

IMPORTANT NOTE: Due to timing issues, agenda items 7(a) - 7(e)) will be considered for action by the Executive Committee using its authority to act on behalf of the full Commission per Bylaws, Section 2 (a)(2). This agenda is being sent as the required notification to all Commissioners of these pending actions.
It is not necessary/required for non-Executive Committee members to attend this meeting, however; your comments and/or input prior to, or at, the meeting is welcome and encouraged.

**MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: Jeff Nooyen (*Chair*), Alice Connors (*Vice Chair*), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson, Dave Albrecht

Place: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

Date: Wednesday, June 14, 2023

Time: 1:30 p.m. (Virtual Meeting)

Meeting Link: <https://meet.goto.com/387573957>

Phone Number: 1-872-240-3412

Access Code: 387-573-957

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1. Welcome and Introductions

2. Roll Call

A. Introduction of Alternates, Staff and Guests

3. Approval of the Agenda/Motion to Deviate

4. Public Comment

5. Approval of the Minutes of the May 17, 2023 Executive Committee Meeting

6. Announcements and Discussion Items

A. Director's Report

7. New Business/Action Items

- A. **Proposed Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*
- B. **Proposed Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*
- C. **Proposed Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*

- D. **Proposed Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)*
- E. **Proposed Resolution 29-23:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior (*being addressed under the full authority of the Commission*)
- F. Discussion on the Preliminary 2024 Budget and Tax Levy for East Central Wisconsin Regional Planning Commission

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting in July will need to be rescheduled to Wednesday, July 28, 2023.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, July 28, 2023 at 10:00 a.m. To be held at New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961. An agenda and meeting materials will be forthcoming.*

10. Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

**DRAFT MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

Date: Wednesday, May 17, 2023 – In person

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 pm

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Jeff Nooyen (Chair) Outagamie County
Alice Connors (Vice Chair) Calumet County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
Tom Kautza Shawano County
Dick Koeppen (Call in) Waupaca County

Committee Members Absent (Excused):

Steve Abel Fond du Lac County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Sara Otting Controller
Leann Buboltz Administrative Coordinator
Kim Biedermann Principal Planner
Tanner Russell Associate Planner
Mike Zuege GIS Manager

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and seconded Mr. Albrecht to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the March 15, 2023 Steering Committee Meeting** – a motion was made by Mr. Johnson and second by Mr. Abel to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Waushara County – Assistance Request Discussion. Mr. Kraemer-Badtke brought to the attention of the members that over the past week(s) a few of Townships within Waushara County contacted her regarding the State requirement for updating their

Comprehensive Plans respectively, and if ECWRPC would assist them. Discussion took place and overall the main objective was to lay-out a policy of how to handle non-member requests for assistance in a consistent manner. This item will be brought back in June for further discussion.

7. New Business/Action Items

- A. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule" presented by Ms. Sara Otting, Controller.

Ms. Otting shared with the members that every year staff follows East Central's Records Retention Policy and Destruction Schedule for the destruction of East Central's public records. She noted that East Central has completed 2022 financial and single audit and recommends approval of Proposed Resolution 20-23 Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule".

Board discussion took place with the question remaining, if the Financial Procedures and the approved Records Retention Policy and Destruction Schedule are followed, is there a need for a Resolution? Staff will follow up with legal counsel and update the members.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule". Motion carried unanimously.

- B. **Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) presented by Ms. Kim Biedermann, Senior Planner.

Ms. Biedermann shared with the members that the Transportation Alternatives Set-aside Program FFY 2023-2026 cycle (TA Set-aside; formerly Transportation Alternatives Program, or TAP) opened on November 1, 2022 and closed on March 24, 2023. She noted that TA Set-aside projects are funded up to 80% federal dollars and 20% local dollars; however, this amount could be as low as 50% federal funding. Ms. Biedermann stated that WisDOT NE Region and East Central staff reviewed the five applications that were submitted from the communities in the Appleton (Fox Cities) MPO, and all projects are eligible to receive funding.

Staff recommended the Executive Committee approve the following: \$48,000 in federal funds to the City of Menasha; \$65,600 in federal funds to the Village of Harrison; \$409,624.53 in federal funds to the Town of Grand Chute; and \$643,640.80 in federal funds to the Town of Buchanan or up to 80% of federal participating costs for any of these aforementioned recommended projects for the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Alternatives Set-aside Program for the 2023-2026 Program Cycle.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve of **Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside

Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) per staff recommendation(s). Motion carried unanimously.

- C. **Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) presented by Mr. Tanner Russell, Associate Planner.

Mr. Russell reported that this new federal program provides funding for projects that reduce transportation-associated emissions and requires states to develop comprehensive carbon reduction strategies. He noted that the purpose of this program is to provide funding for projects that reduce transportation emissions and requires states to develop comprehensive carbon reduction strategies. There were five applications submitted for the Appleton (Fox Cities) MPO that were determined by WisDOT to be eligible for CRP FFY 2022 and 2023 funding. Outagamie County has since removed the intersection upgrade project at CTH OO and CTH N from the application cycle due to the PS&E date.

Mr. Russell shared that staff recommends the Executive Committee follow the recommendation of the Technical Advisory Committee and fund all remaining projects at 80% of their total project costs. This would assign \$828,466.80 to eligible Carbon Reduction Program (CRP) projects within the Appleton (Fox Cities) MPO.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve **Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) per staff recommendations. Motion carried unanimously.

8. **CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, and the 2023 staffing plan.

A motion was made by Mr. Johnson and a second by Vice Chair Connors to go into closed session by roll call vote with the time noted at 2:02 pm.

A roll call vote was taken

Aye - Jeff Nooyen (Chair), Outagamie County

Aye - Alice Connors (Vice Chair), Calumet County

Aye - Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Menominee County

Aye - David Albrecht (Perm. Alt. for Tom Egan), Winnebago County

Aye - Tom Kautza, Shawano County

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

9. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to act, if necessary, on the above matters.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to reconvene into open session. Motion carried by a roll call vote, the time noted at 2:15 pm.

A roll call vote was taken

Aye - Jeff Nooyen (Chair), Outagamie County

Aye - Alice Connors (Vice Chair), Calumet County

Aye - Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Menominee County

Aye - David Albrecht (Perm. Alt. for Tom Egan), Winnebago County

Aye - Tom Kautza, Shawano County

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

- i. Action from closed session – A motion was made by Vice Chair Alice Connors and a second by Mr. Johnson to approve the appointment of Mr. Craig Moser as Deputy Director – East Central WI Regional Planning Commission. Motion carried unanimously.

10. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)

11. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, ~~June 21, 2023~~ June 14th at 1:30 p.m. (Rescheduled) and will be held VIRTUALLY
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, July 28, 2023 at 10:00 a.m. To be held at New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961. An agenda and meeting materials will be forthcoming.*

12. **Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Kautza to adjourn with the time noted at 2:20 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC

East Central Wisconsin Regional Planning Commission – June 14, 2023 Report

By Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

Economic Development Program

Comprehensive Economic Development Strategy (CEDs): East Central staff hosted to SWOT meetings for the Comprehensive Economic Development Strategy with partner organizations from across the region. The Comprehensive Economic Development Strategy is updated every five years.

Small Community Technical Assistance Programs: East Central staff received three proposals for the Small Community Technical Assistance Program and the selection committee will be meeting next week to discuss the proposals and select a consultant. It is anticipated that applications for this program will open up in August and East Central staff and the consultant will be working with the selected communities in the fall of 2023.

Broadband Data Analysis and Mapping: East Central staff is working in partnership with New North, the Public Service Commission (PSC), Counties and other Regional Planning Commissions to analyze data and map various datasets for the broadband PSC studies.

