

# 2019 Transportation Work Program & Budget





**2019 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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# **2019 TRANSPORTATION WORK PROGRAM & BUDGET**

*October, 2018*

*Amended 10-26-2018*

*Amended January, 2019*

*Prepared by the:*

*East Central Wisconsin Regional Planning Commission (ECWRPC)*

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## ABSTRACT

**TITLE:** 2019 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, 2018  
Amended October 26, 2018  
Amended January, 2019

**PLANNING AGENCY:** East Central Wisconsin Regional Planning Commission

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

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





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

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

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

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



## **SECTION 1**

# **REGIONAL INFORMATION**



# SECTION 1.0 - INTRODUCTION AND PROSPECTUS

## ABOUT EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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 2019 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

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**

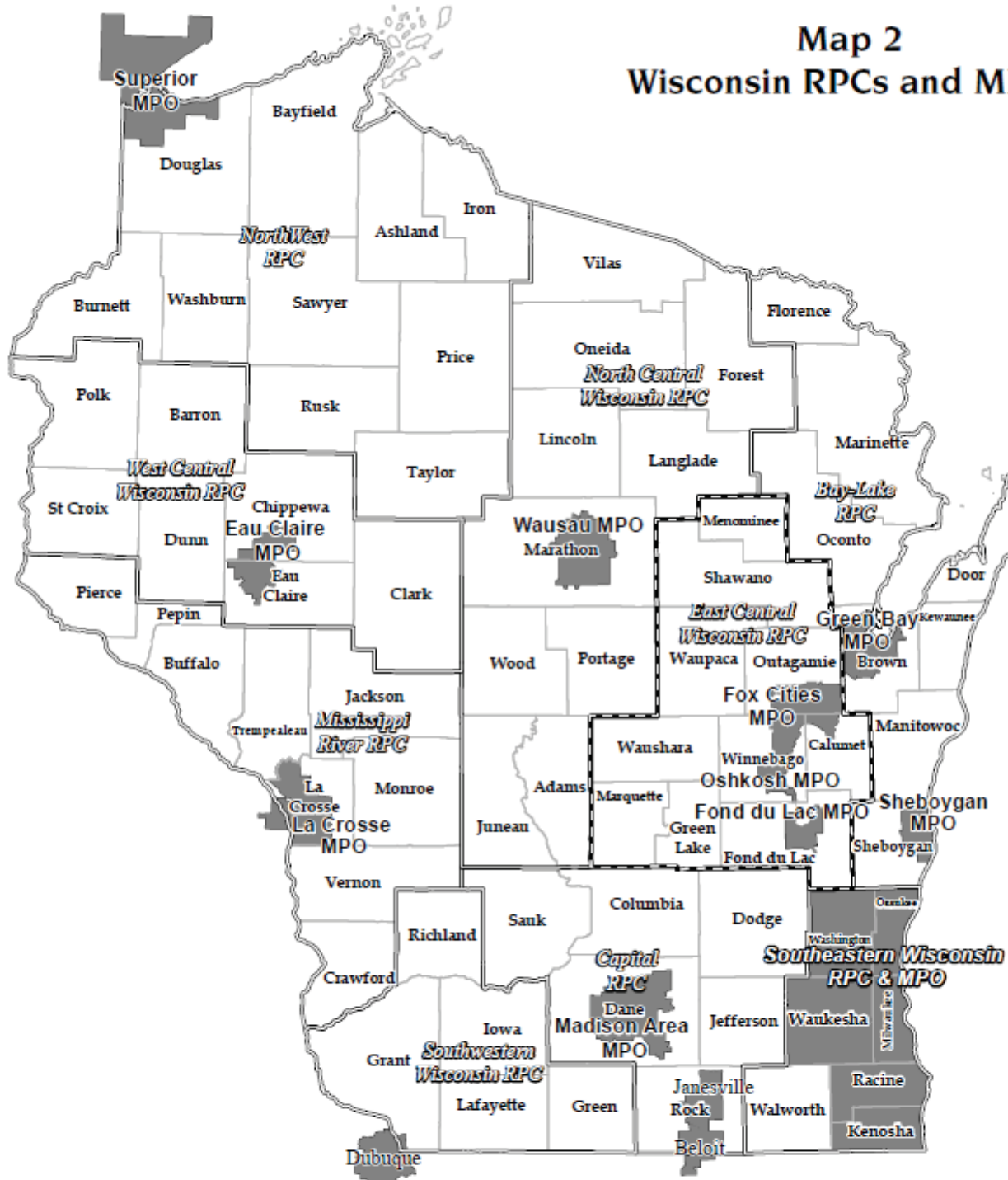
<b>Participating County</b>	<b>Approved 2019 Tax Levy</b>
Calumet County (MPO)	\$60,015.86
Fond du Lac County (MPO)	\$116,752.20
Green Lake County	County Not a Member
Marquette County	County Not a Member
Menominee County	\$4,933.73
Outagamie County (MPO)	\$236,436.71
Shawano County	\$49,030.84
Waupaca County	\$64,964.75
Waushara County	\$39,905.57
Winnebago County (MPO)	\$199,712.87
<b>TOTAL LEVY</b>	<b>\$771,752.53</b>

*This levy provides \$134,879.05 in 2019 for Local Match/Cost Share across all transportation programs.*





## Map 2 Wisconsin RPCs and MPOs



Metropolitan Planning Organizations

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information Systems. 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 2017 By:



Table 2: ECWRPC Regional and MPO 2019 Transportation Work Program

Table 2: ECWRPC Regional and MPO 2019 Transportation Work Program								
1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1310 Appleton (Fox Cities)/Oshkosh MPO Program (PL)</b>								
1311	Program Administration/Support	\$ 35,076.00	\$ 28,062.00	80.0%	\$ 1,200.00	3.4%	\$ 5,814.00	16.6%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 209,215.20	\$ 167,370.20	80.0%	\$ 10,003.11	4.8%	\$ 31,841.89	15.2%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 80,913.00	\$ 64,730.40	80.0%	\$ 4,045.65	5.0%	\$ 12,136.95	15.0%
1321, 1323, 1	Short Range/Congestion Management Process (CMP) - Appleton TMA/ Multi-Modal Transportation Planning	\$ 265,544.75	\$ 212,436.00	80.0%	\$ 12,532.21	4.7%	\$ 40,576.34	15.3%
1322	Transportation Improvement Program (TIP)	\$ 51,433.00	\$ 41,146.40	80.0%	\$ 2,571.65	5.0%	\$ 7,714.95	15.0%
1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 72,417.00	\$ 57,934.00	80.0%	\$ 3,673.00	5.1%	\$ 10,810.00	14.9%
	<b>Total Appleton (Fox Cities)/Oshkosh MPO Program</b>	<b>\$ 714,598.75</b>	<b>\$ 571,679.00</b>	<b>80.0%</b>	<b>\$ 34,025.62</b>	<b>4.8%</b>	<b>\$ 108,894.13</b>	<b>15.2%</b>
<b>1330 Regional Transportation Program (SPR)</b>								
1331	Program Administration/Support	\$ 14,396.00	\$ 11,523.00	80.0%	\$ 1,436.00	10.0%	\$ 1,437.00	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 35,008.00	\$ 28,000.00	80.0%	\$ 3,504.00	10.0%	\$ 3,504.00	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 28,562.00	\$ 22,850.00	80.0%	\$ 2,856.00	10.0%	\$ 2,856.00	10.0%
	<b>Total Regional Transportation Program</b>	<b>\$ 77,966.00</b>	<b>\$ 62,373.00</b>	<b>80.0%</b>	<b>\$ 7,796.00</b>	<b>10.0%</b>	<b>\$ 7,797.00</b>	<b>10.0%</b>
<b>1340 Fond du Lac MPO Program (PL)</b>								
1341	Program Administration/Support	\$ 14,858.00	\$ 11,887.40	80.0%	\$ 713.18	4.8%	\$ 2,258.42	15.2%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 53,224.00	\$ 42,579.20	80.0%	\$ 2,548.83	4.8%	\$ 8,100.63	15.2%
1343	Short Range/Multi-Modal Transportation Planning	\$ 14,798.00	\$ 11,838.40	80.0%	\$ 704.64	4.8%	\$ 2,249.30	15.2%
1344	Transportation Improvement Program (TIP)	\$ 25,425.88	\$ 20,340.70	80.0%	\$ 1,144.16	4.5%	\$ 3,941.01	15.5%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 18,930.00	\$ 15,143.00	80.0%	\$ 933.00	4.9%	\$ 2,854.00	15.1%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 8,517.87	\$ 6,814.30	80.0%	\$ 383.30	4.5%	\$ 1,320.27	15.5%
	<b>Total Fond du Lac MPO Program</b>	<b>\$ 135,753.75</b>	<b>\$ 108,603.00</b>	<b>80.0%</b>	<b>\$ 6,427.13</b>	<b>4.7%</b>	<b>\$ 20,723.62</b>	<b>15.3%</b>
	<b>Total Regional and MPO Work Program (1300)</b>	<b>\$ 928,318.50</b>	<b>\$ 742,655.00</b>	<b>80.0%</b>	<b>\$ 48,248.75</b>	<b>5.2%</b>	<b>\$ 137,414.75</b>	<b>14.8%</b>

Table 3: 2018 Work Program Funding Extension

1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1312	Long-Range Plan FAST Act Implementation	\$ 45,000.00	\$ 36,000.00	80%	\$ 1,800.00	4%	\$ 6,750.00	16%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 55,000.00	\$ 44,000.00	80%	\$ 2,200.00	4%	\$ 8,800.00	16%

**TABLE 4—EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION—  
STAFF PROGRAM PERCENTAGES**

<b>Staff</b>	<b>Percentage of Time Appleton TMA/ Oshkosh MPO</b>	<b>Percentage of Time Fond du Lac MPO</b>	<b>Percentage of Time Regional Transportation Program</b>
<b>Executive Division</b>			
Eric Fowle, AICP, Executive Director	3%	0%	0%
Walt Raith, Assistant Director, MPO Director and Title VI Coordinator	70%	14%	10%
<b>Planning Services Division</b>			
<b>Transportation</b>			
Melissa Kraemer Badtke, Principal Transportation Planner/ SRTS Coordinator	40%	10%	5%
Dave Moesch, Associate Planner	55%	25%	20%
Kim Biedermann, Associate Planner/ Regional Bicycle and Pedestrian Coordinator	75%	11%	10%
Nick Musson, Associate Planner	70%	10%	10%
Kolin Erikson, Planner	70%	13%	15%
Tyler DeBruin, Planner (SRTS)	5%	0%	0%
Ashley Tracy, Planner (SRTS)	0%	0%	0%
<b>Community Area Planning</b>			
Kathy Thunes, P.E.; Principal Planner	11%	2%	0%
<b>Economic Development</b>			
Tom Baron, Associate Planner	10%	0%	0%
<b>TECHNICAL SERVICES DIVISION</b>			
<b>GIS Program</b>			
Mike Zuege, GIS Coordinator	20%	5%	5%
Adam Pfefferle, GIS Specialist II	30%	0%	0%
Kyle McNair, GIS Specialist I	15%	5%	5%
Tanner Russell, GIS Specialist I	20%	10%	5%

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

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

*The purpose of this program element is to coordinate, administer and promote federal, state, regional and metropolitan transportation planning through the Commission's Metropolitan Planning Organization (MPO) designation for the three urbanized areas. The Appleton (Fox Cities) MPO is designated as a Transportation Management Area (TMA) that requires performance measures, monitoring and maintenance as part of an approved Congestion Management Process (CMP). Public transportation law Fixing America's Surface Transportation Act (FAST Act) prescribes a transition to a performance based approach to all aspects of the planning and programming process that includes measurable outcomes and targets. Guidance based on the FAST Act also encourages a regional approach with enhanced coordination with providers of public transportation and across MPO, RPC, and DOT boundaries to develop regional models of cooperation supporting the greater transportation system. Additional transportation modes are addressed through a specific multimodal program including public transit, bicycle and pedestrian, passenger and freight rail, regional public transportation, air and 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
- ⇒ Commuter Service 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 2019 Work Program's "Mobile & Active Communities" Element is funded in large part by the Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation (WisDOT) through an annual planning grant. This award has a matching funds requirement of at least 10 percent from the Commission unless otherwise noted. A summary of funding sources is provided in the table above. The development of this work program element is coordinated with federal and state transportation and transit agencies through a continuing, comprehensive, and cooperative process involving previously executed agreements (Visit the website: [www.ecwrpc.org](http://www.ecwrpc.org)). The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.*

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 571,679</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 34,026</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 108,894</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 714,599</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>1364</b>	<b>10232</b>
MPO Director	269	2020
Princ. Planner	170	1273
Planner	925	6940
<b>IT:</b>	<b>8</b>	<b>60.5</b>
<b>GIS:</b>	<b>329</b>	<b>2469</b>
<b>TOTAL</b>	<b>1702</b>	<b>12762</b>



**SECTION 2**

**APPLETON (FOX CITIES) TMA AND OSHKOSH MPO**  
**2019 WORK PROGRAM**



**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION BOARD**

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Ronald McDonald, Valley Transit

