then reviewed and approved by the MPO Technical Advisory Committee prior to consideration/approval by the Fond du Lac Policy Board and submittal to WisDOT, FHWA, and FTA.
- ⇒ Staff works with WisDOT the Fond du Lac Technical Advisory Committee and Policy Board to manage the STP Urban funds.
- ⇒ Update the TIP to include performance measures and targets to guide the project selection process.
- ⇒ Develop measures to identify the benefit of a project to improve the regional system.
- ⇒ Develop a TIP that is compliant with the FAST Act.

Previous Work:

- ◆ The development of all previous TIPs, required TIP amendments, public notifications, and reporting activities.
- ◆ Worked with WisDOT NE Region staff to update project listings and distribute application materials for STP-Urban Program.
- ◆ Attended the WisDOT—NE Region Local Programs Symposium

FUNDING SOURCES		
FHWA - PL:	\$ 18,466	80.0%
WisDOT - PL:	\$ 1,129	4.9%
ECWRPC:	\$ 3,488	15.1%
ELEMENT TOTAL:	\$ 23,083	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	39	293
MPO Director	3	23
Princ. Planner	0	0
Planner	36	270
IT:	0	0
GIS:	8	60
TOTAL	47	353

1345 Work Item: Fond du Lac MPO Long Range Transit & Specialized Transportation Development and Coordination

Objectives: 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; to prepare, and assist in the preparation of, service coordination studies and elderly and disabled transportation plans which meet federal transit accessibility regulations and promote coordination between transit and other federal and state-funded specialized transportation services including the various health and human service agencies; to prepare other studies which contribute to transit efficiency and effectiveness; and to provide assistance with implementation activities. Work on issues of safety and security with regard to the transit systems.

2018 Deliverables:

- ⇒ Continue to coordinate existing transportation programs and will assist in the application for special funding.
- ⇒ Work with FDLAT to assist in implementation of the Transit Development Plan.
- ⇒ Continue to build capacity to implement transit modeling components for system evaluation and use in the TDP development.
- ⇒ Coordination between public works, public safety, and transit, as well as between jurisdictions are underway and will continue.
- ⇒ Continue to work with Fond du Lac Area Transit to implement recommendations in their TDP.
- ⇒ Work with FDLAT, GO Transit, Valley Transit and Green Bay Transit to explore Bus Rapid Transit between Fond du Lac and Green Bay.
- ⇒ Develop performance measures for transportation equity and access to the system.
- ⇒ Support activities to provide ladders of opportunity and access to jobs and services.
- ⇒ Work with Fond du Lac Area Transit to Update and approve their Title VI Transit Plan.

FUNDING SOURCES		
FHWA - PL:	\$ 15,144	80.0%
WisDOT - PL:	\$ 921	4.9%
ECWRPC:	\$ 2,865	15.1%
ELEMENT TOTAL:	\$ 18,930	

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	27	203
MPO Director	3	23
Princ. Planner	0	0
Planner	24	180
IT:	0	0
GIS:	11	83
TOTAL	38	285

Previous Work:

- ◆ The completion of the previous Fond du Lac Area Transit TDP.
- ◆ Beneficial outcomes are expected to be the coordination and cooperation of various stakeholders to develop the TDP
- ◆ Staff worked with FDLAT, providing technical 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.

1346 Work Item: Fond du Lac MPO Travel Model Improvement Program

Objectives: In 2018 staff will continue working with WisDOT and their consultants to update and calibrate the Northeast Region Travel Demand Model while migrating to a geodatabase or GIS compatible format. The Northeast Region Model is a collaborative effort and includes Green Bay, Fox Cities, Oshkosh, Sheboygan and Fond du Lac MPO areas. Work continues to improve the transit and truck mode for the entire model. The objective is to collect and maintain socioeconomic data for use in the travel demand model for various MPO and regional planning activities.

2018 Deliverables:

- ⇒ Working with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.
- ⇒ The new Travel Demand Model (TDM) has been developed in a geodatabase that is geographically accurate and compatible with geographic information systems (GIS) that dramatically increases capabilities for analysis and illustrations. Ongoing activities include updating and maintaining data for use in transportation modeling programs.
- ⇒ Work will continue in 2018 to finalize validation and improve performance and calibration of model network loadings on minor and local streets.
- ⇒ Use the NE Travel Demand Model as part of a study to evaluate Bus Rapid Transit Service between Fond du Lac and Green Bay.

FUNDING SOURCES		
FHWA - PL:	\$ 5,740	80.0%
WisDOT - PL:	\$ 349	4.9%
ECWRPC:	\$ 1,086	15.1%
ELEMENT TOTAL:	\$ 7,175	
* Includes Model Consultant - if necessary		

STAFF ALLOCATIONS		
	DAYS	HOURS
PLANNING:	9	68
MPO Director	5	38
Princ. Planner	0	0
Planner	4	30
IT:	0	0
GIS:	4	30
TOTAL	13	98

Previous Work:

- ◆ Working with WisDOT on the various generations of travel demand models for more than 15 years.
- ◆ Model development includes manipulation of various years of aerial photography and demographic, land use and traffic data for use in model development.
- ⇒ Continued work on the next generation Northeast Regional Model with Year 2045 socioeconomic projections that was used for plan development in 2015.

Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization 2018 Meeting Schedule

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 9	1:30 p.m.	Baseline Performance Measures/PEAs/TIP/ 2018 WP Amendment	TC
Tuesday, January 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, January 26	10:00 a.m.	Staff and TC Committee Reports/PEAs/TIP Action	PB
Monday, April 2	10:00 a.m.	Review and discussion Baseline Measures/Targets/TIP	TAC
Tuesday, April 10	1:30 p.m.	Review and discussion Baseline Measures/Targets/TIP	TC
Tuesday, April 24	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, April 27	10:00 a.m.	Staff and TC Committee Reports/TIP Action/PEAs	PB
TBD May/June	TBD	WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO staff
Tuesday, July 10	1:30 p.m.	Performance Based Planning update/TIP/Special Studies Report	TC
Tuesday, July 24	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, July 27	10:00 a.m.	Staff and TC Committee Reports/TIP Action	PB
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Monday, October 7	10:00 a.m.	LRTP PEAs Implementation Update/TIP Discussion	TAC
Tuesday, October 9	1:30 p.m.	2019 WP/LRTP Implementation Discussion/TIP	TC
Tuesday, October 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, October 26	10:00 a.m.	2019 WP Action/Committee Reports/TIP	PB

Last Updated 10-3-17

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.*

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Fond du Lac Metropolitan Planning Organization

2018 Meeting Schedule

MPO Policy Board and Technical Advisory Committee

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, February 7	10:00 a.m.	Review/Discuss LRTP Baseline Performance Measures/PEAs/TIP	PB/TAC
Tuesday, April 24	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, May 9	10:00 a.m.	Review/Discuss of LRTP Performance Measure Targets	PB
		2018 schedule/planning activity/MPO Membership update	
TBD May/June	TBD	WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO staff
Wednesday, June 6	10:00 a.m.	Performance Measures and Targets/TIP Candidate Project Listing Review	TAC
Wednesday, July 11	10:00 a.m.	TIP/FAST Act/PEAs/LRTP Implementation/Special Studies	PB
Tuesday, July 24	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Wednesday, September 12	10:00 a.m.	PEAs/2018 WP/FAST Act Update/TIP Project Review Discussion	TAC
Wednesday, October 3	10:00 a.m.	2019 WP Action/TIP Project Review Discussion	PB
Tuesday, October 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Wednesday, November 7	10:00 a.m.	Study updates/2018 WP Priorities	PB/TAC

Last Updated 10-3-17

Long Range Transportation Plan (LRTP)

Transportation Improvement Plan (TIP)

Transit Development Plan (TDP)

Unified Transportation Work Program (WP)

Planning Emphasis Areas (PEAs)

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ECWRPC METROPOLITAN PLANNING FACTORS AND THE

2018 APPLETON/OSHKOSH/FOND DU LAC METROPOLITAN PLANNING AREA TRANSPORTATION WORK PROGRAM

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

Table 3: ECWRPC Metropolitan Planning Organizations Work Program and Planning Factors									
	Planning Factors								
	1	2	3	4	5	6	7	8	9
Program Administration/Support									
Development of the work program.	X	X	X	X	X	X	X	X	X
MPO Policy and TAC Meeting Facilitation.	X	X	X	X	X	X	X	X	X
Attend the annual MPO Conference.	X	X	X	X	X	X	X	X	X
Preparation and distribution of meeting summaries and supporting documents.	X	X	X	X	X	X	X	X	X
MPO website maintenance.	X	X	X	X	X	X	X	X	X
Participate in the annual Mid-Year Reviews.	X	X	X	X	X	X	X	X	X
Administration and Support of MPO activities.	X	X	X	X	X	X	X	X	X
Work with WisDOT and local governments as part of plan implementation to determine the most effective mix of modal choices and land development practices.	X	X	X	X	X	X	X	x	X
Long Range Transportation Planning									
Maintain the LRTP based on updates and changes to local plans and programs.	X	X	X	X	X	X	X	X	X
Coordination and implementation of performance measures.	X	X	X	X	X	X	X	X	X
Provide public involvement and input opportunities.	X	X	X	X	X	X	X	x	X

ECWRPC Metropolitan Planning Organizations Work Program and Planning Factors									
	Planning Factors								
	1	2	3	4	5	6	7	8	9
Long Range Transportation Planning conti.									
Provide public involvement and input opportunities.	X	X	X	X	X	X	X	X	X
Organize, coordinate, and administer a cooperative effort with multiple jurisdictions to secure, develop, and maintain current aerial photography, GIS data, and mapping products for the MPO.	X	X	X	X	X	X	X	X	X
Travel Demand Model Improvement Program									
Continue to update and maintain the Northeast Region Travel Demand Model.	X	X	X	X	X	X	X	X	X
Updating and maintaining data for use in transportation modeling programs.	X	X	X	X	X	X	X	X	X
Continue to work with the Model User Group(WisDOT, Brown County Planning and Bay-Lake Regional Planning Commission).	X	X	X	X	X	X	X	X	X
Short Range/Congestion Management Process									
Work with WisDOT and FHWA to maintain and improve the Congestion Management Process.	X	X	X	X	X	X	X	X	X
Work with WisDOT to better refine performance measures that can be used to evaluate and plan for improvements to the system.	X	X	X	X	X	X	X	X	X
Continue to offer technical support to local governments in the collection of pavement rating data for inclusion in WisDOT's WISLR system, and assist in training, as deemed necessary.	X	X	X	X	X	X	X	X	X
Continue the evaluation of the functionally classified system and consider changes based on evolving traffic patterns and land use.	X	X	X	X	X	X	X	X	X
Work to develop strategies to measure and monitor traffic operations and level of service based on CMP performance measures.	X	X	X	X	X	X	X	X	X
Continue to assist communities with MUTCD sign standards and planning based on current requirements and guidance.	X	X	X	X	X	X	X	X	X
Freight Model Development/Multimodal Freight Planning									
Work closely with WisDOT to calibrate the freight component of the travel model.	X	X	X	X	X	X	X	X	X
Travel model development coordination.	X	X	X	X	X	X	X	X	X
Use the model for analysis and traffic forecast.	X	X	X	X	X	X	X	X	X
Compile, organize, and geo-reference updated aerial photography and GIS data with a regional coordinate system.	X	X	X	X	X	X	X	X	X
Transportation Improvement Program (TIP)									
Continue to maintain and update the Transportation Improvement Programs (TIP).	X	X	X	X	X	X	X	X	X
Review and select STP-Urban candidate projects.	X	X	X	X	X	X	X	x	X