Transportation Planning Program

Urban Area Adjustments: Staff will be working with each of the Technical Advisory Committees regarding the development of the adjusted urbanized area boundary for the Appleton (Fox Cities), Oshkosh, and Fond du Lac MPOs. In addition, East Central staff will also be working with the small urban areas to update their boundaries. The Commission transportation and GIS staff will be working with communities, WisDOT and Federal Highway Administration to develop the adjusted urban boundary based off the 2020 Census Defined Urban Boundary and FHWA and WisDOT guidance.

Specialized Coordinated Human Services Plans: ECWRPC will be working with the Wisconsin Department of Transportation and its seven member-counties to update each county's Specialized Transportation Coordinated Human Services Plans. Informational meetings with WisDOT will be held the weeks of May 29th and June 5th, and East Central will begin coordinating with the counties and partner organizations on the process to update their plans.

2024 Transportation Planning Work Program: East Central staff met with the Wisconsin Department of Transportation, Federal Highway Administration and Federal Transit Administration to discuss the 2024 transportation planning deliverables along with the anticipated funding levels.

Regional Safe Routes to School

Walking School Bus: Five schools in the Fox Cities participated in the Walking School Bus Program for the 2022-2023 school year. Through the Regional Safe Routes to School Program, the Commission was able to provide a total of \$4,750 of funding to the participating schools for their efforts in running the program.

Bike Helmets: The SRTS program partnered with Outagamie Public Health to submit a grant for bike helmets to Safe Kids Worldwide. The grant was awarded to our program. We received 68 helmets that can be distributed in Calumet, Outagamie, Winnebago, and Fond du Lac Counties.

Water Quality Management Program

Fox Cities Sewer Service Area Plan: The final draft of the Fox Cities Sewer Service Area Plan has been completed and noticed for public comment. The Environmental Management Committee will be meeting in the morning of Wednesday, June 14th to review and discuss the draft.

TO: Executive Committee
FROM: Tanner Russell, Associate Transportation Planner
DATE: June 14, 2023
RE: Proposed Resolution 25-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023

Since the 2023 Transportation Improvement Program (TIP) was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested that the Carbon Reduction Program (CRP) projects selected for Federal Fiscal Year 2023 be given TIP numbers. These projects were approved at the May 17, 2023 Executive Committee meeting and need TIP numbers for their projects to meet the PS&E dates outlined by the program. A TIP number was requested by WisDOT for a resurface project on State Highway 47 from 9th St. to County Highway AP as well.

The 2023 Section 5311 grants are also included in this amendment. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). This program integrates state and federal funding (Formula Grants for Rural Areas) into one application. The Transportation Alternatives Set-aside projects approved at the May 17, 2023 Executive Committee meeting are also receiving TIP numbers for the 2023 projects. Both the City of Menasha and the Village of Harrison were awarded funds for a High Cliff Trail Feasibility Study.

Please see the attached Table 1: Appleton (Fox Cities) Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **252-22-059**: CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060**: CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061**: CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062**: CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063**: NHPP - STH 47 – 9th St. to CTH AP
- TIP Number: **252-23-064**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065**: Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067**: Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068**: TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069**: TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

These projects were under public review for 15 days from May 28, 2023 to June 12, 2023. No public comment was received during the public review period.

Staff Recommendation: Staff recommends approval of Proposed Resolution 25-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 on behalf of the full Commission.

PROPOSED RESOLUTION NO. 25-23

AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA - 2023

WHEREAS, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the *2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area*, at the October 28, 2023 quarterly Commission meeting, and;

WHEREAS, the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 was amended by the full Commission on April 28, 2023, and;

WHEREAS, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

WHEREAS, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

WHEREAS, WisDOT has requested the MPO advance the following projects to be amended to the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization:

- TIP Number: **252-22-059**: CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060**: CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061**: CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062**: CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063**: NHPP - STH 47 – 9th St. to CTH AP
- TIP Number: **252-23-064**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065**: Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067**: Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068**: TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069**: TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

WHEREAS, the attached Table will become part of this resolution, and;

WHEREAS, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

SECTION 1. That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area.

Effective Date: June 14, 2023

Prepared For: Executive Committee and Approved with the Authority of the Full Commission

Prepared By: Tanner Russell, Associate Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke—ECWRPC Executive Director

Date Approved.

TO: Executive Committee
FROM: Tanner Russell, Associate Transportation Planner
DATE: June 14, 2023
RE: Proposed Resolution 26-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023

Since the 2023 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested the inclusion of a railroad crossing and gates improvement project on STH 76 between Oshkosh and Greenville. The 2023 Section 5311 grants are also included in this amendment. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). This program integrates state and federal funding (Formula Grants for Rural Areas) into one application.

Please see the attached Table 1: Oshkosh Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **253-23-025**: NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029**: Section 5311 – WETAP – Lutheran Social Services - Operating

These projects were under public review for 15 days from May 28, 2023 to June 12, 2023. No public comment was received during the public review period.

Staff Recommendation: Staff recommends approval of Proposed Resolution 26-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 on behalf of the full Commission.

Table 1: Oshkosh Urbanized Area - Project Listing (2023-2026)
(\$000)

****Funds are listed in Year of Expenditure \$.**

****Funds are obligated approximately 6 weeks prior to LET date.**

[illegible]

PROPOSED RESOLUTION NO. 26-23

AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION - 2023

WHEREAS, the East Central Wisconsin Regional Planning Commission designated as the Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, approved the *2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization*, at the October 28, 2022 quarterly Commission meeting, and;

WHEREAS, the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 was amended by the full Commission on April 28, 2023, and;

WHEREAS, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

WHEREAS, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

WHEREAS, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization:

- TIP Number: **253-23-025**: NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029**: Section 5311 – WETAP – Lutheran Social Services - Operating

WHEREAS, the attached Table will become part of this resolution, and;

WHEREAS, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

SECTION 1. That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization.

Effective Date: June 14, 2023

Prepared For: Executive Committee and Approved with the Authority of the Full Commission

Prepared By: Tanner Russell, Associate Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke–ECWRPC Executive Director

Date Approved

TO: Executive Committee
FROM: Tanner Russell, Associate Transportation Planner
DATE: June 14, 2023
RE: Proposed Resolution 27-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023

Since the 2023 Transportation Improvement Program (TIP) was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested the inclusion of a project on STH 441 between I-41/USH 10 and Oneida Street. It involves removing existing approach slabs on ends of structures and replacing them with concrete. This project was shifted to a Majors project due to funding availability and was moved up to 2025 from 2027. They have also requested inclusion of construction funds on the Wrightstown weigh facility along the I-41 corridor.

Please see the attached Table 1: Appleton (Fox Cities) Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **252-22-070**: NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071**: NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

These projects were under public review for 15 days from June 7, 2023 to June 22, 2023. No public comment has been received so far.

Staff Recommendation: Staff recommends approval of Proposed Resolution 27-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 on behalf of the full Commission pending no further public comment.

PROPOSED RESOLUTION NO. 27-23

AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA - 2023

WHEREAS, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the *2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area*, at the October 28, 2022 quarterly Commission meeting, and;

WHEREAS, the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 was amended by the full Commission on April 28, 2023, and;

WHEREAS, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

WHEREAS, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

WHEREAS, WisDOT has requested the MPO advance the following projects to be amended to the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization:

- TIP Number: **252-22-070**: NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071**: NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

WHEREAS, the attached Tables will become part of this resolution, and;

WHEREAS, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

SECTION 1. That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area.