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

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

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

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

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

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

### MPO COMMITTEE STRUCTURE

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

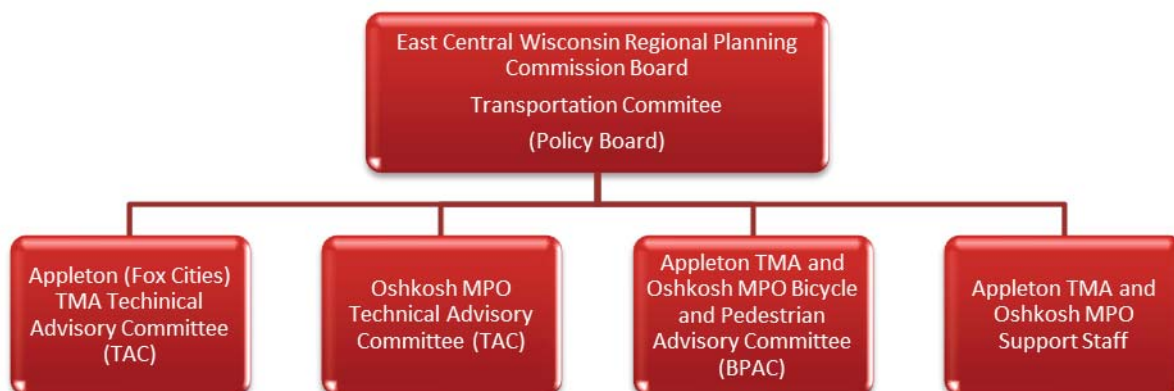




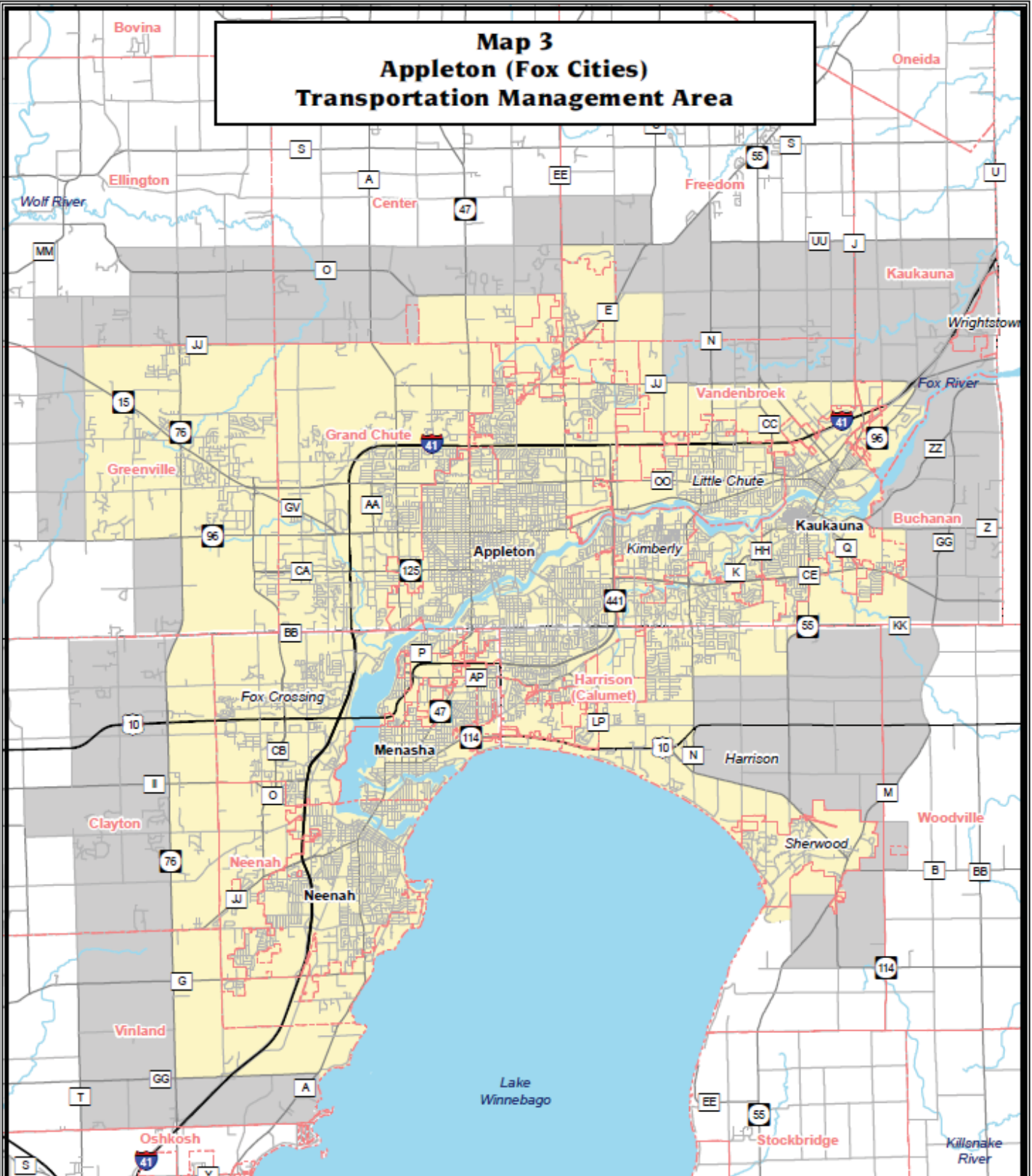
Table 5: Appleton (Fox Cities) and Oshkosh MPO 2019 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1310</b>	<b>Appleton (Fox Cities)/Oshkosh MPO Program (PL)</b>							
1311	Program Administartion/Support	\$ 35,076.00	\$ 28,062.00	80.0%	\$ 1,200.00	3.4%	\$ 5,814.00	16.6%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 209,215.20	\$ 167,370.20	80.0%	\$ 10,003.11	4.8%	\$ 31,841.89	15.2%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 80,913.00	\$ 64,730.40	80.0%	\$ 4,045.65	5.0%	\$ 12,136.95	15.0%
1321, 1323, 1325, 1326	Short Range/Congestion Management Process (CMP) - Appleton TMA/ Multi-Modal Transportation Planning	\$ 265,544.75	\$ 212,436.00	80.0%	\$ 12,532.21	4.7%	\$ 40,576.34	15.3%
1322	Transportation Improvement Program (TIP)	\$ 51,433.00	\$ 41,146.40	80.0%	\$ 2,571.65	5.0%	\$ 7,714.95	15.0%
1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 72,417.00	\$ 57,934.00	80.0%	\$ 3,673.00	5.1%	\$ 10,810.00	14.9%
	<b>Total Appleton (Fox Cities)/Oshkosh MPO Program</b>	<b>\$ 714,598.75</b>	<b>\$ 571,679.00</b>	<b>80.0%</b>	<b>\$ 34,025.62</b>	<b>4.8%</b>	<b>\$ 108,894.13</b>	<b>15.2%</b>

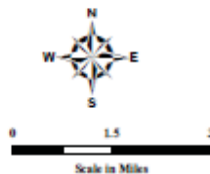
Table 6: 2018 Work Program Funding Extension

1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1312	Long-Range Plan FAST Act Implementation	\$ 45,000.00	\$ 36,000.00	80%	\$ 2,250.00	5%	\$ 6,750.00	15%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 55,000.00	\$ 44,000.00	80%	\$ 2,750.00	5%	\$ 8,250.00	15%

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



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

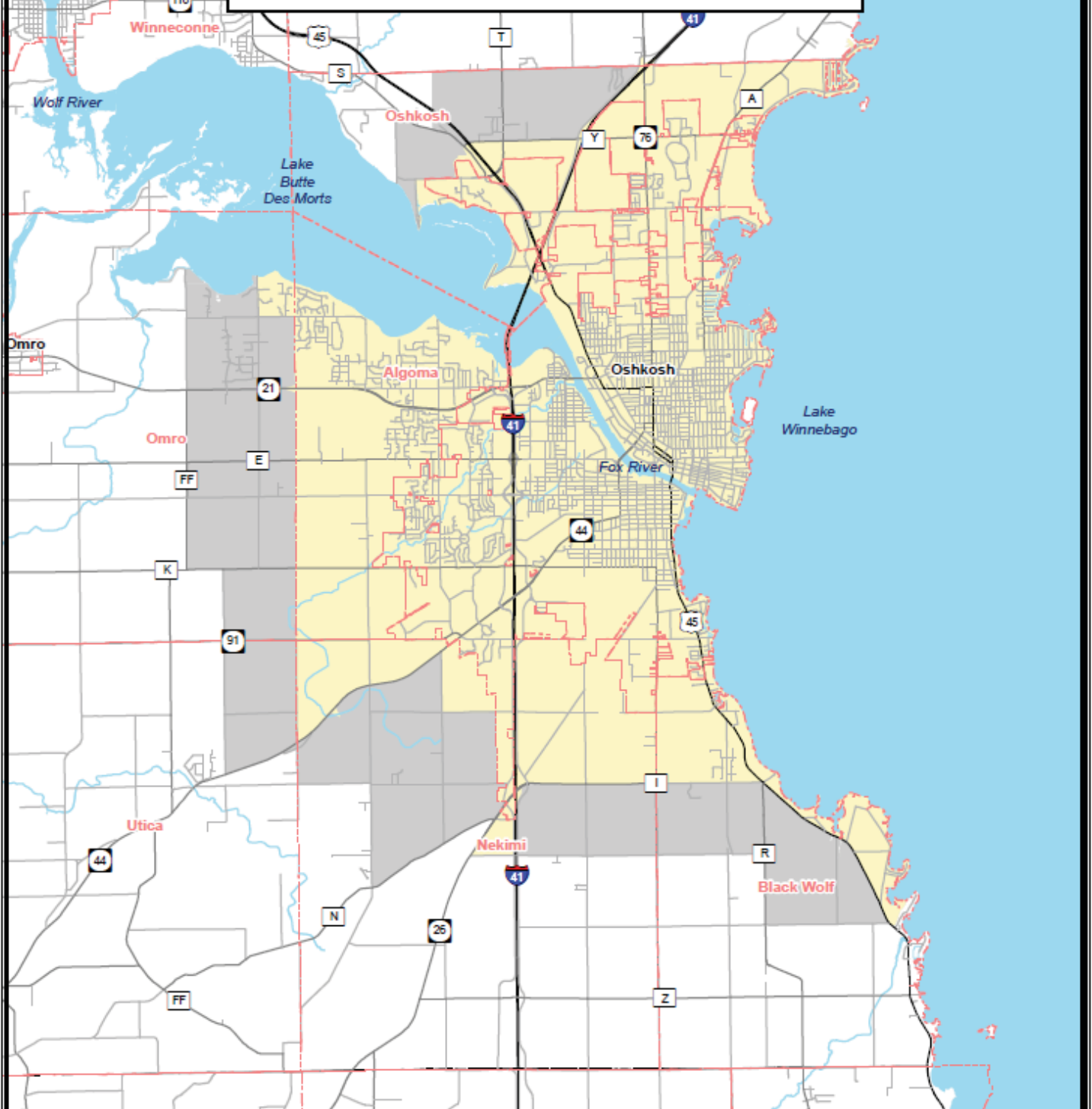


Source: WisDOT and ECWRPC provided the 2010 metropolitan planning and adjusted urbanized areas. 2015 Base data provided by Calumet, Outagamie, and Winnebago Counties.

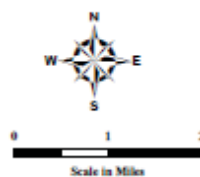
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PREPARED SEPTEMBER 2016 BY:  
East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**

# Map 4 Oshkosh Metropolitan Planning Organization



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



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

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PREPARED SEPTEMBER 2016 BY:



## SECTION 2.2—1310 MAJOR WORK PROGRAM ELEMENT: APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS —2019

**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.

### 2019 Deliverables

- ⇒ Update and amend the L RTPs as necessary to meet compliance with the FAST Act.
- ⇒ Continue to develop performance measures and targets in cooperation with FHWA and WisDOT.
- ⇒ Develop, review 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 (CMP) - Appleton TMA only
- ⇒ 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.
- ⇒ Continue to work with East Central's internal equity work group to implement strategies with equity at the forefront.
- ⇒ Continue to work with non-traditional partners including public health on corridor studies, public transportation issues such as the Commuter Service Study, and in creating a multi-modal network. \*
- ⇒ Complete the certification review for the Appleton TMA in cooperation with FHWA, FTA, and WisDOT.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 571,679</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 34,026</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 108,894</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 714,599</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>473</b>	<b>3547</b>
MPO Director	162	1218
Princ. Planner	62	463
Planner	249	1866
<b>IT:</b>	<b>6</b>	<b>45.5</b>
<b>GIS:</b>	<b>100</b>	<b>750</b>
<b>TOTAL</b>	<b>579</b>	<b>4,342</b>

- ⇒ 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.
- ⇒ Staff will participate in the 2019 Certification Review process for the Appleton (Fox Cities) TMA.
- ⇒ Update the Long Range Land Use Transportation Plans for the Appleton (Fox Cities) TMA and Oshkosh MPO.
- ⇒ Update the Congestion Management Process for the Appleton (Fox Cities) TMA.
- ⇒ Prepare a performance measure report.