ECWRPC Metropolitan Planning Organizations Work Program and Planning Factors									
	Planning Factors								
	1	2	3	4	5	6	7	8	9
Multi-modal Transportation/Transportation Alternatives Program (TAP)									
Work with WisDOT, local jurisdictions, stakeholders, interest groups and the public to improve TAP competitive grant and project selection process.	X	X	X	X	X	X	X	X	X
Continue to 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 recommendations and implementation of additional modes.	X	X	X	X	X	X	X	X	X
Maintain an ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, bicycle and pedestrian crash data.	X	X	X	X	X	X	X	X	X
Bicycle and Pedestrian Coordinator will work with local governments to integrate local bicycle, pedestrian and SRTS plans with MPO, regional and state plans.	X	X	X	X	X	X	X	X	X
To encourage, promote, and accommodate bicyclists and pedestrians as safe and efficient modes of transportation.	X	X	X	X	X	X	X	X	X
To work cooperatively with WisDOT, MPO communities and the various stakeholders to initiate and implement a Complete Streets program and other initiatives to promote physical activity and health lifestyles.	X	X	X	X	X	X	X	X	X
Transit Planning									
Maintain the County Coordinated Public Transit-Human Services Transportation Plan.	X	X	X	X	X	X	X	X	X
Work with MPO Transit agencies to update their Transit Development Plan and implement TDP recommendations.	X	X	X	X	X	X	X	X	X
Work with WisDOT, FTA and Valley Transit to complete planning requirements for coordination in the TMA area including a process for a competitive grants program for 5310 funding as prescribed by FAST Act.	X	X	X	X	X	X	X	X	X
Continue to coordinate existing transportation programs and to assist in the application for special program funding.	X	X	X	X	X	X	X	X	X
Work will also continue on a regional approach to planning with transit and transportation providers, public safety and health and human service agencies to better coordinate transportation services.	X	X	X	X	X	X	X	X	X
Work with the travel demand model to test alternative transit routes and services.	X	X	X	X	X	X	X	X	X

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APPENDICES



APPENDIX A

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

2017 EQUITY AND OPPORTUNITY ANNUAL REPORT

TITLE VI

Adopted October 2017

Prepared by the:

East Central Wisconsin Regional Planning Commission (ECWRPC)

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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	
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	Associate Planner
Nick Musson	Associate Transportation Planner
Sarah Van Buren	Associate Economic Development Planner
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; 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, 5th 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

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
(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

TITLE VI

- ⇒ 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.
- ⇒ 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.

TITLE VI

EQUITY AND OPPORTUNITY EDUCATION & OUTREACH TRACKER

Training Name	Provider/Host	Date	Duration of Training	Staff	Description	Activity
Transportation and Tacos	Fox Valley Thrives	10/25/2016	2 hours	Melissa Kraemer Badtke	Meeting to discuss transportation challenges and issues	Meeting
Transportation and Tacos	Fox Valley Thrives	10/27/2016	1.5 hours	Kim Biedermann and Walt Raith	Meeting to discuss transportation challenge and issues in Oshkosh	Meeting
Federal Interagency Working Group on Environmental Jus-	US EPA	11/10/2016	1.5 hours	Kolin Erickson	Working Together: Lessons Learned from Collaboration for Community Revitalization	Webinar
Photo Mapping	Fox Valley Thrives	11/14/2016	2 hours	Kim Biedermann	Attended meeting to discuss photo mapping project with	Meeting
Fox Valley THRIVES Meeting	Fox Valley Thrives	12/5/2016	1.5 hours	Kim Biedermann	Met as the core group to discuss photo mapping project	Meeting
IEDC's "Opportunity for All: Strategies for Inclusive Economic Development" webinar	International Economic Development Council	12/13/2016	1.5	Kolin Erickson, Walt Raith, Melissa Kraemer Badtke, Kim Biedermann, Dave Moesch, Sarah Van Buren, Ashley Tracy, Lauron Clark	Presentation of paper to study the issue of economic opportunity and identify what economic developers can do to create an inclusive economy	Webinar
Fox Valley THRIVES Core Team Meeting	Neenah	1/23/2017	2	Kim Biedermann	Monthly meeting with FVT alliance partners to discuss health equity	Meeting
Transportation Equity Caucus	Policy Link and The Leadership Conference on Civil and Hu-	2/8/2017	1 hour	Melissa Kraemer Badtke	Federal and Legislative updates, Case studies from across the country	Meeting
Fox Valley THRIVES Core Team Meeting	Neenah	2/16/2017	2	Kim Biedermann	Monthly meeting with FVT alliance partners to discuss health equity	Meeting

TITLE VI

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Fox Valley THRIVES Core Team Meeting	Neenah	2/16/2017	2	Kim Biedermann	Monthly meeting with FVT alliance partners to discuss health equity	Meeting