Effective Date: June 14, 2023

Prepared For: Executive Committee and Approved with the Authority of the Full Commission

Prepared By: Tanner Russell, Associate Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke–ECWRPC Executive Director

Date Approved

TO: Executive Committee

FROM: Tanner Russell, Associate Transportation Planner; Melissa Kraemer Badtke,
Executive Director

DATE: June 14, 2023

RE: Proposed Resolution 28-23: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO

The Surface Transportation Block Grant – Urban (STBG; formerly known as STP-Urban) cycle typically rolls out every two years. Two additional cycles—FFY 2022 and FFY 2023—were out due to the Bipartisan Infrastructure Law (BIL). STBG – Urban for the Appleton (Fox Cities) MPO projects can be funded up to 80% federal funding, and awarded as low as 50% in federal funding. Local matches are required for the remaining costs.

MPOs with populations over 200,000 people are designated as Transportation Management Areas (TMA). TMAs receive their own apportionment for the STBG Urban Program funding cycle and Commission staff works collectively with the Wisconsin Department of Transportation and the other MPOs designated as TMAs across the state to ensure that the funding is utilized over the course of the federal transportation bill.

Due to Covid-19 and increased construction and material costs, all previously selected projects have seen drastic increases in overall project cost. Due to this large and unanticipated increase in costs, some projects were at risk of being dropped by their project sponsors. The historic funding levels provided by BIL allow for additional funding within the Appleton (Fox Cities) MPO. By flexing the additional funds provided by BIL, the MPO would be able to fund each of the selected projects from 2023-2027 at 80%. This additional funding would prevent projects from being dropped by their project sponsors. See the table below for the originally awarded and updated funding levels.

STBG – Urban Project Awards & Proposed Adjustments for the Appleton (Fox Cities) MPO				
Project	Original Federal Funding Amount	Original Fed. Funding Percent	Updated Federal Funding Amount	Updated Fed. Funding Percent
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%

Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%
Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

The funding breakdown by year for the Appleton (Fox Cities) MPO can be found on the following page that is attached. These increased funding levels will need to be considered by the Commission Board.

Questions regarding the STBG-Urban funding should be directed to Alex Dums, Local Program Manager at the WisDOT (alex.dums@dot.wi.gov), and Melissa Kraemer Badtke, Executive Director at ECWRPC (mbadtke@ecwrpc.org).

Staff Recommendation: Staff recommends approval of Proposed Resolution 28-23: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO at 80% of the total eligible costs.

Calendar Year	Appleton MPO - STBG Urban Project Spending Summary							
2022	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2023 Balance
	-	-	-	Estimated FFY 2022 Apportionment - BIL			\$ 4,835,967.00	\$ 4,835,967.00
	-	-	-	Estimated FFY 2021 Carry-Over - FAST Act				\$ 4,835,967.00
	4657-26-00	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive C/E			\$ (177,669.00)	\$ 4,658,298.00
	6018-04-00/70	252-22-044	Outagamie County	CTH N Intersection	11/8/2022		\$ (131,201.00)	\$ 4,527,097.00
	2023 Remaining Apportionment (No Carry Over)							\$ 4,527,097.00
2023 Remaining Balance (With Carry Over)							\$ 4,527,097.00	
2023	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2023 Balance
	-	-	-	Estimated FFY 2023 Apportionment -BIL			\$ 4,932,687.00	\$ 4,932,687.00
	-	-	-	Estimated FFY 2022 Carry-Over - BIL			\$ 4,835,967.00	\$ 9,768,654.00
	4657-26-00	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive C/E			\$ (265,258.00)	\$ 9,503,396.00
	4984-24-74	252-22-064	C of Appleton	Lawe Street from College Ave to Wisconsin Ave Design			\$ (364,907.00)	\$ 9,138,489.00
	2023 Remaining Apportionment (No Carry Over)							\$ 4,302,522.00
2023 Remaining Balance (With Carry Over)							\$ 9,138,489.00	
2024	PID Number	TIP Number	Project Sponsor	Description			Change in Funding	Remaining FFY 2024 Balance
	-	-	-	Estimated FFY 2024 Apportionment - BIL			\$ 5,031,341.00	\$ 5,031,341.00
	-	-	-	Estimated FFY 2023 Carry-Over - BIL			\$ 9,138,489.00	\$ 14,169,830.00
	4992-00-60	252-20-057	C of Menasha	Racine St from Third Street to Ninth Street LET	12/10/2024	6/30/2026	\$ (3,344,806.00)	\$ 10,825,024.00
	4993-01-01	252-20-059	C of Neenah	Commercial Street Stanley Street to Tyler Street LET	1/14/2025	6/30/2026	\$ (7,490,093.00)	\$ 3,334,931.00
	2024 Remaining Apportionment (No Carry Over)							\$ (5,803,558.00)
2024 Remaining Balance (With Carry Over)							\$ 3,334,931.00	
2025	PID Number	TIP Number	Project Sponsor	Description			Change in Funding	Remaining FFY 2025 Balance
	-	-	-	Estimated FFY 2025 Apportionment - BIL			\$ 5,131,968.00	\$ 5,131,968.00
	-	-	-	Estimated FFY 2024 Carry-Over - BIL			\$ 3,334,931.00	\$ 8,466,899.00
	4676-04-71	252-20-058	Outagamie County	CTH N from CTH CE to CTH KK	12/10/2024	6/30/2026	\$ (4,644,320.00)	\$ 3,822,579.00
	4646-02-71	252-20-056	Winnebago County	CTH P from STH 47 to Midway Rd LET	12/10/2024	6/30/2026	\$ (7,371,795.00)	\$ (3,549,216.00)
	2025 Remaining Apportionment (No Carry Over)							\$ (6,884,147.00)
2025 Remaining Balance (With Carry Over)							\$ (3,549,216.00)	
2026	PID Number	TIP Number	Project Sponsor	Description			Change in Funding	Remaining FFY 2026 Balance
	-	-	-	Estimated FFY 2026 Apportionment - BIL			\$ 5,234,607.00	\$ 5,234,607.00
	-	-	-	Estimated FFY 2025 Carry-Over - BIL			\$ (3,549,216.00)	\$ 1,685,391.00
	4984-24-75	252-22-064	C of Appleton	Lawe Street from College Ave to Wisconsin Ave Construction	12/9/2025	6/30/2031	\$ (2,985,748.00)	\$ (1,300,357.00)
	2026 Remaining Apportionment (No Carry Over)							\$ 2,248,859.00
2026 Remaining Balance (With Carry Over)							\$ (1,300,357.00)	
2027	PID Number	TIP Number	Project Sponsor	Description			Change in Funding	Remaining FFY 2027 Balance
	-	-	-	Estimated FFY 2027 Apportionment - New Federal Transportation Law			\$ 5,234,607.00	\$ 5,234,607.00
	-	-	-	Estimated FFY 2026 Carry-Over - BIL			\$ (1,300,357.00)	\$ 3,934,250.00
	4657-26-71	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive Construction	1/12/2027	6/30/2031	\$ (2,705,250.00)	\$ 1,229,000.00
	2027 Remaining Apportionment (No Carry Over)							\$ 2,529,357.00
2027 Remaining Balance (With Carry Over)							\$ 1,229,000.00	
2028	PID Number	TIP Number	Project Sponsor	Description			Change in Funding	Remaining FFY 2027 Balance
	-	-	-	Estimated FFY 2028 Apportionment			\$ 5,234,607.00	\$ 5,234,607.00
	-	-	-	Estimated FFY 2027 Carry-Over			\$ 1,229,000.00	\$ 6,463,607.00
	4619-11-72	252-22-061	V of Fox Crossing	East Shady Ln from Cold Spring Road to CTH CB	1/13/2026	6/30/2031	\$ (2,518,407.50)	\$ 3,945,199.50
	2028 Remaining Apportionment (No Carry Over)							\$ (1,289,407.50)
2028 Remaining Balance (With Carry Over)							\$ 3,945,199.50	