\*The Commuter Service Study is funded through 5304 funds.

# APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS —2019 PLANNING DOCUMENTS AND TIMELINE

Long Range Land Use Transportation Plan (updated every 5 years)	<p>Appleton (Fox Cities) Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 30, 2015</p> <p>Oshkosh Metropolitan Planning Organization (MPO) 2015-2050 Long Range Land Use Transportation Plan, adopted October 30, 2015</p>
Transportation Improvement Plan (TIP) (annually)	<p>Appleton (Fox Cities) Metropolitan Planning Area Transportation Improvement Program 2019-2022, ad October 26, 2018</p> <p>Oshkosh Metropolitan Planning Area Transportation Improvement Program 2019-2022, adopted October 26, 2018</p>
Unified Planning Work Program (annually)	<p>2018 Unified Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, anticipated adoption October 26, 2018</p> <p>2018 Unified Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, anticipated adoption October 27, 2017</p>
Congestion Management Plan (CMP) (TMA) - Appleton TMA only (updated with Long Range Transporta-	Congestion Management Plan for the Appleton (Fox Cities) Transportation Management Area, adopted 2013
Public Participation Plan (updated every 5 years)	<p>Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, adopted July 26, 2013</p> <p>Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, anticipated adoption October 26, 2018</p>
MPO Cooperative Agreement	<p>Executed</p> <p>Valley Transit—January 5, 2017</p> <p>GO Transit—November 14, 2017</p>
Metropolitan Planning Area	Approved by MPO & WisDOT—
Annual Listing of Obligated Projects	2018 annual listing posted on website
Title VI Plan	Adopted October 27, 2017
FHWA—FTA Certification (TMA) - (conducted every 4 years) Appleton (Fox Cities) TMA	<p>October, 2015</p> <p>Anticipated to occur in October, 2019</p>



# 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.

## 2019 Deliverables:

- ⇒ Planning and technical support for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO) includes the following:
  - Funding administration and reimbursement 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.
  - Attend MPO director meetings
  - Processing reimbursement requests
  - Development of the 2020 work program
- ⇒ Staff will work with WisDOT and FHWA on the development of the 2020 unified work program.
- ⇒ Participate in the 2019 FHWA/FTA Certification for the Appleton TMA.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 28,062</b>	80.0%
<b>WisDOT - PL:</b>	<b>\$ 1,200</b>	3.4%
<b>ECWRPC:</b>	<b>\$ 5,814</b>	16.6%
<b>ELEMENT TOTAL:</b>	<b>\$ 35,076</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>48</b>	<b>358</b>
MPO Director	29	218
Princ. Planner	19	140
Planner	0	0
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>48</b>	<b>358</b>

## 2018 Highlights:

- ◆ 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 2019 staff will continue reevaluate the performance measures developed for the LRTPs and identify trends that can be tracked and analyzed.*

## 2019 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.

⇒ Update the Appleton (Fox Cities) TMA Long Range Land Use Transportation Plan and the Oshkosh MPO Long Range Land Use Transportation Plan:

- Task 1: Project Management
- Task 2: Public Outreach and Coordination
- Task 3: Long Range Land Use and Transportation Plan Update
  - Task 3.1: Introduction
  - Task 3.2: Regional Trends
  - Task 3.3: Regional Transportation System and Infrastructure
  - Task 3.4: System Development and Recommendations
  - Task 3.5: Planned Investments and Funding
  - Task 3.6: Summary of Strategies and Monitoring
  - Task 3.7: Plan Implementation and Monitoring
  - Task 3.8: Plan Review and Approvals

⇒ Staff will work with GIS staff to update existing and future land use datasets.

⇒ GIS staff will update GIS transportation datasets.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 167,370</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 10,003</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 31,842</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 209,215</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>307</b>	<b>2301</b>
MPO Director	53	400
Princ. Planner	43	323
Planner	210	1578
<b>IT:</b>	<b>5</b>	<b>38</b>
<b>GIS:</b>	<b>80</b>	<b>600</b>
<b>TOTAL</b>	<b>392</b>	<b>2939</b>

Funding Availability Period Extension		
<b>Total Funding Available</b>		<b>\$45,000</b>
<b>PLANNING</b>		
MPO Director	120 hours	\$11,856
Principal Planner	100 hours	\$7,488
Planner	200 hours	\$12,636
<b>GIS</b>	<b>215 hours</b>	<b>\$12,611</b>

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

## **2019 Deliverables:**

- ⇒ Transportation staff and GIS staff will work with local communities on the updating the census block groups and census tracts for the PSAP program.
- ⇒ Continue to work with Fox Valley THRIVES on transportation issues within the Fox Valley Area.
- ⇒ Continue to participate in the following committees:
  - Latino fest committee
  - Hispanic Interagency Committee
  - Casa Hispana
  - Local housing coalitions
- ⇒ Staff will participate in the US DOT Civil Rights Symposium.
- ⇒ Staff will continue to participate in the Transportation Equity Caucus Monthly Conference Calls.
- ⇒ Staff will continue to work with WisDOT NE Region staff to monitor and measure progress of STBG projects that have been awarded funds.
- ⇒ Staff will attend the FHWA Grants Management Workshop.
- ⇒ Staff will continue to work in cooperation with WisDOT and FHWA on the development, implementation and monitoring of performance measures and targets.
- ⇒ Staff will continue to work with public health partner organizations to evaluate the public health impact of transportation projects.
- ⇒ Staff will present at the Transportation Research Board Conference regarding the Communications Guide for Transportation Professionals working with Public Health Professionals.
- ⇒ Staff will continue to coordinate the internal equity and opportunity committee.
- ⇒ 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.
- ⇒ Update and monitor Title VI Plan and continue to work with internal subcommittee on Title VI policies/procedures.
- ⇒ Develop a performance measure report for the Appleton (Fox Cities) TMA and Oshkosh MPO.

## **2018 Highlights:**

- ◆ 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.
- ◆ Updated the Public Participation Plan for the
- ◆ Worked with FHWA's consultant to develop a case study for the Plan Works website.
- ◆ Worked with American Public Health Association on a case study regarding East Central's transportation and health program.
- ◆ GIS staff continues to update transportation datasets and began updating the existing and future land use for the Appleton (Fox Cities) TMA and Oshkosh MPO.



# 1313: NORTHEAST REGION TRAVEL DEMAND MODEL IMPROVEMENT PROGRAM

**Objectives:** In 2019 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.

## 2019 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 2019 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.
- ⇒ Update traffic analysis zones within the model to match the census block groups.
- ⇒ Continue to update employment data as new development occurs within the MPOs.
- ⇒ Continue to work with local municipalities to develop traffic scenarios for major developments.
- ⇒ Continue to use the miovision cameras at various locations to calibrate and validate the model.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 64,730</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 4,046</b>	<b>5.0%</b>
<b>ECWRPC:</b>	<b>\$ 12,137</b>	<b>15.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 80,913</b>	
<b>* Includes Model Consultant, if necessary</b>		

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>118</b>	<b>888</b>
MPO Director	80	600
Princ. Planner	0	0
Planner	38	288
<b>IT:</b>	<b>1</b>	<b>8</b>
<b>GIS:</b>	<b>20</b>	<b>150</b>
<b>TOTAL</b>	<b>139</b>	<b>1046</b>

Funding Availability Period Extension		
<b>Total Funding Available</b>		<b>\$55,000</b>
<b>PLANNING</b>		
MPO Director	270 hours	\$27,059
Planner	250 hours	\$15,795
<b>GIS</b>	<b>200 hours</b>	<b>\$11,732</b>

## 2018 Highlights:

- ◆ 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.

# 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.

## 2019 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, 1322, 1323, 1324, 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.
- ⇒ Continue to work with public health professionals on integrating health into transportation programming.
- ⇒ Update the congestion management plan for the Appleton (Fox Cities) TMA and ensuring that it is aligned with the Long Range Land Use Transportation Plan.
- ⇒ Staff will continue to ensure that the performance measures and targets are aligned with the MPO plans and programs.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 212,436.00</b>	80.0%
<b>WisDOT - PL:</b>	<b>\$ 12,532.21</b>	4.7%
<b>ECWRPC</b>	<b>\$ 40,576.34</b>	15.3%
<b>ELEMENT TOTAL:</b>	<b>\$ 265,544.75</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>576</b>	<b>4321</b>
MPO Director	49	370
Princ. Planner	74	558
Planner	452	3393
<b>IT:</b>	<b>2</b>	<b>15</b>
<b>GIS:</b>	<b>157</b>	<b>1179</b>
<b>TOTAL</b>	<b>735</b>	<b>5515</b>

# 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.

## 2019 Deliverables:

- ⇒ Staff will update the Congestion Management Plan for the Appleton TMA in conjunction with the Long Range Land Use Transportation Plan.
- ⇒ Major work effort for 2019 to continue to develop, implement, and monitor performance measures and targets.
- ⇒ 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		
<b>FHWA - PL:</b>	<b>\$ 53,389</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 3,367</b>	<b>5.0%</b>
<b>ECWRPC</b>	<b>\$ 9,980</b>	<b>15.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 66,736</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>110</b>	<b>823</b>
MPO Director	18	135
Princ. Planner	25	188
Planner	67	500
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>15</b>	<b>110</b>
<b>TOTAL</b>	<b>124</b>	<b>933</b>

## 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 2018, 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.

## 2019 Deliverables:

- ⇒ TIPS will be prepared containing a four year programming elements.
- ⇒ STP Urban Projects will be reviewed and selected for construction years 2023 and 2024. 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.
- ⇒ Staff will develop the 2020 TIPs for the Appleton (Fox Cities) TMA and Oshkosh MPO.
- ⇒ Worked with WisDOT NE Region staff on STP-Urban Project updates and status of projects.
- ⇒ Staff will continue to work with WisDOT and FHWA to implement performance based selection process for the STBG program.
- ⇒ Staff will continue to work with GIS to explore a GIS application that would assist MPOs in their STBG selection process.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 41,146</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 2,572</b>	<b>5.0%</b>
<b>ECWRPC:</b>	<b>\$ 7,715</b>	<b>15.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 51,433</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>65</b>	<b>490</b>
MPO Director	7	53
Princ. Planner	12	87
Planner	47	350
<b>IT:</b>	<b>2</b>	<b>15</b>
<b>GIS:</b>	<b>28</b>	<b>210</b>
<b>TOTAL</b>	<b>95</b>	<b>715</b>

## 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.

# 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.

## 2019 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 communities and non-traditional partners to implement a wayfinding signage program.
- ⇒ Continue to conduct bicycle and pedestrian counts for local communities and WisDOT.
- ⇒ Continue to implement Complete Streets policies within the MPOs and work with local communities to develop their complete streets policies.
- ⇒ Staff will work with a consultant to develop a scope for an economic impact study for bicycling and walking.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 122,975.00</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 6,911.01</b>	<b>4.5%</b>
<b>ECWRPC</b>	<b>\$ 23,832.74</b>	<b>15.5%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 153,718.75</b>	
<b>*Includes Consultant - if necessary</b>		

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>216</b>	<b>1617</b>
MPO Director	7	54
Princ. Planner	31	233
Planner	177	1330
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>62</b>	<b>466</b>
<b>TOTAL</b>	<b>278</b>	<b>2083</b>

## 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.
- ◆ Developed complete streets policies for the Appleton (Fox Cities) and Oshkosh MPOs.
- ◆ Worked with WisDOT and the transportation alternatives program selection committee to select TAP projects for the Appleton (Fox Cities) TMA.

# 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.

## 2019 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
- ⇒ Continue to work to update 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		
<b>FHWA - PL:</b>	<b>\$ 57,934</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 3,673</b>	<b>5.1%</b>
<b>ECWRPC:</b>	<b>\$ 10,810</b>	<b>14.9%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 72,417</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>130</b>	<b>973</b>
MPO Director	3	23
Princ. Planner	0	0
Planner	127	950
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>25</b>	<b>190</b>
<b>TOTAL</b>	<b>155</b>	<b>1163</b>

## 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.

## 2019 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		
<b>FHWA - PL:</b>	<b>\$ 15,653</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 978</b>	<b>5.0%</b>
<b>ECWRPC</b>	<b>\$ 2,935</b>	<b>15.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 19,566</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>16</b>	<b>118</b>
MPO Director	9	68
Princ. Planner	0	0
Planner	7	50
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>19</b>	<b>140</b>
<b>TOTAL</b>	<b>34</b>	<b>258</b>

## 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.

## 2019 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		
<b>FHWA - PL:</b>	<b>\$ 20,419</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 1,276</b>	<b>5.0%</b>
<b>ECWRPC</b>	<b>\$ 3,829</b>	<b>15.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 25,524</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>40</b>	<b>301</b>
MPO Director	5	38
Princ. Planner	7	50
Planner	28	213
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>8</b>	<b>63</b>
<b>TOTAL</b>	<b>49</b>	<b>364</b>

## 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 2019.
- ◆ Working to connect storm water management to transportation planning.
- ◆ Continuing to work with local sustainability committees.



# APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATION 2019 MEETING SCHEDULE

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 8	1:30 p.m.	Baseline Performance Measures/PEAs/TIP/ 2019 WP Amendment	TC
Tuesday, January 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, January 25	10:00 a.m.	Staff and TC Committee Reports/PEAs/TIP Action	PB
Monday, April 1	10:00 a.m.	Review and discussion Baseline Measures/Targets/TIP	TAC
Tuesday, April 9	1:30 p.m.	Review and discussion Baseline Measures/Targets/TIP	TC
Tuesday, April 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Friday, April 26	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 9	1:30 p.m.	Performance Based Planning update/TIP/Special Studies Report	TC
Tuesday, July 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, July 26	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 8	1:30 p.m.	2019 WP/LRTP Implementation Discussion/TIP	TC
Tuesday, October 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, October 25	10:00 a.m.	2019 WP Action/Committee Reports/TIP	PB

Last Updated 9-9-18

*Long Range Transportation Plan (LRTP)*

*Transportation Improvement Plan (TIP)*

*Transit Development Plan (TDP)*

*Unified Transportation Work Program (WP)*

*Planning Emphasis Areas (PEAs)*

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

## SECTION 2.3 - METROPOLITAN PLANNING FACTORS FOR APPLETON (FOX CITIES) TMA AND OSHKOSH MPO—2019

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

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

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2019 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

**Table 7: Metropolitan Planning Factors to be Considered in the 2019 UPWP for Appleton (Fox Cities) TMA and Oshkosh MPO**

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
<b>1311 Program Support and Administration for Appleton (Fox Cities) and Oshkosh MPO</b>										
2020 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration and Public Relations	X			X	X	X	X			
<b>1312 - Appleton (Fox Cities) and Oshkosh Long Range Transportation/Land Use Major Updates</b>										
Public Participation Process	X			X	X	X				
Long Range Land Use Transportation Plan	X	X	X	X	X	X	X	X	X	X
Transportation Planning Datasets	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Long Range Land Use Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
<b>1313 - Northeast Region Travel Demand Model Improvement Program</b>										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
<b>1321 - Short Range Street and Highway Planning - Congestion Management Process (CMP)</b>										
Corridor Studies	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
<b>1322 - Appleton (Fox Cities) and Oshkosh Transportation Improvement Program (TIP)</b>										
2020-2024 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
<b>1323 - Appleton (Fox Cities) and Oshkosh Multi-Modal/Transportation Alternatives Program</b>										
Bicycle and Pedestrian Program, Policy and Infrastructure	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
<b>1324 - Transit and Specialized Transportation Development and Coordination/Safety and Security</b>										
Implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Special Transit Studies	X	X	X	X	X	X	X	X	X	

<b>1325 - Transportation Alternatives Activities in the Fox River Corridor</b>										
Implementation of the Fox River Corridor Bicycle and Pedestrian Network	X	X	X	X	X	X	X	X	X	X
Planning assistance to Communities and Agencies along the Fox River Corridor	X			X	X	X	X			
<b>1326 - Transportation Planning Promoting Sustainability, Livability, Energy Conservation and Minimizing Environmental Impacts</b>										
Evaluation of public health impacts with transportation projects and policies	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X

## SECTION 2.4—APPLETON (FOX CITIES) TMA AND OSHKOSH MPO SELF-CERTIFICATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **SECTION 3**

# **REGIONAL TRANSPORTATION PROGRAM**





**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION BOARD**

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Ken Robl  
Robert Schmeichel

**EX-OFFICIO MEMBERS**

Jill Michaelson, WisDOT  
Ronald McDonald, Valley Transit

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

### EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

### COMMISSION COMMITTEE STRUCTURE

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



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

Work Program Elements for the Regional Transportation Work Program are outlined in the following pages.

Table 8: ECWRPC Regional Transportation Work Program Budget - 2019

Table 8: ECWRPC Regional Transportation Work Program Budget - 2019								
			FHWA/FTA		WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1330</b>	<b>Regional Transportation Program (SPR)</b>							
1331	Program Administration/Support	\$ 14,396.00	\$ 11,523.00	80.0%	\$ 1,436.00	10.0%	\$ 1,437.00	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 35,008.00	\$ 28,000.00	80.0%	\$ 3,504.00	10.0%	\$ 3,504.00	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 28,562.00	\$ 22,850.00	80.0%	\$ 2,856.00	10.0%	\$ 2,856.00	10.0%
	<b>Total Regional Transportation Program</b>	<b>\$ 77,966.00</b>	<b>\$ 62,373.00</b>	<b>80.0%</b>	<b>\$ 7,796.00</b>	<b>10.0%</b>	<b>\$ 7,797.00</b>	<b>10.0%</b>

## SECTION 3.2 -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.

### 2019 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		
<b>FHWA - SPR:</b>	<b>\$ 62,373</b>	<b>80.0%</b>
<b>WisDOT - SPR:</b>	<b>\$ 7,797</b>	<b>10.0%</b>
<b>ECWRPC</b>	<b>\$ 7,797</b>	<b>10.0%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 77,967</b>	

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

# 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.

## 2019 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.
- ⇒ Staff will continue to submit reimbursement requests and projects reports.

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

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

## 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.

## 2019 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.
- ⇒ Continue to work with rural local municipalities to update their data in WISLR and PASER.

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

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

## Previous Work:

- ◆ In 2018, 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 update and approve their bicycle and pedestrian plan.

# 1333 WORK ITEM: REGIONAL COMPREHENSIVE PLANNING/ TRANSPORTATION ELEMENT

**Objectives:** In 2019 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.

## 2019 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 including but not limited to crash data, functional classification data, centerline data, bicycle and pedestrian network data, etc.
- ⇒ Continue to work on corridor studies with regional significance.
- ⇒ Continue to work with local government staff and WisDOT staff regarding the STH 29 project.

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

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

## 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 29 in Shawano.

## SECTION 3.3—REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION

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

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

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

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

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

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

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

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

**Commission Compliance:** *East Central Wisconsin Regional Planning Commission complies with the above provisions by the Commission Board through the approval of the Regional Transportation Work Program.*



## **Work Product**

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

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

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

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

## **Prohibited Interest**

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

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

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

## **Funding and Payment**

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

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

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

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

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

## **Article IX: Cost Principles**

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

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

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

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

## **Property Utilization and Management**

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

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

## **Records and Audits**

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

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

### **Certification Regarding Lobbying**

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

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





**SECTION 4**  
**2019 FOND DU LAC MPO**  
**WORK PROGRAM & BUDGET**



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

**POLICY BOARD**

**VOTING MEMBERS:**

Allen Buechel, Chair—Fond du Lac County  
Dyann Benson, Vice Chair—City of Fond du Lac  
Joe Moore—City of Fond du Lac  
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

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

### THE FOND DU LAC MPO

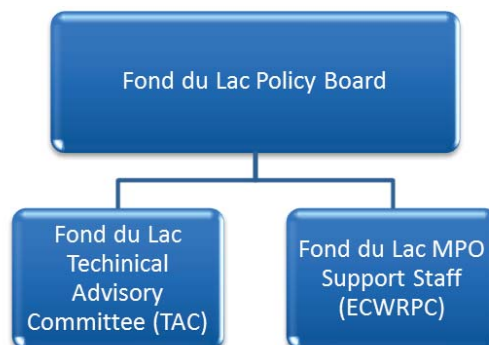
The Fond du Lac Area MPO was formed in late 2002, based on the 2000 Census. The urbanized area includes the City of Fond du Lac, the Village of North Fond du Lac, the Village of Eden, and portions of the towns of Eden, Empire, Friendship, Fond du Lac, and Taycheedah. The MPO policy board and technical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

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

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

### MPO COMMITTEE STRUCTURE

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



### FOND DU LAC MPO 2019 WORK PROGRAM DELIVERABLES

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



# Map 5 Fond du Lac Metropolitan Planning Organization

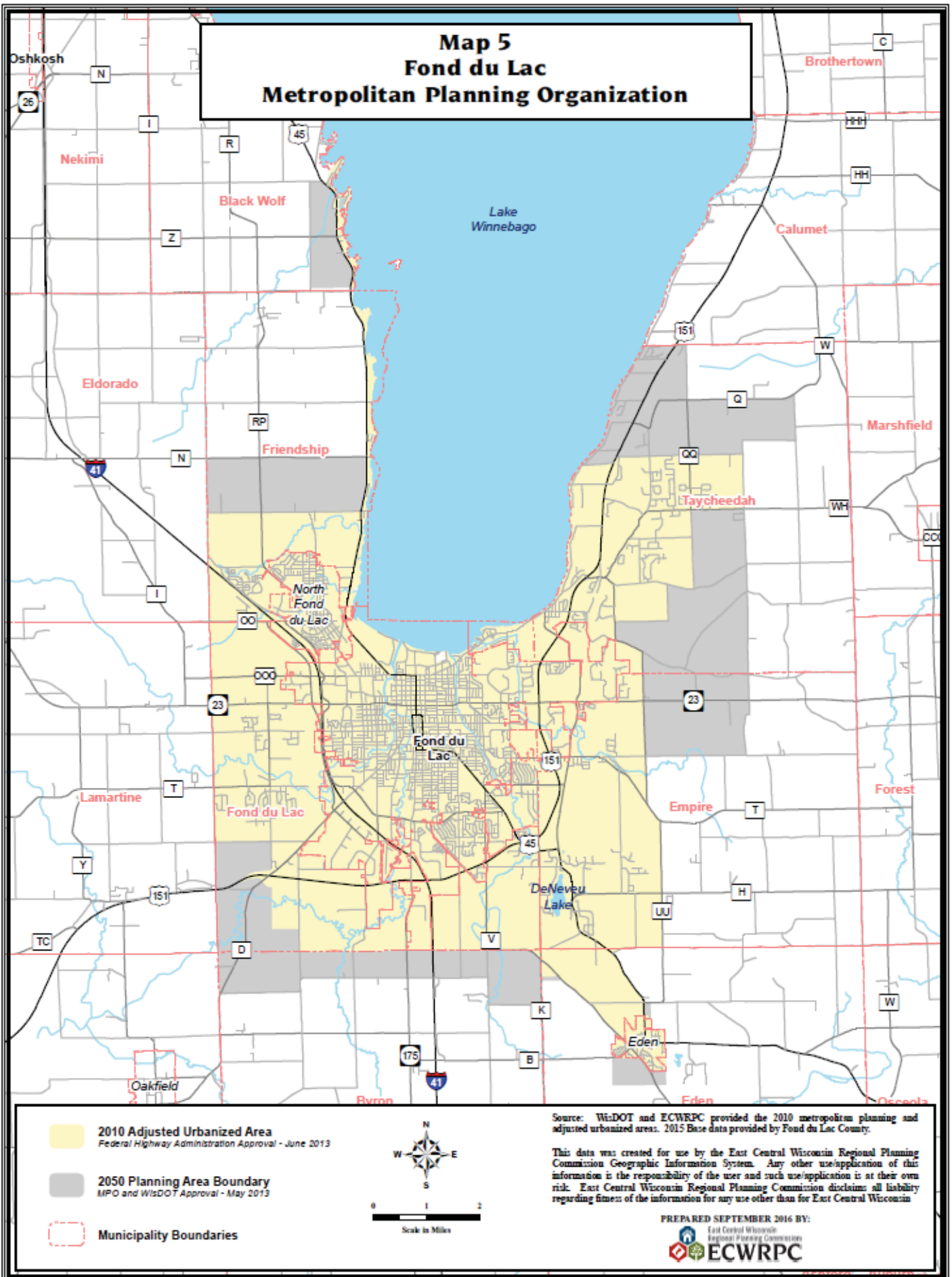


Table 9: Fond du Lac MPO 2019 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
<b>1340</b>	<b>Fond du Lac MPO Program (PL)</b>							
1341	Program Administration/Support	\$ 14,858.00	\$ 11,887.40	80.0%	\$ 713.18	4.8%	\$ 2,258.42	15.2%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 53,224.00	\$ 42,579.20	80.0%	\$ 2,548.83	4.8%	\$ 8,100.63	15.2%
1343	Short Range/Multi-Modal Transportation Planning	\$ 14,798.00	\$ 11,838.40	80.0%	\$ 704.64	4.8%	\$ 2,249.30	15.2%
1344	Transportation Improvement Program (TIP)	\$ 25,425.88	\$ 20,340.70	80.0%	\$ 1,144.16	4.5%	\$ 3,941.01	15.5%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 18,930.00	\$ 15,143.00	80.0%	\$ 933.00	4.9%	\$ 2,854.00	15.1%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 8,517.87	\$ 6,814.30	80.0%	\$ 383.30	4.5%	\$ 1,320.27	15.5%
	<b>Total Fond du Lac MPO Program</b>	<b>\$ 135,753.75</b>	<b>\$ 108,603.00</b>	<b>80.0%</b>	<b>\$ 6,427.13</b>	<b>4.7%</b>	<b>\$ 20,723.62</b>	<b>15.3%</b>

## SECTION 4.2 - 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC METROPOLITAN PLANNING ORGANIZATION (MPO) —2019

**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).

### 2019 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.

FUNDING SOURCES		
FHWA - PL:	\$ 108,603	80.0%
WisDOT - PL:	\$ 6,427	4.7%
ECWRPC:	\$ 20,723	15.3%
ELEMENT TOTAL:	\$ 135,753.75	

STAFF ALLOCATIONS		
	DAYS	HOURS
<b>PLANNING:</b>	<b>191</b>	<b>1435</b>
MPO Director	37	275
Princ. Planner	22	162
Planner	133	998
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>54</b>	<b>405</b>
<b>TOTAL</b>	<b>245</b>	<b>1840</b>

# 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC METROPOLITAN PLANNING ORGANIZATION (MPO) —2019 PLANNING DOCUMENT SCHEDULE

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, approval October 4, 2017  2019 Planning Work Program for the Fond du Lac Metropolitan Planning Organization—anticipated approval October 3, 2018
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— <a href="http://www.ecwrpc.org/programs/fond-du-lac-mpo/obligated-projects/">http://www.ecwrpc.org/programs/fond-du-lac-mpo/obligated-projects/</a>
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.