TITLE VI COMPLAINTS

Title VI Non-Discrimination Plan Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the ECWRPC may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The ECWRPC investigates complaints received no more than 180 days after the alleged incident. The ECWRPC will process complaints that are complete. Once the complaint is received, the ECWRPC Title VI Non-Discrimination Plan Coordinator will review and take the appropriate course of action. The complainant will receive an acknowledgement letter informing her/him that the complaint is being promptly reviewed. The ECWRPC has 15 days to investigate the complaint. If more information is needed to resolve the case, the Commission may contact the complainant. The complainant has 45 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 45 business days, the ECWRPC Title VI Non-Discrimination Plan Coordinator can request ECWRPC Steering Committee close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ⇒ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ⇒ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 15 days after the date of the letter or the LOF to do so. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

COMPLAINTS					
Name	Agency	Date Submitted	Date of Response	Description	Status

ANNUAL ACCOMPLISHMENTS

2017 Title VI Accomplishments

In 2016 ECWRPC prepared and finalized data collection and mapping that is typically included in the TIP and the Long Range Plans that identifies plans and projects that may impact protected populations. The information will serve as a foundation for planning programs and services through the region that includes initiatives to involve all segments of the population in the planning process.

As part of the planning process, the Title VI Nondiscrimination Plan and Limited English Proficiency Program was developed. East Central established a formal complaint process for Title VI and continues to develop a response policy to complaints and concerns that are deemed not specifically Title VI related.

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.

- ⇒ *The Title VI Nondiscrimination Plan and Limited English Proficiency Program* was updated for the next three years and underwent a 30-day public comment period. It anticipated the updated plan will be formally adopted on October 27, 2017.
- ⇒ The staff Title VI Equity and Opportunity Workgroup created a subcommittee tasked with conducting asset mapping to better understand the assets in our communities and gaps in resources.
- ⇒ 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 partnered with the Winnebago County Health Department's (WCHD) internal equity team for staff to participate in a day-and-a-half equity training hosted through Dane County Health Collaboration. East Central will continue its partnership with the WCHD's internal equity team.
- ⇒ East Central continues to work with Fox Valley THRIVES along with other partner organizations on the inclusion of underserved community populations.
- ⇒ Through Fox Valley Thrives and UW Oshkosh, staff is working on a photomapping project to better understand issues and opportunities with bicycling, walking, and using transit in the Fox Valley region. This has resulted in four presentations at state and national conferences.
- ⇒ 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 several new documents, including an activity booklet, that are available in both English and Spanish.
- ⇒ East Central was awarded technical assistance through Smart Growth America to write a complete streets policy for the region and the MPOs which will ensure all modes of transportation are considered when constructing or reconstructing roadways.
- ⇒ Staff also participates in monthly conference calls for the Transportation Equity Caucus.

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.

ECWRPC TITLE VI NON-DISCRIMINATION PLAN & LIMITED ENGLISH PROFICIENCY PROGRAM

**FHWA-SUBRECIPIENT
TITLE VI/NONDISCRIMINATION AGREEMENT & ASSURANCES
FFY 2018**

NOTE: This signed document will serve as the **Title VI Implementation Plan** that meets the requirements of FHWA and no additional **Title VI Implementation Plan** is required. However, the annual **WisDOT Title VI FHWA-Subrecipient Survey** IS REQUIRED by ALL Subrecipients to meet the requirements of the **Title VI Annual Work Plan and Accomplishments Report** for FHWA Title VI activities.

For jurisdictions receiving FTA funding: in addition to signing and submitting this **FHWA- Subrecipient Title VI/Nondiscrimination Agreement and Assurances FFY 2018 (Agreement and Assurances)**, a separate **Title VI Annual Work Plan and Accomplishments Report** must be submitted to the WisDOT, Bureau of Planning and Economic Development (BOPED), AND the Annual **WisDOT Title VI Subrecipient Survey** must be completed and submitted to the WisDOT Office of Business Opportunity and Equity Compliance (OBOEC), Title VI Office to meet FHWA compliance requirements.

This **Agreement and Assurances** is between the Wisconsin Department of Transportation (WisDOT) and [insert FHWA Subrecipient organization] East Central WI Regional Planning Commission a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

Subrecipient Title VI Coordinator (STSC) for FHWA Activities and Monitoring:

Name: Walt Raith Title: MPO Director
Employing Organization: East Central WI Regional Planning Commission
Mailing Address: 400 Ahnaip St, Suite 100, Monasha WI 54952
Email Address: wraith@ecwrpc.org
Phone: 920-751-4770 Fax: NA

Name of Executive Director (Signatory of this document) Eric Fowle, AICP

Does your organization require the approval of a Board or Commission to execute this **Agreement and Assurances**? Yes ☐ No ☒

I. Introduction

The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance. All entities that receive FHWA funding through WisDOT are termed "Subrecipients" of FHWA funds. WisDOT is responsible for annual monitoring and reporting on Title VI/Nondiscrimination compliance and the activities of all its Subrecipients. Subrecipients are required to comply with various nondiscrimination laws and regulations, including the Title VI Civil Rights Act of 1964, to be eligible to continue receiving FHWA financial assistance. This **FHWA-Subrecipient Title VI/Nondiscrimination Agreement and Assurances FFY 2018** (hereafter referred to as **Agreement and Assurances**) is a binding legal agreement between WisDOT and the Subrecipient that provides a framework and the required assurances for the Subrecipient to obtain FHWA Title VI compliance.