PROPOSED RESOLUTION NO. 28-23

AMENDING THE SURFACE TRANSPORTATION BLOCK GRANT (STBG) – URBAN PROGRAM LEVELS FOR THE PREVIOUSLY SELECTED PROJECTS FROM 2023-2027 WITHIN THE APPLETON (FOX CITIES) MPO

WHEREAS, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, awards Surface Transportation Block Grant (STBG) projects within the Appleton Urbanized Boundary, and;

WHEREAS, in accordance with the Bipartisan Infrastructure Law: (BIL), coordination has occurred between the MPO, the state and local governments, and;

WHEREAS, the Appleton (Fox Cities) MPO approved and awarded Surface Transportation Block Grant projects in 2019 and 2022, and;

WHEREAS, sponsor communities for these projects have indicated there are unanticipated rising costs due to inflation, and;

WHEREAS, the Appleton (Fox Cities) MPO as received an increase in federal funding dollars due to the BIL, and;

WHEREAS, the Appleton (Fox Cities) MPO Technical Advisory Committee approved the funding increases to the Surface Transportation Block Grant projects, and

WHEREAS, the selected local governments, their designated staffs, have approved the following funding increases

STBG – Urban Project Awards & Proposed Adjustments for the Appleton (Fox Cities) MPO				
Project	Original Federal Funding Amount	Original Fed. Funding Percent	Updated Federal Funding Amount	Updated Fed. Funding Percent
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%
Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%
Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

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

SECTION 1. That the Commission approves the amendment as presented to include the updated federal funding levels for the 2023-2027 Surface Transportation Block Grant (STBG) projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO).

Effective Date: June 14, 2023

Prepared For: Executive Committee and Approved with the Authority of the Full Commission

Prepared By: Tanner Russell, Associate Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke–ECWRPC Executive Director

Date Approved

DATE: June 5, 2023
TO: ECWRPC Executive Committee
FROM: Sara Otting, Controller
RE: Proposed Resolution 29-23: Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior

The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost 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* establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. The audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024.

East Central staff has been working with the U.S. Department of Interior to develop the 2024 Indirect Cost Rate Proposal, which will be based on the 2022 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2022 Audited Financial Statements, estimated financial data for the 2024 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying.

The 2024 Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

Staff Recommendation: Staff recommends approving Proposed Resolution 29-23 Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior.

June 14, 2023

Mr. Craig Wills, Division Chief
Indirect Cost Services
650 Capitol Mall, Suite 4-300
Sacramento, CA 95814

Dear Ms. Wills:

Enclosed is our Indirect Cost Rate Proposal. We request to review our Fixed Carry Forward Rate for the Fiscal Year 2022 for any over/under to be carried to Fiscal Year 2024. The proposal includes the following parts.

Part I: Narrative

- Checklist
- Organization Information,
- Proposal Point of Contact Information,
- Requested Rate and Related Information,
- Signed Cost Policy Statement,
- Organization Chart,
- Signed Certificate of Indirect Cost,
- Signed Lobbying Certificate, and

Part II: Financial Data (excel file-tab for each of the following)

- Schedule B – Indirect Cost Pool Personnel Salaries, Wages and Fringe Benefits,
- Schedule C – Summary Schedule,
- Schedule D – Subawards,
- Schedule E – SEFA, and
- Schedule F – Contractual/Professional Services

Part III: Supplemental Data

- Audited Financial Statements
- A-133 Audit
- Example of Harvest timesheet

The above documents are separately listed in the attached checklist with the corresponding file names in the proposal. If you have any questions concerning the information in this proposal, please do not hesitate to contact Sara Otting at (920) 886-6817.

Sincerely,

Melissa Kraemer Badtke
Executive Director
East Central WI Regional
Planning Commission

Indirect Cost Proposal (ICP Proposal) Checklist (Nonprofit)

Package Include

PART I – Narrative Information

Yes No N/A

- | | | | |
|--|-------------------------------------|--|--------------------------|
| 1) Contact information:
(Organization info including mailing address, EIN, POC names including phone numbers and emails) | <input checked="" type="checkbox"/> | | |
| 2) Rate Information - including rate year(s) requested, base description, and rate history. | <input checked="" type="checkbox"/> | | |
| 3) Signed Cost Policy Statement for allocating and identifying direct and indirect costs. | <input checked="" type="checkbox"/> | | |
| 4) Organization chart | <input checked="" type="checkbox"/> | | |
| 5) Signed Certificate of Indirect Costs . | <input checked="" type="checkbox"/> | | |
| 6) Signed Lobbying Certificate . | <input checked="" type="checkbox"/> | | |
| 7) Treatment of Paid Absences (1st year submission) | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |

PART II –Schedules and Cost Data

- | | | | |
|---|-------------------------------------|--|--|
| 8) Exhibit A -- Rate Information
(Type of rates, distribution base, calculated rate, federal percentage information). | <input checked="" type="checkbox"/> | | |
| 9) Exhibit B - Schedule of Total Expenditures which should include but not be limited to:
Total expenditures (reconcilable to the audit if using actual cost data)
Exclusions with footnote explanation
Direct costs and indirect costs
Reconciliation | <input checked="" type="checkbox"/> | | |
| 10) Exhibit C - Indirect Salaries, Wages, and Fringes
(indirect salaries by position title, salary amount, and percentage allocated to indirect cost). | <input checked="" type="checkbox"/> | | |
| 11) Exhibit D - List of Subawards over \$25,000 that are <u>given out</u> by the Entity
(required for Modified Total Direct Cost (MTDC) base only). | <input type="checkbox"/> | | |
| 12) Exhibit E - Schedule of Expenditures of Federal Awards
(if not included in the audited financial statements). | <input checked="" type="checkbox"/> | | |
| 13) Exhibit F – Contractual Expenditures and Other Costs Data (if applicable). | <input checked="" type="checkbox"/> | | |

PART III – Supplemental Information

- | | | | |
|--|--|--------------------------|--|
| 14) Depreciation Schedule
(if depreciation is included as an indirect cost) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Cost Validation
Audited Financial Statements
A-133 Audit (Required by the Single Audit Act of 1984, Public Law 98-502, as amended)
IRS 990
General Ledger Reports | <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | | <input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> |
| 16) Entity's majority direct federal funding agency
Is this the same federal agency as last year? | <div style="border: 1px solid black; padding: 2px; display: inline-block;">EDA</div>
<input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 17) The 3 most recent signed negotiation agreements (1 st year submission only). | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 18) The IRS letter granting nonprofit status (1 st year submission only). | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |

ORGANIZATION INFORMATION	
Entity Name	East Central WI Regional Planning Commission (ECWRPC)
Entity Type	Local government agency:Economic Development District
EIN	39-1170145
Phone Number	920-751-4770
Mailing Address	400 Ahnaip Street, Suite 100 Menasha, WI 54952
Web Address	www.ecwrpc.org
Focus of Work	Regional planning commission and EDD for EDA

PROPOSAL POINT OF CONTACT INFORMATION		
Names	Melissa Kraemer-Batke	Sara Otting
Position Titles	Executive Director	Controller
Email Addresses	mbadtke@ecwrpc.org	sotting@ecwrpc.org
Phone Numbers	920-886-6828	920-886-6817
RATE(S) INFORMATION INCLUDED IN THIS PACKAGE		
Requested Rates(s)	63.48%	
Requested Rate(s) Type	Fixed with Carryforward	
Distribution Base(s)	The base used in the calculation is direct salaries and wages, excluding fringe benefits.	
Requested Year(s)	2024 with over/under carried over from 2022	
Proposal is Based on	Budget 2024	