## 2019 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) Technical Advisory Committee and the Policy Board meeting which 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
  - Attend MPO Directors Meetings
  - Submit reimbursement requests and progress reports
  - Attend trainings as related to work program activities including FHWA Grant Management Workshop in March, 2019

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 11,887</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 713</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 2,258</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 14,858.00</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>21</b>	<b>159</b>
MPO Director	13	95
Princ. Planner	9	64
Planner	0	0
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>21</b>	<b>159</b>

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

## 2019 Deliverables:

- ⇒ Planning and technical support for the Fond du Lac Metropolitan Planning Organization (MPO) includes the following:
- ⇒ Update the Long Range Land Use Transportation Plan
  - Task 1: Project Management
  - Task 2: Public Outreach and Coordination
  - Task 3: Long Range Land Use and Transportation Plan Update
    - Task 3.1: Introduction
    - Task 3.2: Regional Trends
    - Task 3.3: Regional Transportation System and Infrastructure
    - Task 3.4: System Development and Recommendations
    - Task 3.5: Planned Investments and Funding
    - Task 3.6: Summary of Strategies and Monitoring
    - Task 3.7: Plan Implementation and Monitoring
    - Task 3.8: Plan Review and Approvals
- ⇒ Update GIS datasets for the Fond du Lac MPO.
- ⇒ Staff will continue to participate in the Transportation Equity Caucus monthly meetings
- ⇒ 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.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 42,579</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 2,549</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 8,101</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 53,224.00</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>72</b>	<b>538</b>
MPO Director	11	83
Princ. Planner	10	75
Planner	51	380
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>29</b>	<b>220</b>
<b>TOTAL</b>	<b>101</b>	<b>758</b>

- ⇒ Update and monitor Title VI Plan and continue to work with internal subcommittee on Title VI policies/procedures.
- ⇒ Staff will update the Title VI and Non-Discrimination Plan.
- ⇒ Staff will develop a Performance Measure Report in conjunction with the Long Range Land Use Transportation Plan.
- ⇒ Major work effort for 2019 will be the establishment of targets for the performance measures developed as part of the LRTP and implementation of the performance measures.

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

## ***2019 Deliverables:***

- ⇒ Staff will participate in the City of Fond du Lac Connected/ Autonomous Vehicles (CAVs) roundtable committee
- ⇒ Continue to work with local communities, the MPO and WisDOT on the STH 23 reconstruction project.

## ***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.
- ◆ Staff worked with local municipalities to place microvision cameras at various intersections to develop traffic count information.

# 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.

## 2019 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.
- ⇒ Continue to work with the Fond du Lac MPO and the City of Fond du Lac to pursue a Complete Streets Policy.
- ⇒ Staff will continue to work with the City of Fond du Lac staff to evaluate bicycle and pedestrian facilities within the City.
- ⇒ Staff will participate in the City of Fond du Lac Bicycle and Pedestrian Committee.
- ⇒ Staff will continue to connect the Safe Routes to School Bicycle and Walk Audit results to the implementation infrastructure improvements.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 11,838.40</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 704.64</b>	<b>4.8%</b>
<b>ECWRPC:</b>	<b>\$ 2,249.30</b>	<b>15.2%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 14,798.00</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>23</b>	<b>173</b>
MPO Director	2	15
Princ. Planner	3	23
Planner	18	135
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>3</b>	<b>22</b>
<b>TOTAL</b>	<b>26</b>	<b>195</b>

- ⇒ Staff will work with the City of Fond du Lac staff on evaluating the Maggie Trail Connection.

## 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 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.

## 2019 Deliverables:

- ⇒ A 2020-2024 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 2019 to 2022. 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 will review quarterly progress reports from WisDOT NE Region staff regarding the STBG projects and their progress.
- ⇒ Update the TIP to include performance measures and targets to guide the project selection process.
- ⇒ Staff will ensure that the performance measure report is consistent with the transportation improvement plan.
- ⇒ Develop measures to identify the benefit of a project to improve the regional system.
- ⇒ Develop a TIP that is compliant with the FAST Act.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 20,341</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 1,144</b>	<b>4.5%</b>
<b>ECWRPC:</b>	<b>\$ 3,941</b>	<b>15.5%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 25,425.88</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>43</b>	<b>321</b>
MPO Director	3	23
Princ. Planner	0	0
Planner	40	298
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>7</b>	<b>50</b>
<b>TOTAL</b>	<b>49</b>	<b>371</b>

## 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

# 1345 WORK ITEM: FOND DU LAC MPO 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.

## 2019 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 Commuter Service Study 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 the City of Fond du Lac staff, Fond du Lac Transit staff and staff from Mercury Marine to evaluate potential transit routes to Mercury Marine.

\*The Commuter Service Study is funded through 5304 funds.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 15,143</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 933</b>	<b>4.9%</b>
<b>ECWRPC:</b>	<b>\$ 2,854</b>	<b>15.1%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 18,930</b>	

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>23</b>	<b>173</b>
MPO Director	3	23
Princ. Planner	0	0
Planner	20	150
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>11</b>	<b>83</b>
<b>TOTAL</b>	<b>34</b>	<b>256</b>

## Previous Work:

- ◆ The completion of the previous Fond du Lac Area Transit 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.
- ◆ Work with Fond du Lac Area Transit to Update and approve their Title VI Transit Plan.

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

**Objectives:** In 2019 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.

## 2019 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 2019 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 with the City of Fond du Lac staff on evaluating bridges within the City and helping them to prioritizing maintenance on the bridges.
- ⇒ Work with communities within the Fond du Lac MPO on the PSAP program.
- ⇒ Update the travel demand model traffic analysis zone to ensure that census block groups align with the TAZs.
- ⇒ Continue to work with WisDOT staff on updating the travel demand model.

\*The Commuter Service Study is funded through 5304 funds.

FUNDING SOURCES		
<b>FHWA - PL:</b>	<b>\$ 6,814</b>	<b>80.0%</b>
<b>WisDOT - PL:</b>	<b>\$ 383</b>	<b>4.5%</b>
<b>ECWRPC:</b>	<b>\$ 1,320</b>	<b>15.5%</b>
<b>ELEMENT TOTAL:</b>	<b>\$ 8,518</b>	
<b>* Includes Model Consultant - if necessary</b>		

STAFF ALLOCATIONS		
	<b>DAYS</b>	<b>HOURS</b>
<b>PLANNING:</b>	<b>10</b>	<b>73</b>
MPO Director	5	38
Princ. Planner	0	0
Planner	5	35
<b>IT:</b>	<b>0</b>	<b>0</b>
<b>GIS:</b>	<b>4</b>	<b>30</b>
<b>TOTAL</b>	<b>14</b>	<b>103</b>

## 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.

# FOND DU LAC METROPOLITAN PLANNING ORGANIZATION 2019 MEETING SCHEDULE

## *MPO Policy Board and Technical Advisory Committee*

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, February 6	10:00 a.m.	Review/Discuss LRTP Baseline Performance Measures/PEAs/TIP	PB/TAC
Tuesday, April 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, May 8	10:00 a.m.	Review/Discuss of LRTP Performance Measure Targets	PB
		2019 schedule/planning activity/MPO Membership update	
TBD May/June	TBD	WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO staff
Wednesday, June 5	10:00 a.m.	Performance Measures and Targets/TIP Candidate Project Listing Review	TAC
Wednesday, July 10	10:00 a.m.	TIP/FAST Act/PEAs/LRTP Implementation/Special Studies	PB
Tuesday, July 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Wednesday, September 11	10:00 a.m.	PEAs/2019 WP/FAST Act Update/TIP Project Review Discussion	TAC
Wednesday, October 2	10:00 a.m.	2020 WP Action/TIP Project Review Discussion	PB
Tuesday, October 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Wednesday, November 6	10:00 a.m.	Study updates/2018 WP Priorities	PB/TAC

Last Updated 09-27-18

*Long Range Transportation Plan (LRTP)*

*Transportation Improvement Plan (TIP)*

*Transit Development Plan (TDP)*

*Unified Transportation Work Program (WP)*

*Planning Emphasis Areas (PEAs)*

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

## SECTION 4.3 - METROPOLITAN PLANNING FACTORS FOR FOND DU LAC MPO—2019

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

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

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2019 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

**Table 10: Metropolitan Planning Factors to be Considered in the 2019 UPWP for Fond du Lac MPO**

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
<b>1341 Program Support and Administration</b>										
2020 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration and Public Relations	X			X	X	X	X			
<b>1342 Fond du Lac Long Range Land Use Transportation Plan</b>										
Public Participation Process	X			X	X	X				
Long Range Land Use Transportation Plan	X	X	X	X	X	X	X	X	X	X
Transportation Planning Datasets	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Long Range Land Use Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
<b>1343 Fond du Lac MPO Short Range Multi-Modal Performance Measures and Monitoring</b>										
Corridor Studies	X	X	X	X	X	X	X	X	X	X
Bicycle and Pedestrian Program, Policy and Infrastructure	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
<b>1344 Fond du Lac Transportation Improvement Program (TIP)</b>										
2020-2024 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
<b>1345 Fond du Lac MPO Transit and Specialized Transportation</b>										
Implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Special Transit Studies	X	X	X	X	X	X	X	X	X	
<b>1346 Fond du Lac MPO Travel Demand Model Improvement Program</b>										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X

## SECTION 4.4 - FOND DU LAC MPO SELF-CERTIFICATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





## APPENDICES





## **APPENDIX A**

# **RESOLUTIONS OF ADOPTION**



## **REAFFIRMATION - RESOLUTION 27-18**

### **ADOPTING THE 2019 UNIFIED TRANSPORTATION WORK PROGRAM AND THE ANNUAL MPO SELF CERTIFICATION AND THE REGIONAL TRANSPORTATION PROGRAM SELF CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

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

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

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

**WHEREAS**, the Policy Board has reviewed the transportation planning activities outlined in the 2019 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPOs, WisDOT, and FHWA; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization adopts the 2019 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, 2018  
Submitted By: Steering Committee  
Prepared By: Eric Fowle, Executive Director

  
Martin Farrell, Chair – Fond du Lac Co.

**RESOLUTION NO. 36-18**

**AMENDING THE 2019 TRANSPORTATION WORK PROGRAM AND BUDGET AND  
REQUESTING AN EXTENSION OF THE FUNDING ELIGIBILITY PERIOD TO COMPLETE  
WORK FROM CALENDAR YEAR 2018**

**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 final 2019 Transportation Budget and Work Program was adopted by the Transportation Committee and the Steering Committee on October 26, 2018, and;

**WHEREAS**, based on circumstances not expected, including reductions in available staff time and redirected and expanded work efforts, not all of the activities in the WisDOT and FHWA Transportation Program will be completed as originally scheduled, and;

**WHEREAS**, the funding amount estimated to be approximately \$100,000 (+ or – 10%) that includes about \$80,000 federal, \$5,000 state, and \$15,000 local share, would be utilized to complete the work if approved by FHWA and WisDOT, and;

**WHEREAS**, the capacity of the agency now exists to complete the unfinished 2018 work program activities and expend these dollars within the first quarter of 2019;

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

**Section 1:** That the Commission amends the 2019 Budget and Work Program to reflect the funding adjust and schedule for work based on an extended funding eligibility period.

Effective Date: October 26, 2018

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

Prepared By: Melissa Kraemer Badtke, Principal Transportation Planner

  
Martin Farrell, Chair – Fond du Lac Co.



**RESOLUTION 08-18**

**ADOPTION OF THE 2019 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

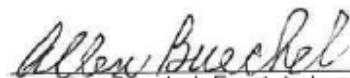
**WHEREAS**, the Policy Board has reviewed the transportation planning activities outlined in the 2018 Unified Transportation Work Program and finds them consistent with the transportation planning process and desires of the MPO.