November 15, 2017

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Title VI Subrecipient Nondiscrimination Agreement

Additionally, this **Agreement and Assurances**, in conjunction with the annual **WisDOT Title VI Subrecipient Survey** serves as the above Subrecipients' FHWA **Title VI Implementation Plan**. Each Subrecipient entering this **Agreement and Assurances** is responsible for knowing and understanding all policies, procedures and expectations contained herein.

II. Policy Statement

The above identified WisDOT Subrecipient Organization of Federal Highway Administration (FHWA) funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, low income or Limited English Proficiency (LEP), as provided by 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 program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all its programs and activities whether those programs and activities are federally-funded or not.

In the event the Subrecipient distributes federal aid funds to additional subrecipients such as: contractors, consultants, subgrantees, subcontractors, transferees, successors in interest and other participants (hereinafter referred to as "contractors/consultants"), the Subrecipient will include Title VI language in all written agreements and will monitor all contractors/consultants for compliance (see Appendices 1-3).

The Subrecipient Executive Director has authorized and charged the above identified Subrecipient Title VI Coordinator (STSC) with the authority and responsibility for initiating and monitoring the Title VI activities of itself and its subcontractors, for preparing reports, and for other responsibilities as required by 23 Code of Federal Regulations (CFR) 200, and 49 CFR 21.

III. Authorities

The above Title VI Policy Statement and the following Assurances are provided under a range of authorities, including federal laws, regulations and Executive Orders (see 23 CFR 200.5(p)). Those authorities (hereinafter referred to as "Acts and Regulations") include, but are not limited to:

- The Title VI of the Civil Rights Act of 1964 - (Race, Color, National Origin)
- The 1970 Uniform Act (42 U.S.C. 4601)- (Persons Displaced/Property Acquired)
- Section 162(a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324)- (Sex)
- Section 504 of the 1973 Rehabilitation Act (29 USC 790)- (Handicap/Disability)
- The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) – (Age)
- Implementing Regulation 49 CFR 21
- Implementing Regulation 23 CFR 200
- Executive Order 12898 - (Environmental Justice for Low Income and Minorities)
- Executive Order 13166 – (Low English Proficiency (LEP))
- The Civil Rights Restoration Act of 1987 (P.L. 100-209) – (Broadened Scope of "programs or activities")
- The Americans with Disabilities Act of 1990 (Highways, Streets and Traffic Management)

The Civil Rights Restoration Act of 1987 (Public Law 100-259 [S.557] March 22, 1988) broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities conducted by federal aid recipients, Subrecipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

IV. Title VI Program

A. Organization and Staffing

1. Pursuant to 23 CFR 200, the Subrecipient has appointed or will appoint, within thirty days of signing this **Agreement and Assurances**, the above identified Subrecipient Title VI Coordinator (STSC) as the designated representative for responsibilities and actions pertaining to this **Agreement and Assurances** and who is responsible for implementing the Subrecipients' Title VI Program.
2. The Subrecipient will attach to this **Agreement and Assurances**, or otherwise provide WisDOT with a copy of the Subrecipients' organizational chart illustrating the level and placement of the STSC within thirty days of the signing of this **Agreement and Assurances**.
3. The Subrecipient will immediately notify WisDOT in writing of any changes to the Subrecipients' organizational chart, STSC, or STSC contact information.

V. Assurances (Consistent with 49 CFR 21.7)

A. The Subrecipient, [insert organization name], hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, sex, age, disability, low income or Limited English Proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Subrecipient whether those programs and activities are federally funded or not.
2. That the Subrecipient will promptly take any measures necessary to effectuate this **Agreement and Assurances**.
3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be conducted (with regard to a program or activity), or will be operated (with regard to a facility) in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this **Agreement and Assurances**.
4. That these Assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance, extended after the date hereof, to the Subrecipient by the Wisconsin Department of Transportation (WisDOT) under a federally-funded program. These Assurances are binding on it, additional sub-recipients, sub-grantees, contractors, consultants, subcontractors, transferees, successors in interest and other participants.
5. That the person or persons whose signature(s) appear below are authorized to sign this **Agreement and Assurances** on behalf of the Subrecipient.
6. That the Subrecipient shall insert the following notification in all solicitations for bids for work or material subject to the Acts and Regulations and made in connection with all federally funded programs and, in adapted form, in all proposals for negotiated agreements.

The Subrecipient, in accordance with *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4* and *Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination in Federally-assisted programs of the Department of Transportation"* issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

7. That the Subrecipient shall insert the clauses of Appendix 1 of this **Agreement and Assurances** in every contract subject to the Act and the Regulations.
8. That the Subrecipient shall insert the clauses of Appendix 2 of this **Agreement and Assurances**, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
9. That the Subrecipient shall include the appropriate clauses set forth in Appendix 3 of this **Agreement and Assurances**, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Subrecipient with other parties: (a) for the subsequent transfer of real property acquired or improved under an FHWA aid program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a FHWA aid program.
10. The Subrecipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts and Regulations, and this **Agreement and Assurances**.