RATE(S) RELATED OTHER INFORMATION	
Negotiation History	We have negotiated rates with the U.S. Department of the Interior
Fiscal Year Inclusive Dates	1/1/2022 thru 12/31/2022
Rate Development Method	Simplified Allocation
Fringe Benefits Treatment	The accounting system (Sage) tracks fringe benefit costs by accounts; the total fringe benefits are allocated based on the percentage of total (both direct and indirect) salaries minus PTO (which is part of fringe benefits). That percentage is then applied to direct labor by Sage as part of the timesheet posting process. Starting in 2021 the fringe benefit costs are allocated based on the percentage of direct or indirect salaries minus PTO.
PTO Treatment	PTO is charged to projects assigned for holiday, sick and vacation time. The total charge for PTO is a component of fringe benefits which are allocated as outlined above and posted to grants/programs same as salaries are recorded.
Federal Fund Types Received	Grants and Cooperative Agreements (Falls Under 2 CFR 200)
Basis of Accounting	Accrual Basis
Supplementary Information Included with the Package	Audited Financial Statements and A-133 Audit

COST POLICY STATEMENT

- I. Description of Accounting System Used by the Organization: ECWRPC uses Sage 100 to record all accounting activities including A/P, A/R, G/L, Payroll, and Job Cost. Direct costs are charged to grants/contracts and other projects using a job cost module which includes both A/P and timesheets. In addition, using the calculated indirect cost rate which is programmed (and updated) annually in Sage, an automated month-end posting entry charges grants, contracts, and other agreements for both fringe benefits and indirect costs using the direct wages charged for that month as the multiplier/factor.
- II. Cost Allocation Methodology used for the Financial Statements: ECWRPC is an EDA designated Economic Development District (EDD), not as a non-profit. Therefore, our auditors do not separate our expenses into functional classifications of program, fundraising, and general/administrative. Expenses incurred for the direct benefit of a program/grant and of no benefit to the overall operation of the Commission are charged directly to the benefitting program. Material expenses of this nature are included in the budget for that program/contract.
- III. Cost Allocation Methodology Used for the Program Funding Reimbursement and the Indirect Cost Rate Development:
 - A. Salaries and Wages:

Time & Attendance System: Timesheets from Harvest (an online time tracking software) shows the time charged and work performed for all employees and allocated based on time spent on each program or grant; this time is recorded as direct expense. Time spent on managerial and administrative activities is also tracked and charged to projects as designated; this time is recorded as an indirect expense. The timesheets are entered into Sage whereby salaries and wages are charged directly to the program/project for which work has been done. Auditable time and attendance records which reflect the actual activities of the employees are approved by the supervisors and Assistant Director; relevant standards for document retention are followed. ECWRPC provides paid time off (PTO) for its employees for holiday, vacation and sick time according to the Personnel Policies; separate projects are maintained in the job cost module of Sage to record this time. All PTO charges are included in fringe benefits; fringe benefits are allocated between program/direct and administration/indirect based on the percentage of total fringe benefits to total salaries paid for work performed. NOTE-If paid interns are employed, the paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

Personnel Time Allocation Policy: The posting of timesheets and the related fringe benefits and indirect costs automatic entry is determined by the set-up assigned to each project added to the job cost module in Sage. A "job type" field of 000 means burden/fringe benefits will be assigned. A field of 900 is used for administrative and management time and no fringe benefits are assigned. The distinction between direct and indirect labor is determined by the "cost code" assigned when entering the timesheets; this is cross checked to the job type field for the projects charged.

Indirect Salaries: The Accounting and IT staff, and the Administrative Coordinator charge most of their time to indirect salaries (PTO is part of the fringe benefit calculation) since their time is primarily for the benefit of the entire Commission. The Executive Director, and to a very small degree the Assistant Director, charge a smaller portion of their salary to indirect salaries as determined by the project charged and supported by their work descriptions which are documented in Harvest. This includes time spent on general management responsibilities such as financial matters, personnel matters, support to the Commissioners, and correspondence.

- B. Fringe Benefits: Fringe benefits include: payroll taxes, unemployment tax, pension contribution, PTO, worker's compensation, and health and life insurance payments. Allocation of fringe benefits between direct expense and the indirect cost pool is based on the percentage of total fringe benefits to the total salaries paid for all work performed by the entire staff of ECWRPC. We have removed all the GASB expenses as they fluctuate every year and we can't budget for amounts we can't control.
- C. Travel: Travel costs are charged to direct and indirect activities based on the predominant purpose of the trip. All costs must be supported by detailed receipts; mileage is reimbursed (or applied if Commission vehicle is used) at the current rate allowed by the Internal Revenue Service.
- D. Board Expenses: All compensation paid to Commissioners for attending meetings including travel reimbursements are removed from the indirect cost pool as unallowable per 200.444 a2.
- E. Supplies and Material: Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- F. Occupancy Expenses: Using the Simplified Allocation Method, all facilities costs are included in the indirect cost pool. Costs include rent, utilities, cleaning and maintenance.
- G. Communications: Monthly recurring charges related to telephone and internet are included in the indirect cost pool. Very limited additional long distance calls are either direct or indirect based on the benefitting function. Postage charges are tracked by the postage meter and are direct or indirect based on the purpose of the mailing.
- H. Photocopying and Printing: Allocated based on usage as determined by inputting a project number required to activate copier/printer. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- I. Outside Services: Costs incurred for services of consultants are charged directly to the program requiring the service. A portion of the annual audit fee relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining audit charge is included in the indirect cost pool. Legal services, if necessary, for general and administrative matters are included in the indirect cost pool.

- J. Capital Items: Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item should be charged indirectly; instead capital expenditures not directly charged to a grant/program are recovered through depreciation charges.
- K. Depreciation Charges: ECWRPC depreciates equipment when the initial acquisition costs exceeds \$5,000 or the estimated useful life is in excess of two years. Items below \$5,000 are reflected in the supplies category and included in the indirect cost pool using the simplified method. Depreciation is calculated on the straight-line method using useful lives of two to ten years.
- L. Subscriptions and Membership Dues: ECWRPC belongs to professional organizations to provide staff access to information on best practices, technical webinars and user group portals. Dues are charged as indirect expenses; inquiries are made regarding funds used by the organization for lobbying and those expenses, if any, are removed from the indirect pool used in the allocation.
- M. Conferences and Meetings: Conferences and meetings attended for the benefit of a specific grant/program have the costs charged directly to that grant/program. Costs for conferences on general or administrative matters are included in the indirect cost pool.
- 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, are removed, if incurred, from the calculation of the indirect cost rate. This includes: alcoholic beverages, bad debts, entertainment, fines and penalties, interest, promotional material, portion of members' dues attributed to lobbying efforts of the organization. Accounting staff are trained in 2 CFR 200 and monitor for these unallowable expenses.