**NOW, THEREFORE, BE IT RESOLVED** that the Policy Board of the Fond du Lac Metropolitan Planning Organization adopts the 2019 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 3, 2018**



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



**RESOLUTION NO. 03-19**

**AMENDING THE 2019 TRANSPORTATION WORK PROGRAM AND BUDGET**

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

**WHEREAS**, the final 2019 Transportation Budget and Work Program was adopted by the Commission on October 26, 2018, and;

**WHEREAS**, additional funding was available for the Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization (MPO), and;

**WHEREAS**, the funding amount estimated to be approximately \$12,679 that includes \$10,143 federal funds, and \$2,536 local share, would be utilized to complete the work if approved by FHWA and WisDOT, and;

**WHEREAS**, the additional funds will be utilized to complete program activities as outlined within the 2019 Transportation Work Program;

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

**Section 1:** That the Commission amends the 2019 Budget and Work Program to reflect the additional funding.

Effective Date: January 8, 2019

Submitted By: Transportation Committee

Prepared By: Melissa Kraemer Badtke, Principal Transportation Planner

A handwritten signature in blue ink, appearing to read "Martin Farrell", is written over a horizontal line.

Martin Farrell, Chair – Fond du Lac Co.





## **APPENDIX B**

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



# **2018 EQUITY AND OPPORTUNITY ANNUAL REPORT**

## **TITLE VI**

*October, 2018*

*Prepared by the:*

*East Central Wisconsin Regional Planning Commission (ECWRPC)*



# 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](mailto:wraith@ecwrpc.org); or visit ECWRPC's office at 400 Ahnaip Street, Menasha, WI 54952. For more information, visit <http://www.ecwrpc.org/about-ecwrpc/title-vi/>

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

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

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

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

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

- ⇒ Agency website [[www.ecwrpc.org](http://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](mailto:wraith@ecwrpc.org)  
(920) 751-4770

## **GENERAL RESPONSIBILITIES**

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

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

## 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
WinnebagoLand Housing Coalition	WinnebagoLand Housing Coalition	1/3/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh Area	Meeting
Fond du Lac Continuum of Care	Advocap, Inc.	1/10/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac Area	Meeting
Fox Cities Housing Coalition	Menasha Boys and Girls Club	1/17/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers and others in the Fox Cities Area	Meeting
Framing Health Equity	THRIVE WI	1/31/2018	1 Hour	Missy and Kim	Training for Health Equity	Webinar
Hispanic Interagency Meeting	Casa Hispania	2/1/2018	2 hours	Kathy	Monthly meeting to connect with service providers in Casa Hispania	Meeting
Fox Valley THRIVES Core Team Meeting	Fox Valley THRIVES	2/5/2018	2 hours	Kim	Core team meeting to discuss how FVT can best advance health equity in the Fox Valley	Meeting
WinnebagoLand Housing Coalition	WinnebagoLand Housing Coalition	2/7/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh Area	Meeting
Celebrate Diversity Fox Cities	The Building for Kids	2/11/2018	2 hours	Kathy	Diversity Discovery Day	Event
Fond du Lac Continuum of Care	Advocap, Inc.	2/14/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac Area	Meeting
Fox Cities Housing Coalition	Menasha Boys and Girls Club	2/21/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers and others in the Fox Cities Area	Meeting
Hispanic Interagency Meeting	Casa Hispania	3/1/2018	2 hours	Kathy	Monthly meeting to connect with service providers in Casa Hispania	Meeting

# TITLE VI

## EQUITY AND OPPORTUNITY EDUCATION & OUTREACH TRACKER

Training Name	Provider/Host	Date	Duration of Training	Staff	Description	Activity
Advancing Racial Equity: The Role of Government	Government Alliance on Race and Equity & Racial Equity Alliance	3/7/2018	8 hours	Kim, Ashley and Missy	Training on Racial Equity in WI	Education
US DOT 2018 Civil Rights Symposium	U.S.DOT Office of Civil Rights - Session 1	3/13/2018	1 hour	Walt and Missy	Annual 3 - 4 day training and workshop, web training.	Education
US DOT 2018 Civil Rights Symposium	U.S.DOT Office of Civil Rights - Session 6	3/14/2018	1 hour	Walt and Missy	How May I help You, Reasonable Accommodations	Education
US DOT 2018 Civil Rights Symposium	U.S.DOT Office of Civil Rights - Session 7	3/14/2018	1 hour	Walt and Missy	Public Involvement	Education
Fond du Lac Continuum of Care	Advocap, Inc.	2/14/2018	1 hour	Kathy	Monthly meeting to connect with housing service providers & others in the Fond du Lac area	Meeting
US DOT 2018 Civil Rights Symposium	U.S.DOT Office of Civil Rights - Session 8	3/15/2018	1 hour	Walt	Why discussing harassment is important	Education
US DOT 2018 Civil Rights Symposium	U.S.DOT Office of Civil Rights - Session 10	3/15/2018	1 hour	Walt	Inclusion and Equity, transportation entities	Education
Winnebagoland Housing Coalition	Winnebagoland Housing Coalition	4/4/2018	2 hours	Kathy	Monthly meeting to connect with housing service providers & others in the Oshkosh Area	Meeting
Engaging Students with Disabilities	SRTS National Partnership	6/19/2018	1 hour	Ashley, Tyler, and Missy	Webinar sharing examples of how to engage students with disabilities in SRTS programs	Webinar
ECWRPC Staff Collaboration Meeting	ECWRPC	8/21/2018	15 minutes	Tom Facilitated	Initial training with ECWRPC Staff	Education
City of Madison Comprehensive Plan: Embedding Health and Equity into Comprehensive Planning	UW Madison MATCH	8/30/2018	1.5 hours	Tom and Kim	Webinar to share how health and equity was included in City of Madison Comprehensive Plan	Webinar

# 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

## 2018 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 American Public Health Association to develop a case study on how East Central has worked with partner organizations to advance transportation equity.
- ⇒ 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.
- ⇒ Connect with local diversity coordinators within the region and discuss opportunities to partner with their organizations.

# **WisDOT AND ECWRPC TITLE VI SUBRECIPIENT NONDISCRIMINATION AGREEMENT**



**FHWA-SUBRECIPIENT  
TITLE VI/NONDISCRIMINATION  
AGREEMENT & ASSURANCES  
FFY 2019**

This signed **FHWA- Subrecipient Title VI/Nondiscrimination Agreement and Assurances FFY 2019**, herein referred to as "**Agreement and Assurances**," is a requirement of all of WisDOT's FHWA subrecipients. This **Agreement and Assurances** and the annual **WisDOT Title VI/Nondiscrimination Subrecipient Survey** are REQUIRED by ALL FHWA Subrecipients to meet the FHWA requirements for a **Title VI Annual Implementation Plan** and a **Title VI Annual Accomplishments Report**. Subrecipients of Federal Transit Administration (FTA) funds must submit a separate Title VI Plan to the WisDOT, Bureau of Planning and Economic Development (BOPED) for review.

**Instructions:**

1. Fill-in all blanks with the appropriate information (search for the word "Click")
2. Obtain the signature of the Executive Director or other responsible official on Page No. 11
3. Submit an organizational chart showing the position of your Title VI Coordinator
4. Submit Title VI goals for FFY 2019 (scan or attach to email when returning this signed **Agreement**)
5. Submit an outline or Table as described in VI.13.b below (scan or attach to email when returning this signed **Agreement**)

This **Agreement and Assurances** is between the Wisconsin Department of Transportation (WisDOT) and the East Central Wisconsin 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: Assistant Director/MPO Director/Title VI Coordinator

Employing Organization: East Central Wisconsin Regional Planning Commission

Mailing Address: 400 Ahnaip Street, Suite 100, Menasha, WI 54952

Email Address: wraith@ecwrpc.org

Phone: 920 751-4770 Fax : n/a

Name of the Signatory of this document (see p.10): Eric W. Fowle, AICP – Executive Director

Does your organization require the approval of a Board or Commission to execute this **Agreement and Assurances** (click on box to insert "X")? Yes ☒ No ☐

If yes, provide date of expected Board or Commission approval: October 26, 2018

## **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 FHWA

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 2019*** (hereinafter 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.

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

## II. Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient 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's Responsible Official 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:

### A. Nondiscrimination Statutes

- **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides:** No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 504 of the Rehabilitation Act of 1973, 42 U.S.C. 794, et seq., provides:** No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.

- **Age Discrimination Act of 1975, 42 U.S.C. 6101, provides:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Federal Aid Highway Act of 1973, 23 U.S.C. 324, provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987, P.L. 100-209, provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.
- **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, et seq., provides:** No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.
- **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, et seq., provides:** No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.

## **B. Regulations**

- 23 Code of Federal Regulations (CFR) 1.36, Compliance with Federal Laws and Regulations
- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 28 CFR 35, Nondiscrimination on the Basis of Disability in State and Local Government Services
- 28 CFR 36, Nondiscrimination on the Basis of Disability in Public Accommodations and in Commercial Facilities
- 28 CFR 42, Subpart C, Implementing Title VI of the Civil Rights Act of 1964
- 28 CFR 50.3, USDOJ's Guidelines Enforcement of Title VI of the Civil Rights Act of 1964
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- 49 CFR 27, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance
- 49 CFR 28, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation (DOT)

## **C. Executive Orders (E.O.)**

- E.O. 12250, Leadership and Coordination of Nondiscrimination Laws
- E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- E.O. 13166, Improving Access to Services for Persons with Limited English Proficiency

# **IV. Title VI Program**

## **A. Organization and Staffing**



1. The East Central Wisconsin Regional Planning Commission has a civil rights unit and a designated 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).
2. The Subrecipient has appointed or will appoint, within thirty days of signing this **Agreement and Assurances**, the above identified (see Page No. 1) 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.

## V. Assurances

### A. The Subrecipient, East Central Wisconsin Regional Planning Commission , hereby gives the following assurances consistent with 49 CFR Part 21.7:

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 subrecipients, 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 or the Wisconsin Department of Transportation 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. That 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. 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.

### **B. 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 set out in Part III of this document.
2. Circulate the Title VI Policy Statement throughout the Subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI

- compliance in accordance with this **Agreement and Assurances** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
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. Attach to this **Agreement and Assurances**, or otherwise provide WisDOT with a copy of the Subrecipient's organizational chart illustrating the level and placement of the STSC within thirty days of the signing of this **Agreement and Assurances**.
  6. Immediately notify WisDOT in writing of any changes to the Subrecipients' organizational chart, STSC, or STSC contact information.
  7. Process complaints of discrimination consistent with the provisions contained in this **Agreement and Assurances** (especially Section VII).
  8. Collect statistical data (race, color, national origin, sex, age, disability, low income, and limited English proficiency) of participants in, and beneficiaries of the programs and activities conducted by the Subrecipient.
  9. Conduct Title VI reviews of the Subrecipient program areas and activities, and reviews of contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
  10. Complete training programs on Title VI and related statutes, regulations and procedures.
  11. Annually submit the following information to comply with the FHWA requirement for a **Title VI Annual Accomplishments Report** for the coming FFY [as required under 23 CFR 200.9(11)] to WisDOT. Fully responding to the **WisDOT Title VI/Nondiscrimination Subrecipient Survey** will fulfill this requirement:
    - a) A description of FHWA Title VI issues that were identified
    - b) A description of discrimination that was prevented
    - c) A description of activities and efforts undertaken by the STSC, Program Area personnel, or others to monitor FHWA Title VI activities
    - d) A description of any corrective action taken on any discrimination issues
    - e) A description of the scope and conclusions of any special reviews (internal or external) conducted by the STSC or others within the Subrecipient Organization
    - f) A summary and status report on all Title VI complaints filed with the Subrecipient.
    - g) A description of major accomplishments regarding Title VI activities.
    - h) Any clarifying comments, descriptions of procedures, and any additional major goals for the following year

12. Annually submit the following information to WisDOT, Title VI Office to comply with the FHWA requirements for a **Title VI Annual Implementation Plan** for the coming FFY [as required under 23 CFR 200.9(11)]. This information should be submitted as an attachment to this **Agreement and Assurances**:

- a) Title VI/nondiscrimination goals for the following year
- b) An outline or Table showing planned Title VI monitoring and review activities for the coming year to include:
  - i. the name and title of who will be completing each Title VI Work Plan activity, and
  - ii. the target date for completion of Title VI Work Plan 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 (DBE), has been subjected to discrimination (based on race, color, national origin/low English proficiency, sex, age, disability or low income) by the Subrecipient or sub-grantees, contractors, consultants, subcontractors, transferees, successors in interest and other participants as prohibited by **Title VI of the Civil Rights Act of 1964**, or the **Civil Rights Restoration Act of 1987 as amended**, **Section 504 of the Rehabilitation Act of 1973** or the **Americans with Disabilities Act of 1990**), the **Age Discrimination Act of 1975**, or the **Federal Aid Highway Act of 1973**, may file a complaint with the Subrecipient STSC, the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or to the Federal Highway Administration (see contact information on Page No. 9). A complaint may also be filed by a representative on behalf of such a person.
2. In the event that a verbal complaint is made by a Complainant (hereinafter referred to as a "Verbal Complainant") of discrimination to an officer or employee of the Subrecipient, the Verbal Complainant shall be referred to the Subrecipient Title Six Coordinator (STSC) and will be asked to provide their name and contact information. The STSC will immediately refer the Verbal Complainant to the WisDOT, Title VI Coordinator 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 of the complaint to the Verbal Complainant for signature. The complaint shall then be forwarded to the FHWA, Wisconsin Division Office.
3. In order to have a complaint considered under this procedure, the Complainant (including Verbal Complaints, see 2. above) 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, WisDOT or FHWA may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.