VI. Implementation Procedures

- A. This **Agreement and Assurances**, shall serve as the **Title VI Implementation Plan** for the named Subrecipient for the Subrecipient's FHWA activities. This **Agreement and Assurances**, when submitted in combination with the **WisDOT Title VI Subrecipient Survey**, shall also fulfill the requirements of the **FHWA Title VI Annual Work Plan and Accomplishments Report** (pursuant to 23 CFR 200 and 49 CFR 21).
- B. For the purpose of this **Agreement and Assurances**, "federal assistance" shall include:
 1. Grants and loans of federal funds
 2. The grant or donation of Federal property and interest in property
 3. The detail of Federal personnel
 4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Subrecipient, or in recognition of the public interest to be served by such sale or lease to the Subrecipient, and

5. Any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

C. The Subrecipient shall:

1. Issue a policy statement, signed by the head of the Subrecipient, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations. The policy statement shall be circulated throughout the Subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. 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 **Agreement and Assurances** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a manager who has a responsible position in the organization and easy access to the head of the Subrecipient organization. This unit shall contain a Subrecipient Title VI Coordinator (STSC).
4. Designate a Subrecipient Title VI Coordinator (STSC) annually. The STSC shall be responsible for initiating and monitoring Title VI activities, preparing required reports and other activities as appropriate to the Subrecipient's Title VI Program, the Acts and Regulations and this **Agreement and Assurances**.
5. Process complaints of discrimination consistent with the provisions contained in this **Agreement and Assurances** (see section VII for details):
6. Collect statistical data (race, color, national origin, sex, age, disability, low income, or LEP) of participants in, and beneficiaries of the programs and activities conducted by the Subrecipient.
 - i.
7. Conduct Title VI reviews of the Subrecipient program areas and activities, and reviews of all contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
 - i.
8. Attend and/or conduct training programs on Title VI and related statutes, regulations and procedures.
9. The **WisDOT Title VI Subrecipient Survey**, as issued annually by WisDOT, in combination with this signed **Agreement and Assurances**, and when fully completed, including provisions of 2) below, and submitted to the WisDOT Title VI Office by the Subrecipient, shall serve as the annually required **Title VI Work Plan and Accomplishments Report**.
10. Subrecipients shall submit either separately, or as an attachment to the annual **Subrecipient Title VI Survey**, the following information to meet the requirements of the **Title VI Annual Work Plan and Accomplishments Report** for FHWA.

a. Accomplishments Report:

- 1) A description of FHWA Title VI issues that were identified

- 2) A description of discrimination that was prevented
- 3) A description of activities and efforts undertaken by the STSC, Program Area personnel or others to monitor FHWA Title VI activities
- 4) A description of any corrective action taken on any discrimination issues
- 5) A description of the scope and conclusions of any special reviews (internal or external) conducted by the STSC or others within the Subrecipient Organization
- 6) A summary and status report on all Title VI complaints filed with the Subrecipient.
- 7) Any clarifying comments, descriptions of procedures, and any additional major goals for the following year
- 8) Major accomplishments regarding Title VI activities.

b. Annual Work Plan:

- 1) Title VI/nondiscrimination goals for the following year
- 2) A matrix or outline of planned Title VI monitoring and review activities (Work Plan) for the coming year to include:
 - i. The matrix or outline shall provide the name and title of who will be completing each activity, and
 - ii. The matrix or outline shall provide the target date for completion of all activities planned for the coming year.

VII. Discrimination Complaint Procedures

A. The Subrecipient adopts the following discrimination complaint procedures:

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination by the Subrecipient or subgrantees, contractors, consultants, subcontractors, transferees, successors in interest and other participants prohibited by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987 as amended, or the Americans with Disabilities Act of 1990, may file a complaint with the STSC, the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) or FHWA. A complaint may also be filed by a representative on behalf of such a person. Complaints submitted to the Subrecipient will be processed (see numbers 4. And 5. below) and referred to the WisDOT, Title VI Office or FHWA for review and action.
2. In order to have the complaint considered under this procedure, the Complainant (including Verbal Complainants, see below) must file the complaint no later than 180 days after:
 - a. The date of alleged act of discrimination; or

- b. Where there has been a continuing course of conduct, the date on which that conduct was last encountered.

In either case, the WisDOT Title VI Coordinator or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

- 3. Complaints shall be in writing and shall be signed by the Complainant and/or the Complainant's representative. Complaints shall set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In the event that a verbal complaint is made by a Complainant (referred to as a "Verbal Complainant") of discrimination to an officer or employee of the Subrecipient, the Verbal Complainant shall be referred to STSC and will be asked to put provide their name and contact information and to put their complaint in writing. In the even the Verbal Complainant requires assistance, her or she will immediately be referred to the WisDOT Title VI Coordinator for an interview, or the WisDOT Title VI Coordinator will be referred to the Verbal Complainant. If necessary, the WisDOT Title VI Coordinator will assist the Verbal Complainant with putting the complaint into writing and will provide the written version complaint to the Verbal Complainant for signature. The complaint shall then be handled according to WisDOT's investigative procedures.
- 4. Within 10 days of receiving a complaint the STSC shall:
 - a. Inform the Complainant that the allegation has been received
 - b. Forward all complaints against the Subrecipient organization to the WisDOT, Title VI Office or to the FHWA District Office for investigation (see contact information below).
 - c. Forward all complaints regarding transit or transit systems to the Federal Transit Administration (FTA) for investigation
 - d. Except complaints related to transit, forward all complaints against the Wisconsin Department of Transportation or regarding its projects or activities, to the Federal Highway Administration (FHWA) District Office for investigation (see contact information below)
- 5. The STSC should confirm that, generally, the following information is included in every complaint forwarded to WisDOT:
 - a. Name, address, and phone number of the Complainant.
 - b. Name(s) and address(es) of alleged discriminating party or parties.
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, low income or LEP).
 - d. The nature of the complaint.
 - e. Date of alleged discriminatory act(s).
 - f. Date of complaint received by the Subrecipient.
 - g. The original statement (or copy) of the complaint as provided by the Complainant.
 - h. Other agencies (state, local or Federal) where the complaint has been filed.