Signature & Date:

June 14, 2023

Title: Executive Director

East Central WI Regional Planning Commission
400 Ahnaip St., Suite 100
Menasha, WI 54952

East Central Wisconsin Regional Planning Commission

2023 Table of Organization (Staff)

Executive Division

Melissa Kraemer-Badtke
Executive Director & MPO Director

Craig Moser
Deputy Director

Administrative Services Division

Leann Buboltz
Administrative Coordinator

Sara Otting
Controller

Technical Services Division

GIS Program

Mike Zuege
GIS Manager

Rachel Roth
GIS Analyst

Casey Peters
GIS Analyst

IT Program

Tim Badtke
IT Manager

Planning Services Division

Transportation MPO Planning Program

Kim Biedermann
Principal Planner / Bicycle
& Pedestrian Coordinator

Tanner Russell
Associate Planner

Adam Belcorelli
Associate Planner

Brenna Root
Associate Planner

Safe Routes to School Program

Jennie Mayer
Senior/SRTS Planner

Katie Livernash
SRTS Planner

Kim Dieck
SRTS Planner

Environmental Mgt. & SSA Planning Program

Wilhelmina Paustian
Principal Planner

Scott Konkle**
Planning Specialist II /
NR-135 Mine
Reclamation

Economic Development Program

Colin Kafka
Associate Planner

** Secondary role in Economic
Development Program*

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

Certificate of Indirect Costs For Indirect (F&A) Cost Rate

This is to certify that to the best of my knowledge and belief:

- (1) I have reviewed the indirect (F&A) cost proposal submitted herewith;
- (2) All costs included in this proposal June 14, 2023 to establish over/under of indirect (F&A) cost rates for 2022 carried forward to 2024 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E-Cost Principles of Part 200.
- (3) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (4) 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 Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature:

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

This certification:

- Is a requirement per 2 CFR Part 200 Subpart E Subsection 200.415 and Appendix IV Section D;
- Must be submitted as part of the annual indirect cost rate proposal; and
- Must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the organization.

LOBBYING COST CERTIFICATE

I hereby certify that the East Central WI Regional Planning Commission has complied with the requirements and standards pertaining to lobbying costs in accordance with 2 CFR Part 200 for the following period: 2024

Governmental Unit: East Central Wisconsin Regional Planning Commission

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature:

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2024

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 purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2022. 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. We removed the GASB expense as it fluctuates every year and there is no logical way to budget for the changes that we can't control.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.

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 –A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars –Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including software subscriptions, 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.

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

IT Manager 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 2023 Table of Organization (Staff)

Executive Division

Melissa Kraemer-Badtke
Executive Director & MPO Director

Craig Moser
Deputy Director

Administrative Services Division

Leann Buboltz
Administrative Coordinator

Sara Otting
Controller

Technical Services Division

GIS Program

Mike Zuege
GIS Manager

Rachel Roth
GIS Analyst 1

Casey Peters
GIS Analyst 1

IT Program

Tim Badtke
IT Manager

Planning Services Division

Transportation MPO Planning Program

Kim Biedermann
Principal Planner -
Transportation

Brenna Root
Associate Planner

Tanner Russell
Associate Planner

Adam Bellcorelli
Associate Planner

Safe Routes to School Program

Jennie Mayer
Senior Planner – Safe
Routes to School

Katie Livernash
Associate Planner – Safe
Routes to School

Kim Dieck
Associate Planner – Safe
Routes to School

Environmental Mgt. & SSA Planning Program

Wilhelmina Paustian
Senior Planner

Scott Konkle**
Senior Planner
NR-135 Mine
Reclamation

Economic Development Program

Colin Kafka
Associate Planner

** Secondary role in Economic
Development Program*

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

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 June 14, 2023, to establish indirect cost billing rates for calendar year 2024 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 113.52%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2022 and budgeted costs for fiscal year 2024, to obtain a federal indirect cost billing rate for fiscal year 2024.

(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: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

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, 2024, based on actual costs from fiscal year 2022.

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: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

PROPOSED RESOLUTION NO. 29-23

APPROVING THE DRAFT 2024 INDIRECT COST RATE AND DRAFT 2024 COST ALLOCATION PLAN AND CERTIFICATE OF LOBBYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO BEGIN THE PROCESS OF NEGOTIATING THE 2024 INDIRECT COST RATE WITH THE U.S. DEPARTMENT OF INTERIOR

WHEREAS, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

WHEREAS, pursuant to Title 2 *U. S. Code of Federal Regulations* Part 200, Appendix VII, the federal U.S. Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

WHEREAS, the federal U.S. Department of Commerce – Economic Development Administration (EDA) contracts with the Department of Interior to review and approve indirect cost proposals and;

WHEREAS, in accordance with Title 2 *U. S. Code of Federal Regulations* Part 200, on an annual basis, an Indirect Cost Proposal and a Certificate of Lobbying must be developed and the U.S. Department of Interior on behalf of the Economic Development Administration requests a submittal of the proposal for approval/negotiation, and;

WHEREAS, in 2021, the Commission received a Negotiated Indirect Cost Rate Agreement from the U.S. Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

NOW, THEREFORE, BE IT RESOLVED that the East Central Wisconsin Regional Planning Commission approves the materials to begin negotiating with Department of Interior the 2024 Indirect Cost Rate that is used in the 2024 Cost Allocation Plan and Certificate of Lobbying, which are considered to be part of this Resolution.

BE IT FURTHER RESOLVED that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to submit the 2024 Cost Allocation Plan, the Indirect Cost Rate and a Certificate of Lobbying to the Department of Interior and the Economic Development Administration.

Effective Date: June 14, 2023

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

Prepared By: Sara Otting, Controller

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer-Badtke – ECWRPC Executive Director

Date Approved

DATE: June 14, 2023

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director and Sara Otting, Controller

RE: Discussion on the 2024 Preliminary Budget and Proposed 2024 Levy Options

Attached you will find the 2024 preliminary budget and levy options for the Commission. Based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program.

In addition, there were a few assumptions that were made by the East Central staff in developing the Preliminary Budget and Levy Options.

- **Health Insurance Rates**– Health Insurance Premiums will not be available until September. For the purposes of the 2024 preliminary budget, health insurance remained the same as 2023.
- **Lease** – The lease for the Commission expires in July 2024. The preliminary budget included moving expenses, along with a lease payment that would be similar to the current on.
- **Merit and Salary Adjustments** – The preliminary budget also accounted for salary adjustments and merit increases for the upcoming year.

Regional Comprehensive Plan and Implementation: The Regional Comprehensive Plan will be completed in 2024 and included in the budget is funding to implement regional planning studies that will be identified in the Regional Comprehensive Plan.

Assumptions for Transportation Program funding:

Appleton (Fox Cities)/Oshkosh MPO Program: The transportation funding amounts for the Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organizations will increase slightly for 2024.

Appleton (Fox Cities)/Oshkosh MPO Programs				
	Federal Funding	State Funding	Local Funding	Total Funding
2024 UPWP Funding Levels	\$789,969	\$36,266	\$161,226	\$987,461
2023 UPWP Funding Levels	\$725,476	\$34,025	\$147,344	\$906,845
Amount Increased	\$64,493	\$2,241	\$13,882	\$80,616

Fond du Lac MPO Program: The Fond du Lac MPO funding will not increase for 2024.

Regional Transportation Program: The Regional Transportation Program amount will likely remain the same as this year. Commission staff will receive funding approval letters from the Wisconsin Department of Transportation in August. At this time, Commission staff has assumed that the amount of funding will remain the same for next year.

In addition, the new Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA) is a 5-year bill and it is anticipated that MPO budgets will increase by 2% annually. There are also new federal requirements and program deliverables that will need to be included in the work program and budget. This include housing coordination and 2.5% of the budget will need to be used to plan for

safe and accessible streets. Additional guidance from Federal Highway Administration, Federal Transit Administration, and the Wisconsin Department of Transportation will be forthcoming.

Regional Safe Routes to School Program funding: Funding levels for the Regional Safe Routes to School Program will also increase in 2024. Two SRTS project awards need to be completed and closed out by June 30, 2024. During the pandemic, the Safe Routes to School team was unable to travel to schools and work with SRTS Coalitions on this program. However, the team continues to develop SRTS action plans and work with communities and schools on educating to students on bicycling and walking.