4. 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. The following information should be included in the complaint:
  - a) Name, address, and phone number of the Complainant.
  - b) Name(s) and address(es) of alleged discriminating party or parties.
  - c) Basis and nature of the complaint (i.e., race, color, national origin, sex, age, disability, low income or LEP).
  - d) Date of alleged discriminatory act(s).
  - e) Date complaint originally received by the Subrecipient or WisDOT.
  - f) A statement or description of the complaint as provided by the Complainant.
  - g) Other agencies (state, local or Federal) where the complaint has been filed, if known.
  - h) An explanation of the actions the Subrecipient recommends to resolve the issue raised in the complaint.
5. Upon receiving a Title VI/Nondiscrimination complaint the STSC shall:
  - a) Forward all Title VI/nondiscrimination complaints to the WisDOT, OBOEC, Title VI Office (see contact information below).
  - b) Inform the Complainant that the complaint has been received and forwarded to the WisDOT, OBOEC, Title VI Office.

WisDOT will then forward complaints to the FHWA, Wisconsin Division Office, where it will be forwarded on to the FHWA Headquarters, Office of Civil Rights (HCR) for review and action.



**Send Complaints Regarding Subrecipient Services, Facilities or Employee(s) to:**

**Wisconsin Department of Transportation**  
OBOEC, Title VI Office  
Attn: Mary Robb, Title VI Coordinator  
4822 Madison Yards Way, 5<sup>th</sup> Floor South  
PO Box 7986  
Madison, Wisconsin 53707-7986  
Phone (608) 267-4489 Fax: (608) 267-3641  
[mary.rob主@dot.wi.gov](mailto:mary.rob主@dot.wi.gov)

**Send Complaints Regarding WisDOT Services, Facilities or Employee(s) at any location to:**

**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@dot.gov](mailto:CivilRights.FHWA@dot.gov)

**Complaints Regarding Transit May be Sent to:**

**U.S. Federal Transit Administration**  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

6. Within 10 days of receiving a complaint the WisDOT, Title VI Coordinator shall:
- a) Inform the Complainant that the allegation has been received
  - b) Forward all Title VI/nondiscrimination complaints against the Subrecipient organization to the FHWA, Wisconsin Division Office.
  - c) Forward all Title VI/nondiscrimination complaints regarding transit or transit systems to the WisDOT, Bureau of Transit and Local Roads or the Federal Transit Association (see FTA contact information above).
  - d) Forward all complaints against the Wisconsin Department of Transportation (WisDOT) or regarding its projects or activities, to the Federal Highway Administration, (FHWA) Wisconsin

- e) Division Office (see FHWA contact information on Page No. 9). Complaints concerning transit will be forwarded to the or to the Federal Transit Administration (see contact information above)
  - f) Inform the STSC and the Complainant that the complaint has been received and forwarded to the FHWA, Wisconsin Division Office.
7. FHWA HCR will undertake the final disposition of all Title VI complaints through (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to the FHWA, Wisconsin Division Office, WisDOT and the Subrecipient organization.

## VIII. Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **Agreement and Assurances**, WisDOT may take any or all of the following actions:

- A. 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.
- B. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
- C. Refer the case to the U.S. Department of Justice for appropriate legal proceedings.

*(continued on next page)*

## IX. Signatures

By signing this **Agreement and Assurances**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees and is guaranteeing responsibility for the execution and implementation of this **Agreement and Assurances** and agrees that the East Central Wisconsin Regional Planning Commission is performing the stated tasks and procedures or is seeking assistance from the Wisconsin Department of Transportation to perform all aspects of the Agreement and Assurances herein.

### Wisconsin Department of Transportation

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Signature/Title

Wisconsin Department of Transportation/OBOEC/Title VI Office

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Agency/Office

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Date

### Subrecipient Responsible Official:



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Responsible Official Signature

Executive Director

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Title

East Central Wisconsin Regional Planning Commission

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Subrecipient Agency/Organization

October 25, 2018

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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/sub-consultants, 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/consultant 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/consultant of the contractor's/consultant'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 agency that engages or hires the contractor/consultant 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 agency that engages or hires the contractor/consultant 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 (continued)**

### **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 agency that engages or hires the contractor/consultant 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 of Wisconsin 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, the U.S. Department of Transportation, as authorized by law, and upon the condition that the \_\_\_\_\_ (Subrecipient Name), 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 (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 \_\_\_\_\_ (Subrecipient Name) all the right, title, and interest of the U.S. 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 \_\_\_\_\_ (Subrecipient Name), 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 \_\_\_\_\_ (Subrecipient Name), its successors, and assigns.

The \_\_\_\_\_ (Subrecipient Name), 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 \_\_\_\_\_ (Subrecipient Name), 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 U.S. Department of Transportation 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 U.S. Department of Transportation and its assigns as such interest existed prior to this instruction.<sup>1</sup>

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<sup>1</sup> 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 the Subrecipient pursuant to the provisions of Assurance 9.

The \_\_\_(GRANTEE/LICENSEE/LESSEE/PERMITEE)\_\_\_(select appropriate term), 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 \_\_\_(deed/license/lease/permit/other)\_\_\_ (select appropriate term), 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 \_\_\_(GRANTEE/LICENSEE/LESSEE/PERMITEE)\_\_\_(select appropriate term), 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 Wisconsin Department of Transportation or the U.S. Department of Transportation shall have the right to terminate the \_\_\_(deed/license/lease/permit/other)\_\_\_ (select appropriate term), and to reenter and repossess said land and the facilities thereon, and hold the same as if said \_\_\_(deed/license/lease/permit/other)\_\_\_, (select appropriate term) had never been made or issued.

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



**FHWA-SUBRECIPIENT  
TITLE VI/NONDISCRIMINATION  
AGREEMENT & ASSURANCES  
FFY 2019**

This signed **FHWA- Subrecipient Title VI/Nondiscrimination Agreement and Assurances FFY 2019**, herein referred to as "**Agreement and Assurances**," is a requirement of all of WisDOT's FHWA subrecipients. This **Agreement and Assurances** and the annual **WisDOT Title VI/Nondiscrimination Subrecipient Survey** are REQUIRED by ALL FHWA Subrecipients to meet the FHWA requirements for a **Title VI Annual Implementation Plan** and a **Title VI Annual Accomplishments Report**. Subrecipients of Federal Transit Administration (FTA) funds must submit a separate Title VI Plan to the WisDOT, Bureau of Planning and Economic Development (BOPED) for review.

**Instructions:**

1. Fill-in all blanks with the appropriate information (search for the word "Click")
2. Obtain the signature of the Executive Director or other responsible official on Page No. 11
3. Submit an organizational chart showing the position of your Title VI Coordinator
4. Submit Title VI goals for FFY 2019 (scan or attach to email when returning this signed **Agreement**)
5. Submit an outline or Table as described in VI.13.b below (scan or attach to email when returning this signed **Agreement**)

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

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

Name: Walt Raith Title: Assistant Director/MPO Director/Title VI Coordinator

Employing Organization: East Central Wisconsin Regional Planning Commission

Mailing Address: 400 Ahnaip Street, Suite 100; Menasha WI 54952

Email Address: wraith@ecwrpc.org

Phone: 920-751-4770 Fax : n/a

Name of the Signatory of this document (see p.10): Eric W. Fowle, AICP – Executive Director and Allen Buechel, Fond du Lac MPO Policy Board Chair

Does your organization require the approval of a Board or Commission to execute this **Agreement and Assurances** (click on box to insert "X")? Yes ☐ No ☒

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

## **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 FHWA 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 2019*** (hereinafter 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.

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

## II. Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient 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's Responsible Official 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:

### A. Nondiscrimination Statutes

- **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides:** No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 504 of the Rehabilitation Act of 1973, 42 U.S.C. 794, et seq., provides:** No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.

- **Age Discrimination Act of 1975, 42 U.S.C. 6101, provides:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Federal Aid Highway Act of 1973, 23 U.S.C. 324, provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987, P.L. 100-209, provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.
- **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, et seq., provides:** No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.
- **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, et seq., provides:** No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.

## B. Regulations

- 23 Code of Federal Regulations (CFR) 1.36, Compliance with Federal Laws and Regulations
- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 28 CFR 35, Nondiscrimination on the Basis of Disability in State and Local Government Services
- 28 CFR 36, Nondiscrimination on the Basis of Disability in Public Accommodations and in Commercial Facilities
- 28 CFR 42, Subpart C, Implementing Title VI of the Civil Rights Act of 1964
- 28 CFR 50.3, USDOJ's Guidelines Enforcement of Title VI of the Civil Rights Act of 1964
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- 49 CFR 27, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance
- 49 CFR 28, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation (DOT)

## C. Executive Orders (E.O.)

- E.O. 12250, Leadership and Coordination of Nondiscrimination Laws
- E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- E.O. 13166, Improving Access to Services for Persons with Limited English Proficiency

# IV. Title VI Program

## A. Organization and Staffing

1. East Central Wisconsin Regional Planning Commission has a civil rights unit and a designated 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).
2. The Subrecipient has appointed or will appoint, within thirty days of signing this **Agreement and Assurances**, the above identified (see Page No. 1) 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.

## V. Assurances

### A. The Subrecipient, East Central Wisconsin Regional Planning Commission , hereby gives the following assurances consistent with 49 CFR Part 21.7:

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 subrecipients, 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 or the Wisconsin Department of Transportation 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. That 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. 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.

### B. 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 set out in Part III of this document.
2. Circulate the Title VI Policy Statement throughout the Subrecipient’s organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI

compliance in accordance with this **Agreement and Assurances** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.

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. Attach to this **Agreement and Assurances**, or otherwise provide WisDOT with a copy of the Subrecipient's organizational chart illustrating the level and placement of the STSC within thirty days of the signing of this **Agreement and Assurances**.
6. Immediately notify WisDOT in writing of any changes to the Subrecipients' organizational chart, STSC, or STSC contact information.
7. Process complaints of discrimination consistent with the provisions contained in this **Agreement and Assurances** (especially Section VII).
8. Collect statistical data (race, color, national origin, sex, age, disability, low income, and limited English proficiency) of participants in, and beneficiaries of the programs and activities conducted by the Subrecipient.
9. Conduct Title VI reviews of the Subrecipient program areas and activities, and reviews of contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
10. Complete training programs on Title VI and related statutes, regulations and procedures.
11. Annually submit the following information to comply with the FHWA requirement for a **Title VI Annual Accomplishments Report** for the coming FFY [as required under 23 CFR 200.9(11)] to WisDOT. Fully responding to the **WisDOT Title VI/Nondiscrimination Subrecipient Survey** will fulfill this requirement:
  - a) A description of FHWA Title VI issues that were identified
  - b) A description of discrimination that was prevented
  - c) A description of activities and efforts undertaken by the STSC, Program Area personnel, or others to monitor FHWA Title VI activities
  - d) A description of any corrective action taken on any discrimination issues
  - e) A description of the scope and conclusions of any special reviews (internal or external) conducted by the STSC or others within the Subrecipient Organization
  - f) A summary and status report on all Title VI complaints filed with the Subrecipient.
  - g) A description of major accomplishments regarding Title VI activities.
  - h) Any clarifying comments, descriptions of procedures, and any additional major goals for the following year

12. Annually submit the following information to WisDOT, Title VI Office to comply with the FHWA requirements for a **Title VI Annual Implementation Plan** for the coming FFY [as required under 23 CFR 200.9(11)]. This information should be submitted as an attachment to this **Agreement and Assurances**:

- a) Title VI/nondiscrimination goals for the following year
- b) An outline or Table showing planned Title VI monitoring and review activities for the coming year to include:
  - i. the name and title of who will be completing each Title VI Work Plan activity, and
  - ii. the target date for completion of Title VI Work Plan 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 (DBE), has been subjected to discrimination (based on race, color, national origin/low English proficiency, sex, age, disability or low income) by the Subrecipient or sub-grantees, contractors, consultants, subcontractors, transferees, successors in interest and other participants as prohibited by **Title VI of the Civil Rights Act of 1964**, or the **Civil Rights Restoration Act of 1987 as amended**, **Section 504 of the Rehabilitation Act of 1973** or the **Americans with Disabilities Act of 1990**), the **Age Discrimination Act of 1975**, or the **Federal Aid Highway Act of 1973**, may file a complaint with the Subrecipient STSC, the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or to the Federal Highway Administration (see contact information on Page No. 9). A complaint may also be filed by a representative on behalf of such a person.
2. In the event that a verbal complaint is made by a Complainant (hereinafter referred to as a "Verbal Complainant") of discrimination to an officer or employee of the Subrecipient, the Verbal Complainant shall be referred to the Subrecipient Title Six Coordinator (STSC) and will be asked to provide their name and contact information. The STSC will immediately refer the Verbal Complainant to the WisDOT, Title VI Coordinator 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 of the complaint to the Verbal Complainant for signature. The complaint shall then be forwarded to the FHWA, Wisconsin Division Office.
3. In order to have a complaint considered under this procedure, the Complainant (including Verbal Complaints, see 2, above) 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, WisDOT or FHWA may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

4. 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. The following information should be included in the complaint:
  - a) Name, address, and phone number of the Complainant.
  - b) Name(s) and address(es) of alleged discriminating party or parties.
  - c) Basis and nature of the complaint (i.e., race, color, national origin, sex, age, disability, low income or LEP).
  - d) Date of alleged discriminatory act(s).
  - e) Date complaint originally received by the Subrecipient or WisDOT.
  - f) A statement or description of the complaint as provided by the Complainant.
  - g) Other agencies (state, local or Federal) where the complaint has been filed, if known.
  - h) An explanation of the actions the Subrecipient recommends to resolve the issue raised in the complaint.
5. Upon receiving a Title VI/Nondiscrimination complaint the STSC shall:
  - a) Forward all Title VI/nondiscrimination complaints to the WisDOT, OBOEC, Title VI Office (see contact information below).
  - b) Inform the Complainant that the complaint has been received and forwarded to the WisDOT, OBOEC, Title VI Office.