- i. An explanation of the actions the Subrecipient recommends to resolve the issue raised in the complaint.
6. Within 10 days, the WisDOT Title VI Coordinator will:
 - a. Inform the STSC and the Complainant that the allegation has been received
 - b. Inform the Complainant if any action has been taken or if there is any other action needed to investigate the allegation
 - c. Advise the Complainant of other avenues of redress available, such as FHWA or USDOT
 7. Within 60 days, the WisDOT Title VI Coordinator will conduct an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to the head of the Subrecipient organization. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
 8. Within 90 days of receipt of the complaint, WisDOT will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her appeal rights with FHWA, or USDOT, if they are dissatisfied with the final decision rendered by WisDOT. The WisDOT Title VI Coordinator will provide the FHWA District Office with a copy of this decision and summary of findings upon completion of the investigation.

WisDOT Contact Information:

Wisconsin Department of Transportation
 OBOEC, Title VI Office
 Attn: Mary Robb
 Title VI Coordinator
 P.O. Box 7965
 4802 Sheboygan Ave., Room 451
 Madison, Wisconsin 53707-7965
 Phone (608) 267-4489 Fax: (608) 267-3641
mary.robbs@dot.wis.gov

Complaints Regarding WisDOT Services, Facilities or Employee(s) at any location may be sent to:

Federal Highway Administration
 Wisconsin Division
 525 Junction Road, Suite 8000
 Madison, WI 53717
 Phone: (608) 829-7500
 Fax: (608) 662-2121
Wisconsin.FHWA@doh.gov

i.

OR: Federal Highway Administration
U.S. Department of Transportation
 Office of Civil Rights
 1200 New Jersey Avenue, SE
 8th Floor E81-105
 Washington, DC 20590
 Phone: 202-366-0693
 Fax: 202-366-1599
CivilRights.FHWA@doh.gov

VIII. Sanctions

1. In the event the Subrecipient fails or refuses to comply with the terms of this **Agreement and Assurances**, WisDOT may take any or all of the following actions:
2. Cancel, terminate, or suspend this **Agreement and Assurances** in whole or in part;
3. 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.
4. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
5. Refer the case to the U.S. Department of Justice for appropriate legal proceedings.

IX. Signatures

By signing this **Agreement and Assurances**, the Executive Director of the Subrecipient organization named below (e.g. RPC, MPO, County or City) agrees and is guaranteeing responsibility for the execution and implementation of the above Policy, Assurances and procedures and is agrees that the Subrecipient organization is performing the stated tasks and procedures or is seeking assistance from the Wisconsin Department of Transportation to perform all aspects of the Policy, Assurances and procedures herein.

Wisconsin Department of Transportation

Mary F. Rohlf Title VI Coordinator
Signature/Title

WisDOT, OBOEC, Title VI Office
Agency/Office

11/17/17
Date

Subrecipient Executive Director:

Eric Fowle
Signature

Eric Fowle, AICP, Executive Director
Title

East Central Wisconsin Regional Planning Commission
Employing Agency or Organization

11/16/17
Date

Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest, agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor/consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor/consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor/consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor/consultant is in the exclusive possession of another who fails or refuses to furnish this information, the contractor/consultant shall so certify to WISDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor/consultant's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor/consultant under the contract until the contractor/consultant complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

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In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

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The contractor/consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor/consultant is in the exclusive possession of another who fails or refuses to furnish this information, the contractor/consultant shall so certify to WISDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor/consultant's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor/consultant under the contract until the contractor/consultant complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

Appendix 1

6. Incorporation of Provisions

The contractor/consultant shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor/consultant shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor/consultant becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor/consultant may request WISDOT enter into such litigation to protect the interests of the state and, in addition, the contractor/consultant may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the State of Wisconsin will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with ^{and} in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WISDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the State of Wisconsin all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the State of Wisconsin, 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 the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the State of Wisconsin, its successors, and assigns.

The State of Wisconsin, 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 shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed, and (2) that the State of Wisconsin, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964.

Appendix 3

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Subrecipient pursuant to the provisions of Assurance 9.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Wisconsin State Department of Transportation pursuant to the provisions of Assurance 9.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

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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

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APPENDIX C

RESOLUTION 02-17

RESOLUTION NO. 02-17

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, laid-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.

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- 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:

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- 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 27, 2017
Submitted By: Steering Committee
Prepared By: Walt Raith, Affirmative Action Officer


Jerry Erdmann, Chair – Shawano Co.

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APPENDIX D

2017 COST ALLOCATION PLAN

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2017

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 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, 2016. 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.

For 2017 in an effort to charge grants, programs and agreements for the actual costs incurred by East Central, a modification in the amount included in fringe benefits for the retirement system contribution was made by using the actual cash contribution to the pension fund instead of the pension expense required by the Governmental Accounting Standards Board. As a result, the rate experienced a decrease of 8.76 percentage-points.

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 \$500 and the estimated useful life is in excess of one year. Items below \$500 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, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 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.