Economic Development Program:

3-Year Planning Partnership Grant (70% federal funding, 30% local match): In the fall of 2023, East Central staff will be applying for the 3-year planning partnership grant. Staff has reached out to the Economic Development Administration (EDA) staff and they anticipate that East Central would receive 70% federal funding with a 30% local match. For the previous 3-year planning partnership grant, the Commission was awarded fund from EDA with 60% federal funding with a 20% local match. The Commission will be in the first year of the three-year planning partnership grant.

Sewer Service Area/Water Quality Management Program: In 2023, East Central received increased funding from the Wisconsin Department of Natural Resources. For the 2024 preliminary budget, East Central staff assumed that the same amount provided by the Wisconsin Department of Natural Resources would be provided for the program in 2024. The Commission match for the program would be approximately \$75,000.

Local Contracts: In 2024, the budget includes an additional Associate Transportation Planner. This would allow the Commission to add more contracts to our work for 2024.

Each budget and levy option rely on the following information:

- Table 1- Equalized Property Values 2018 through 2022
- Table 2 – Levy Amounts 2020-2023 and Proposed 2024 Levy Options
- Table 3 – Preliminary 2024 Budget Summary with Levy Options Comparison
- Table 4 - Programs & Grants – These amounts remain the same for all levy options.
- Table 5 Overhead Budget – These amounts remain the same for all levy options.

Staff have developed options to discuss with the Executive Committee including options with seven Counties as members.

Option 1: 2024 Preliminary Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Preliminary Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$625,000

Option 4: 2024 Preliminary Budget and Proposed Levy Amount - \$702,443

Staff Recommendation: Staff does not have a recommendation at this time. Staff is seeking the preferred direction of the Executive Committee prior to preparing the preliminary budget and levy in July.

Table 1: ECWRPC Equalized Property Valuation 2012-2022 (member units only)

PARTICIPATING JURISDICTION	2018 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2019 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2020 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2021 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2022 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	% CHANGE FROM PREVIOUS YEAR
CALUMET CO.	\$ 3,900,630,100	\$ 4,137,820,401	\$ 4,365,853,302	\$ 4,713,654,802	\$ 5,467,633,402	16.00%
FOND DU LAC CO. (County rejoined in full, 2015)	\$ 7,493,164,400	\$ 7,817,497,000	\$ 8,195,955,700	\$ 8,640,813,500	\$ 9,769,155,400	13.06%
GREEN LAKE CO.	n/a	n/a	n/a	n/a	n/a	n/a
MARQUETTE CO. (withdrew effective 2002)	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 296,932,000	\$ 327,199,900	\$ 354,680,100	\$ 395,192,300	\$ 517,430,000	30.93%
OUTAGAMIE CO.	\$ 15,176,940,000	\$ 16,076,806,500	\$ 17,126,712,400	\$ 18,233,974,500	\$ 20,402,550,900	11.89%
SHAWANO CO.	\$ 3,115,496,200	\$ 3,248,758,700	\$ 3,363,105,400	\$ 3,569,420,900	\$ 4,092,668,800	14.66%
WAUPACA CO.	\$ 4,114,949,500	\$ 4,235,726,000	\$ 4,344,409,900	\$ 4,692,105,500	\$ 5,139,999,600	9.55%
WAUSHARA CO.	\$ 2,525,939,100	\$ 2,652,330,200	\$ 2,798,461,200	n/a	n/a	n/a
WINNEBAGO CO.	\$ 12,969,909,200	\$ 13,655,711,100	\$ 14,197,530,100	\$ 15,082,216,100	\$ 16,793,519,300	11.35%
TOTALS (MEMBERS)	\$ 49,593,960,500	\$ 52,151,849,801	\$ 54,746,708,102	\$ 55,327,377,602	\$ 62,182,957,402	12.39%

Source: Wisconsin Department of Revenue, Report Used for Apportionment of Court ↑ 2021 levy based on this amt ↑ 2022 levy based on this amt ↑ 2023 levy based on this amt ↑ 2024 levy based on this amt

Table 2: ECWRPC 2014-2023 Levies & Proposed 2024 Levy Options

PARTICIPATING JURISDICTION	2020 TAX LEVY (RATE = 0.000015873)	2021 TAX LEVY (RATE = 0.000011259)	2022 TAX LEVY (RATE = 0.000008896)	2023 TAX LEVY (RATE = 0.000011296)	Option 1		Option 2		Option 3		Option 4	
					2024 TAX LEVY (RATE = 0.000009247)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000009649)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000010051)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000011296)	\$ INCREASE / DECREASE 2023-2024
CALUMET CO.	\$ 61,914.70	\$ 46,587.72	\$ 38,840.19	\$ 53,247.32	\$ 50,558.70	\$ (2,688.62)	\$ 52,756.90	\$ (490.42)	\$ 54,955.10	\$ 1,707.78	\$ 61,764.56	\$ 8,517.24
FOND DU LAC CO. (rejoined 2015)	\$ 118,939.00	\$ 88,017.20	\$ 72,914.14	\$ 97,610.06	\$ 90,334.47	\$ (7,275.59)	\$ 94,262.05	\$ (3,348.01)	\$ 98,189.64	\$ 579.58	\$ 110,356.26	\$ 12,746.20
GREEN LAKE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MARQUETTE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 4,713.20	\$ 3,683.94	\$ 3,155.36	\$ 4,464.25	\$ 4,784.63	\$ 320.38	\$ 4,992.65	\$ 528.40	\$ 5,200.68	\$ 736.43	\$ 5,845.09	\$ 1,380.84
OUTAGAMIE CO.	\$ 240,903.57	\$ 181,008.76	\$ 152,365.33	\$ 205,978.21	\$ 188,660.49	\$ (17,317.72)	\$ 196,863.12	\$ (9,115.09)	\$ 205,065.75	\$ (912.46)	\$ 230,475.31	\$ 24,497.10
SHAWANO CO.	\$ 49,452.27	\$ 36,577.77	\$ 29,919.38	\$ 40,321.60	\$ 37,844.53	\$ (2,477.07)	\$ 39,489.94	\$ (831.66)	\$ 41,135.36	\$ 813.76	\$ 46,232.41	\$ 5,910.81
WAUPACA CO.	\$ 65,316.59	\$ 47,690.04	\$ 38,649.42	\$ 53,003.86	\$ 47,529.10	\$ (5,474.76)	\$ 49,595.58	\$ (3,408.28)	\$ 51,662.06	\$ (1,341.80)	\$ 58,063.48	\$ 5,059.62
WAUSHARA CO.	\$ 40,094.23	\$ 29,862.59	\$ 24,896.11	\$ -	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WINNEBAGO CO.	\$ 205,871.37	\$ 153,749.65	\$ 126,306.28	\$ 170,374.70	\$ 155,288.11	\$ (15,086.59)	\$ 162,039.76	\$ (8,334.94)	\$ 168,791.42	\$ (1,583.28)	\$ 189,706.26	\$ 19,331.56
TOTALS (MEMBERS)	\$ 787,204.93	\$ 587,177.67	\$ 487,046.20	\$ 625,000.00	\$ 575,000.00	\$ (50,000.00)	\$ 600,000.00	\$ (25,000.00)	\$ 625,000.00	\$ 0.00	\$ 702,443.37	\$ 77,443.37