WisDOT will then forward complaints to the FHWA, Wisconsin Division Office, where it will be forwarded on to the FHWA Headquarters, Office of Civil Rights (HCR) for review and action.



**Send Complaints Regarding Subrecipient Services, Facilities or Employee(s) to:**

**Wisconsin Department of Transportation**  
OBOEC, Title VI Office  
Attn: Mary Robb, Title VI Coordinator  
4822 Madison Yards Way, 5<sup>th</sup> Floor South  
PO Box 7986  
Madison, Wisconsin 53707-7986  
Phone (608) 267-4489 Fax: (608) 267-3641  
[mary.robbs@dot.wi.gov](mailto:mary.robbs@dot.wi.gov)

**Send Complaints Regarding WisDOT Services, Facilities or Employee(s) at any location to:**

**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@dot.gov](mailto:CivilRights.FHWA@dot.gov)

**Complaints Regarding Transit May be Sent to:**

**U.S. Federal Transit Administration**  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

6. Within 10 days of receiving a complaint the WisDOT, Title VI Coordinator shall:
- a) Inform the Complainant that the allegation has been received
  - b) Forward all Title VI/nondiscrimination complaints against the Subrecipient organization to the FHWA, Wisconsin Division Office.
  - c) Forward all Title VI/nondiscrimination complaints regarding transit or transit systems to the WisDOT, Bureau of Transit and Local Roads or the Federal Transit Association (see FTA contact information above).
  - d) Forward all complaints against the Wisconsin Department of Transportation (WisDOT) or regarding its projects or activities, to the Federal Highway Administration, (FHWA) Wisconsin

- e) Division Office (see FHWA contact information on Page No. 9). Complaints concerning transit will be forwarded to the or to the Federal Transit Administration (see contact information above)
  - f) Inform the STSC and the Complainant that the complaint has been received and forwarded to the FHWA, Wisconsin Division Office.
7. FHWA HCR will undertake the final disposition of all Title VI complaints through (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to the FHWA, Wisconsin Division Office, WisDOT and the Subrecipient organization.

## VIII. Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **Agreement and Assurances**, WisDOT may take any or all of the following actions:

- A. 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.
- B. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
- C. Refer the case to the U.S. Department of Justice for appropriate legal proceedings.

*(continued on next page)*

## IX. Signatures

By signing this **Agreement and Assurances**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees and is guaranteeing responsibility for the execution and implementation of this **Agreement and Assurances** and agrees that East Central Wisconsin Regional Planning Commission is performing the stated tasks and procedures or is seeking assistance from the Wisconsin Department of Transportation to perform all aspects of the Agreement and Assurances herein.

### Wisconsin Department of Transportation

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Signature/Title

Wisconsin Department of Transportation/OBOEC/Title VI Office


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Agency/Office

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Date

### Subrecipient Responsible Official:



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Responsible Official Signature

Executive Director for ECWRPC and Chair of the Fond du Lac MPO Policy Board

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Title

East Central Wisconsin Regional Planning Commission and Fond du Lac MPO Policy Board

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Subrecipient Agency/Organization

October 26, 2018

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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/sub-consultants, 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/consultant 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/consultant of the contractor's/consultant'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 agency that engages or hires the contractor/consultant 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 agency that engages or hires the contractor/consultant 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 (continued)

### 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 agency that engages or hires the contractor/consultant 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 of Wisconsin 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, the U.S. Department of Transportation, as authorized by law, and upon the condition that the \_\_\_\_\_ (Subrecipient Name), 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 (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 \_\_\_\_\_ (Subrecipient Name) all the right, title, and interest of the U.S. 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 \_\_\_\_\_ (Subrecipient Name), 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 \_\_\_\_\_ (Subrecipient Name), its successors, and assigns.

The \_\_\_\_\_ (Subrecipient Name), 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 \_\_\_\_\_ (Subrecipient Name), 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 U.S. Department of Transportation 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 U.S. Department of Transportation and its assigns as such interest existed prior to this instruction.<sup>1</sup>

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<sup>1</sup> 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 the Subrecipient pursuant to the provisions of Assurance 9.

The \_\_\_\_ (GRANTEE/LICENSEE/LESSEE/PERMITEE) \_\_\_\_ (select appropriate term), 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 \_\_\_\_ (deed/license/lease/permit/other) \_\_\_\_ (select appropriate term), 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 \_\_\_\_ (GRANTEE/LICENSEE/LESSEE/PERMITEE) \_\_\_\_ (select appropriate term), 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 Wisconsin Department of Transportation or the U.S. Department of Transportation shall have the right to terminate the \_\_\_\_ (deed/license/lease/permit/other) \_\_\_\_ (select appropriate term), and to reenter and repossess said land and the facilities thereon, and hold the same as if said \_\_\_\_ (deed/license/lease/permit/other) \_\_\_\_ (select appropriate term) had never been made or issued.







**APPENDIX C**  
**RESOLUTION 21-18**



**RESOLUTION NO. 21-17**

**ADOPTING THE UPDATED 2017 TITLE VI NON-DISCRIMINATION PROGRAM PLAN AND  
LIMITED ENGLISH PROFICIENCY PROGRAM FOR THE EAST CENTRAL WISCONSIN  
REGIONAL PLANNING COMMISSION AS A SUB-RECIPIENT OF THE WISCONSIN  
DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Commission is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and

**WHEREAS**, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and

**WHEREAS**, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and

**WHEREAS**, pursuant to 23 CFR 200, the Commission has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and

**WHEREAS**, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program Plan and Limited English Proficiency Program, now therefore

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

Section 1: That the Commission adopts the update to the 2017 Title VI Non-Discrimination Program Plan and Limited English Proficiency Program submitted to the Wisconsin Department of Transportation required for all Sub-Recipient to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act.

Effective Date: October 27, 2017

Prepared for: Transportation Committee

Prepared By: Nick Musson, Associate Transportation Planner

  
Jerry Erdmann, Chair – Shawano County





**APPENDIX D**  
**RESOLUTION 02-18**



**RESOLUTION NO. 02-18**

**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.

- b. Notice of staff needs will be sent to schools and universities having substantial portions of minority students.
  - c. Systematic contacts will be made with minority and human relations organizations, leaders and spokesmen to encourage referral of qualified minority applicants to the Commission.
  - d. Present employees are to be encouraged to refer minority applicants to the Commission.
  - e. Recruitment sources will be informed that qualified minority members are being sought for consideration for professional, sub-professional and other office work whenever the Commission hires.
5. All persons on the staff involved in making recommendations or decisions on hiring will be personally informed by the Executive Director and the Affirmative Action Officer that minority applicants for all jobs are to be considered without discrimination.
6. The Commission will where possible within its annual Work Program make maximum use of sub-professional internship and other appropriate training techniques to help equalize opportunity for minority persons by such means as follows:
- a. Sponsoring and assisting minority youths, as well as others, to enter sub-professional and professional training and make such experiences available within the Commission to the maximum extent possible.
  - b. Encouraging minority employees and others to increase their skills and job potential through participation in available training and education programs.
7. The Commission will not practice discrimination with regard to placement and promotion of any employee.
- a. All members of the staff who are concerned with placement and promotion decisions will be instructed to act without discrimination toward minority employees.
  - b. The promotion of minority employees who have increased their skills and job potential will be consistent with the promotion of all other employees.
8. The Commission will assure non-discriminatory pay, other compensation and working conditions by taking such steps as:



RESOLUTION NO. 02-18

- 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 26, 2018  
Submitted By: Steering Committee  
Prepared By: Eric Fowle, Executive Director

  
Jerry Erdmann, Chair – Shawano Co.





## **APPENDIX E**

### **2018 COST ALLOCATION PLAN**



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# East Central Wisconsin Regional Planning Commission

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## Cost Allocation Plan

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2018

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## Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are 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, 2017. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--Actual costs from the prior calendar year are used for the indirect rate calculation on a provisional basis. Upon completion of the annual single audit (typically early second quarter), a final rate for the current year is determined. Current year's costs to programs, grants, etc. are then utilized to calculate the final rate.

## Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs -Annual audit fees will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing - Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation - East Central depreciates equipment when the initial acquisition cost exceeds \$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, *Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

## Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Assistant Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Coordinator charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Coordinator charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

## East Central Wisconsin Regional Planning Commission 2018 Table of Organization (Staff)

### Executive Division

**Eric W. Fowle, AICP\***  
Executive Director

**Walter C. Raith**  
Assistant Director & MPO Director

### Administrative Services Division

**Erin Bennis**  
Administrative Coordinator

**Pam Scheibe-Johnson**  
Controller

### Technical Services Division

#### GIS Program

**Niku Zuogo**  
GIS Coordinator  
**Adam Pfeiffer\***  
GIS Specialist II

**Kyle McNeil**  
GIS Assistant

**Tanner Russell**  
GIS Assistant

#### IT Program

**Tim Bedtker\*\***  
IT Coordinator

### Planning Services Division

#### Transportation (MPO) Planning Program

**Dave Muesch\*\***  
Associate Planner

**Niki Muesch\*\***  
Associate Planner / Transit

**Kim Biedermann**  
Associate Planner /

Bicycle & Pedestrian  
Coordinator

**Kelli Erickson\*\***  
Planner

#### Environmental Mgt. & SSA Planning Program

**Todd VanBoonin**  
Associate Planner

**Joe Huffman\*\***  
Planner

**Scott Koskie\*\***  
Planning Specialist II /  
SR-135 Mgt. Coordinator

#### Community Development Program

**Kathy Thomas, P.E.**  
Principal Planner

**Tom Seron, AICP\***  
Principal Planner

#### Safe Routes to School Program

**Melissa Kraemer-Bedtker\*\***  
Principal Planner / Active Transit

**Ashley Tracy**  
SRTS Planner

**Tyler Belbrain**  
SRTS Planner

#### Economic Development Program

**Seish Van Buren, AICP**  
Associate Planner

#### Park & Recreation Program

**Trish See\*\***  
Principal Planner

\* Secondary when Economic Development Program

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



**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 27, 2018, to establish indirect cost billing rates for 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated within the proposal is 131.32%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2017, to obtain a federal indirect cost billing rate for fiscal year 2018.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: 

Name of Official: Jerry Erdmann

Title: Commission Chair

Email: jjerd4851@gmail.com

Date of Execution: April 27, 2018



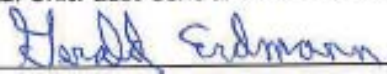
**LOBBYING CERTIFICATE**

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, 2018, based on actual costs from fiscal year 2017.*

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 27, 2018







## **APPENDIX F**

# **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 Kaufert, 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

Evan Gross, 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

Katie, Schwartz, Town of Grand Chute

Brian Rickert, Town of Greenville

### **Planners**

Robert Buckingham, Town of Grand Chute

Robert Jakel, City of Kaukauna

Sam Schroeder, City of Menasha

Chris Haese, City of Neenah

George Dearborn, Village of Fox 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

Evan Gross, 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  
Tom Flick, City of Appleton Parks and Recreation Department  
Tom Walsh, Fox Cities Greenways

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

**VOTING MEMBERS**

Allen Buechel, Chair – Fond du Lac County  
Dyann Benson, Vice Chair – City of Fond du Lac  
Joe Moore – City of Fond du Lac  
Ben Giles—City of Fond du Lac  
Jordan Skiff—City of Fond du Lac  
Karyn Merkel – City of Fond du Lac  
Tom Janke – Fond du Lac County  
Chuck Hornung – Village of North Fond du Lac  
James Pierquet – Town of Empire (representing all towns)  
Matt Halada – WisDOT, Northeast Region

**NON-VOTING MEMBERS**

Sam Tobias (Alternate) – Fond du Lac County  
Jill Michaelson, (Alternate) – WisDOT, Northeast Region  
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

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

### COMMISSION MEMBERS

#### CALUMET COUNTY

Alice Connors  
Hope Karth  
Merlin Gentz  
Rick Jaeckels

#### FOND DU LAC COUNTY

Martin Farrell  
Brenda Schneider  
Karyn Merkel  
(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  
James Nygaard  
Brian Smith  
DuWayne Federwitz

#### WAUSHARA COUNTY

Donna Kalata  
Larry Timm  
Neal Strehlow

#### WINNEBAGO COUNTY

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

#### EX-OFFICIO MEMBERS

Jill Michaelson  
Ronald McDonald