**Figure 1: East Central Wisconsin Regional Planning Commission
2017 Table of Organization (Staff)**

Executive Division

Eric W. Fowle, AICP
Executive Director

Walter C. Raith
Assistant Director & MPO Director

Administrative Services Division

Erin Bonsin Administrative Coordinator	Pam Scheibe-Johnson Controller
VACANT Administrative Assistant	

Technical Services Division

<u>GIS Program</u>	<u>IT Program</u>
Mike Zuege GIS Coordinator	Tim Badtke** IT Coordinator
Adam Pfeifferle* GIS Specialist II	
Tyler DeBruin GIS Assistant	

Planning Services Division

<u>Transportation (MPO) Planning Program</u>	<u>Environmental Mgt. & SSA Planning Program</u>	<u>Community Development Program</u>
Dave Illiesch** Associate Planner	Todd Verboomen Associate Planner	Kathy Thunes, P.E. Principal Planner
Nick Musson** Associate Planner / Transit	Joe Huffman** Planner	Tom Baron, AICP** Associate Planner
Kim Biedermann Associate Planner / Bicycle & Pedestrian Coordinator	Scott Konkle** Planning Specialist II / NR-135 Mine Reclamation	
Kolin Erickson** Planner		
<u>Safe Routes to School Program</u>	<u>Economic Development Program</u>	<u>Park & Recreation Program</u>
Melissa Kraemer-Badtke** Principal Planner / Active Transp.	Sarah Van Buren, AICP Associate Planner	Trish Nau** Principal Planner
Lauron Hinch** SRTS Planner		
Ashley Tracy SRTS Planner		

* Secondary role in Economic Development Program

** Indicates GIS skills and need for coordination/compliance with GIS Coordinator's data and mapping policies and procedures

* Secondary role in Economic Development Program

** Indicates GIS skills and need for coordination/compliance with GIS Coordinator's data and mapping policies and procedures

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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 28, 2017, to establish indirect cost billing rates for 2017 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*. This proposal does not include any costs which are unallowable as identified in the applicable federal cost principles.

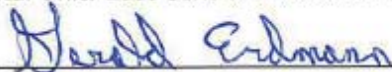
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated 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 140.88%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2016, to obtain a federal indirect cost billing rate for fiscal year 2017.

(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

Signature: 

Name of Official: Jerry Erdmann

Title: Commission Chair

Date of Execution: April 28, 2017

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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, 2017, based on actual costs from fiscal year 2016.

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: _____

Jerry Erdmann

Name of Official: Jerry Erdmann

Title: Commission Chair

Date of Execution: April 28, 2017

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APPENDIX E

ECWRPC TECHNICAL ADVISORY COMMITTEES

APPLETON (FOX CITIES) TRANSPORTATION POLICY ADVISORY COMMITTEE

County Officials

Bill Barribeau, Calumet County Board Chairman

Tom Nelson, Outagamie County Executive

Mark Harris, Winnebago County Executive

City Mayors

Tim Hanna, Appleton

Gene Rosin, Kaukauna

Don Merkes, Menasha

Dean Culbertson, Neenah

Village Presidents

John Neumeier, Combined Locks

Chuck Kuen, Kimberly

Charles Fischer, Little Chute

Town Board Chairs

Mark McAndrews, Buchanan

David Schowalter, Grand Chute

Jack Anderson Greenville

John Slotten, Harrison

Dale Youngquist, Menasha

Bob Schmeichel, Neenah

Jeff Rollo, Vandenbroek

Federal Officials

Mary Forlenza, Planning & Program Development Engineer

Marisol Simon, Region Director, FTA

State Officials

Will Dorsey, Director, WisDOT Northeast Region

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

Tom Marquardt, Town of Grand Chute

Dean Schiller, Town of Greenville

Planners

Robert Buckingham, Town of Grand Chute

Robert Jakel, City of Kaukauna

David Buck, City of Menasha

Chris Haese, City of Neenah

George Dearborn, Village of Fox Crossings

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

Steve Cummings, City of Oshkosh

Town Board Chairmen

Tim Blake, Town of Algoma

Frank Frassetto, Town of Black Wolf

Glen Barthels, Town of Nekimi

Jim Erdman, Town of Oshkosh

Federal Officials

Mary Forlenza, Planning & Program Development Engineer

Marisol Simon, Region Director, FTA

State Officials

Will Dorsey, Director, WisDOT Northeast Region

Other

Mark Rohloff, City Manager, Oshkosh

Ray Palonen, Winnebago County

James Rabe, City of Oshkosh

Darryn Burrich, City of Oshkosh

Jim Collins, Go Transit

Ben Krumenauer, Town of Algoma

APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA AND OSHKOSH METROPOLITAN PLANNING 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
Rob Gusky, Kimberly Clark Corporation/Fox Cities Cycling Association
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
Karyn Merkel – City of Fond du Lac
Lee Ann Lorrigan – City of Fond du Lac
Jordan Skiff – 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
James Kuehn – WisDOT, Central Office
Mary Forlenza – 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:

Mary Forlenza	FHWA
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

Jerry Erdmann, Chair
David Albrecht, Vice-Chair
Eric Fowle, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Ed Kleckner
Merlin Gentz

FOND DU LAC COUNTY

Martin Farrell
Brenda Schneider
Lee Ann Lorrigan
(Joseph Moore, Alt.)
Allen Buechel
Charles Hornung

MENOMINEE COUNTY

Ruth Winter
Elizabeth Moses
(Jeremy Johnson, Alt.)
James Lowey

OUTAGAMIE COUNTY

Thomas Nelson
Daniel Rettler
Timothy Hanna
Jeff Nooyen
Michael Thomas
Kevin Sturn

SHAWANO COUNTY

Jerry Erdmann, Chair
Thomas Kautza
Chuck Dallas

WAUPACA COUNTY

Dick Koeppen
Gary Barrington
Brian Smith
DuWayne Federwitz

WAUSHARA COUNTY

Donna Kalata
Larry Timm
Neal Strehlow

WINNEBAGO COUNTY

Mark Harris
David Albrecht
Ernie Bellin
Steve Cummings
Ken Robl
Robert Schmeichel

EX-OFFICIO MEMBERS

Jill Michaelson
Ronald McDonald