Table 3: East Central Wisconsin RPC Draft 2024 Budget Summary

Table 3: East Central Wisconsin RPC Draft 2024 Budget Summary			\$575,000 levy	\$600,000 levy	\$625,000 levy	\$702,443 levy	
Projected Operating Revenues			OPTION 1 2024 PROPOSED BUDGET	OPTION 2 2024 PROPOSED BUDGET	OPTION 3 2024 PROPOSED BUDGET	OPTION 4 2024 PROPOSED BUDGET	2023 APPROVED & AMENDED BUDGET
	Intergovernmental Grants		\$ 1,861,924	\$ 1,861,924	\$ 1,861,924	\$ 1,861,924	\$ 1,900,025
		Federal Grants	\$ 1,766,765	\$ 1,766,765	\$ 1,766,765	\$ 1,766,765	\$ 1,801,490
		State Grants	\$ 95,159	\$ 95,159	\$ 95,159	\$ 95,159	\$ 98,535
		Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -
	Intergovernmental Charges for Services		\$ 731,255	\$ 756,255	\$ 781,255	\$ 858,698	\$ 809,817
		Local districts membership levy	\$ 575,000	\$ 600,000	\$ 625,000	\$ 702,443	\$ 625,000
		Local district contracts (secured & estimated)	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 40,792
		NR-135 program (Operator fees)	\$ 131,680	\$ 131,680	\$ 131,680	\$ 131,680	\$ 123,450
		NR-135 program (WDNR fees)	\$ 20,575	\$ 20,575	\$ 20,575	\$ 20,575	\$ 20,575
	Public Charges for Services		\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	Total Operating Revenues		\$ 2,607,179	\$ 2,632,179	\$ 2,657,179	\$ 2,734,622	\$ 2,723,842
Projected Operating Expenses							
	Salaries and wages		\$ 1,393,708	\$ 1,393,708	\$ 1,393,708	\$ 1,393,708	\$ 1,285,494
		Staff	\$ 1,376,708	\$ 1,376,708	\$ 1,376,708	\$ 1,376,708	\$ 1,271,494
		Commissioners (meeting payments)	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 14,000
	Employee fringe benefits		\$ 490,100	\$ 490,100	\$ 490,100	\$ 490,100	\$ 413,496
		Health Insurance	\$ 278,865	\$ 278,865	\$ 278,865	\$ 278,865	\$ 219,308
		FICA, Wkmn's Comp, Life, WRS, etc.	\$ 211,235	\$ 211,235	\$ 211,235	\$ 211,235	\$ 194,188
	Direct grant expenses		\$ 400,800	\$ 400,800	\$ 400,800	\$ 400,800	\$ 682,758
	Overhead Expenses		\$ 322,125	\$ 322,125	\$ 322,125	\$ 322,125	\$ 290,009
	6100	Meeting Expenses & Staff Development	\$ 14,440	\$ 14,440	\$ 14,440	\$ 14,440	\$ 17,440
	6200	Supplies	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 5,600
	6300	Office Space & Equipment	\$ 73,531	\$ 73,531	\$ 73,531	\$ 73,531	\$ 62,529
	6400	Reference materials, subscriptions and dues	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 1,600
	6500	Printing and Publishing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,500
	6600	Postage	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	6700	Staff expenses	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 9,000
	6800	Insurance, legal, audit	\$ 87,200	\$ 87,200	\$ 87,200	\$ 87,200	\$ 42,840
		Interest	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 7,500
		Depreciation	\$ 112,800	\$ 112,800	\$ 112,800	\$ 112,800	\$ 130,500
Total Operating Expenses			\$ 2,606,731	\$ 2,606,731	\$ 2,606,731	\$ 2,606,731	\$ 2,671,757
Projected Surplus / (Deficit)			\$ 447	\$ 25,447	\$ 50,447	\$ 127,891	\$ 52,085

Table 4: ECWRPC - 2024 Federal and State Program Revenues & Matches

Funding Source	Funding Entity/Program	2024 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA and State- PL (FC&Osh MPOs)	\$ 789,969	\$ 36,266	16.3%	\$ 161,226	\$ 987,461
PL Funding	Appleton/Oshkosh MPO Carryover	\$ 180,000	\$ 9,000	16.0%	\$ 36,000	\$ 225,000
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 180,000	\$ 6,427	17.1%	\$ 38,573	\$ 225,000
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 390,400		20.0%	\$ 97,600	\$ 488,000
Fed/Local	GO Transit Development Plan	\$ 35,000	\$ 8,500	20.0%		\$ 43,500
Federal	EDA - Economic Development Program Planning Grant	\$ 81,667		30.0%	\$ 35,000	\$ 116,667
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 38,000	\$ 26,000	50.0%	\$ 75,000	\$ 139,000
Local Levy	Regional Comprehensive Plan				\$ 50,000	\$ 50,000
	Totals	\$ 1,766,765	\$ 95,159		\$ 502,365	\$ 2,314,289

Federal Grant Total \$ 1,766,765

State Grant Total \$ 95,159

Other Grant Total

Total \$ 1,861,924

**\$3.71
Leveraged for
every \$1 matched by EC**

Table 5: ECWRPC 6000 Work Program Element -2024 Overhead Budget

Work Program Element/Item	Overhead Item	PROPOSED 2024 BUDGET	ADOPTED 2023 BUDGET	Difference (2023-2024)
6100	Meeting Expenses & Staff Development	\$ 14,440	\$ 17,440	\$ (3,000)
6101	Staff Development*	\$ 6,940	\$ 12,940	\$ (6,000)
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 4,500	\$ 3,000
6200	Supplies	\$ 7,000	\$ 5,600	\$ 1,400
6201	General Office & Copier Supplies	\$ 5,000	\$ 4,000	\$ 1,000
6203	GIS Printing/Plotting/Graphics Supplies		\$ 100	\$ (100)
6205	Miscellaneous Supplies	\$ 2,000	\$ 1,500	\$ 500
6300	Office Space and Equipment	\$ 73,531	\$ 62,529	\$ 11,002
6302	Utilities & Security Monitoring	\$ 15,000	\$ 12,500	\$ 2,500
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 8,000	\$ 8,000	\$ -
6340	Computer & Software Expense	\$ 7,000	\$ 6,250	\$ 750
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 36,531	\$ 28,779	\$ 7,752
6400	Reference Materials, Subscriptions & Dues	\$ 3,154	\$ 1,600	\$ 1,554
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 2,000	\$ 500	\$ 1,500
6450	Professional Org. Memberships & Dues	\$ 1,054	\$ 1,000	\$ 54
6500	Printing and Publishing	\$ 1,000	\$ 12,500	\$ (11,500)
6503	Marketing	\$ 1,000	\$ 12,500	\$ (11,500)
6600	Postage	\$ 500	\$ 500	\$ -
6700	Staff Expenses*	\$ 11,500	\$ 9,000	\$ 2,500
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 3,000	\$ 1,500
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 5,000	\$ 4,000	\$ 1,000
6800	Insurance, Legal and Audit	\$ 87,200	\$ 42,840	\$ 44,360
6803	Insurance	\$ 12,000	\$ 6,850	\$ 5,150
6820	Legal Counsel / HR Services / Prof fees	\$ 20,000	\$ 20,000	\$ -
6830	Annual Audit	\$ 12,700	\$ 13,990	\$ (1,290)
6840	Banking Fees	\$ 2,500	\$ 2,000	\$ 500
	Other Professional Services - Moving costs	\$ 40,000		\$ 40,000
6900	Capital Purchases	\$ 10,000	\$ 15,000	\$ (5,000)
6870/assets	Capital Purchases, Computers & Equipment	\$ 10,000	\$ 15,000	\$ (5,000)
GRAND TOTAL		\$ 208,325	\$ 167,009	\$ 41,316