

2024

Work Program and Budget



*An Economic Development District
and Metropolitan Planning Organization (MPO).*

MPOs: Fond du Lac, Fox Cities (Appleton TMA), and Oshkosh

Approved by Fond du Lac Policy Board - October 4, 2023

Approved by the Commission Board - October 27, 2023

2024 TRANSPORTATION WORK PROGRAM & BUDGET for East Central Wisconsin Regional Planning Commission

An Economic Development District and Metropolitan Planning Organization

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

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2024 TRANSPORTATION WORK PROGRAM & BUDGET

*Fond du Lac MPO Policy Board Approved – October 4, 2023
Commission Board Approved – October 27, 2023*

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

The East Central Wisconsin Regional Planning Commission's CY 2024 planning program is supported by federal and state assistance. Specific funding for this report was provided by the Economic Development Administration, Environmental Protection Agency, the Federal Highway Administration, the Federal Transit Administration, the Wisconsin Department of Transportation and the Wisconsin department of Natural Resources. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation, Federal Highway Administration.

ABSTRACT

TITLE: 2024 Transportation Work Program & Budget

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DATE: Fond du Lac MPO Policy Board Approved – October 4, 2023
Commission Board Approved October 27, 2023

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

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

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

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Other supporting documents at ecwrpc.org

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

Title VI Agreement, East Central Wisconsin Regional Planning Commission

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

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

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

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



SECTION 1

REGIONAL INFORMATION

SECTION 1: REGIONAL INFORMATION

SECTION 1.0 - MPO AND REGIONAL TRANSPORTATION PROGRAM INTRODUCTION AND PROSPECTUS

Introduction

The Unified Planning Work Program for the Transportation Program is prepared by staff from East Central Wisconsin Regional Planning Commission and it outlines the projects and program deliverables for 2024. The Unified Planning Work Program for the Transportation Program contains six major sections:

- Section 1: An Introduction and Prospectus
- Section 2: Appleton (Fox Cities) TMA and the Oshkosh MPO 2024 Work Program
- Section 3: Regional Transportation 2024 Work Program
- Section 4: Fond du Lac MPO 2024 Work Program
- Section 5: Regional Safe Routes to School Program 2024 Work Program
- Section 6: FTA Planning Studies

About East Central Wisconsin Regional Planning Commission

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

The East Central Region as a geographic planning region has Counties that are within Metropolitan Planning Organizations (MPOs) developed with Metropolitan Planning Organizations (MPOs). First, the Appleton-Oshkosh-Neenah MSA (metropolitan statistical area including Calumet, Outagamie and Winnebago Counties) is a geographic unit that cannot be split. This area has mandatory planning requirements for various federal funding programs. Map 1 shows the East Central Region, adjacent counties and RPCs. Map 2 shows the MPOs and Regional Planning Commission (RPCs) from across the state. Map 3 shows the three counties that contain the urbanized and planning area boundaries for the Appleton (Fox Cities) MPO and Transportation Management Area (TMA). Metropolitan areas with a population greater than 200,000 are designated as a TMA and require additional planning and maintenance activities. Maps 4 and 5 show the Oshkosh and Fond du Lac urbanized and planning area boundaries. Fond du Lac was designated as a Metropolitan Planning Organization (MPO) by the Governor in December, 2002 after the 2000 U.S. Census showed a population great than 50,000. The Appleton (Fox Cities), Oshkosh and Fond du Lac urbanized areas serve as the focus for the regional planning in this three-county area. Waupaca,

Shawano, and Menominee counties have transportation networks that connect into these urbanized areas.

Purpose of the Unified Planning Work Program

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

In 2020, the Commission Board adopted a three-year reorganization plan for the Commission to focus on the following core program areas: Regional Comprehensive Plan update, Economic Development, Water Quality Management/Sewer Service Area Planning, and Transportation. Last year, East Central staff worked with the Commission Board to amend the reorganization plan to include additional levy funds in order to leverage in the transportation funding that is available for the Metropolitan Planning Organization programs.

The Appleton (Fox Cities) MPO, Oshkosh MPO, and Fond du Lac MPO work program and budget is updated annually with accomplishments from the past year and priority projects for the upcoming year. The MPO Work Program is required by federal law, 23 CFR 450.308, which states that metropolitan planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in the transportation work program.

In addition, East Central also receives State Planning and Research funding for the Regional Transportation Program. This funding allows the East Central staff to work with rural counties and local municipalities on transportation planning efforts including but not limited to:

- transportation corridor studies;
- web based public participation;
- connecting housing and employment;
- coordination with affordable housing organizations, and;
- and other transportation studies.

The Regional Safe Routes to School Program began in 2009 with a pilot program. At that time, it was anticipated that forty schools would be interested in participating and within six months of the program, there were over eighty schools that were participating. Today over 100 schools participate in the Regional Safe Routes to School Program and East Central staff continues to work with communities and schools on local safe routes to school action plans, applying for transportation alternatives set-aside funding, and the implementation of programs including curriculum based learning, walking school bus programs and many other programs. Funding for this program is provided through the Transportation Alternatives Set Aside Program.

Summary of Cost Sharing

The East Central Wisconsin Regional Planning Commission receives funds to support the transportation planning program from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT). Table 1 shows the levy distribution across member jurisdictions, with a portion dedicated to provide the local match for the metropolitan planning program. The levy amounts for the member counties

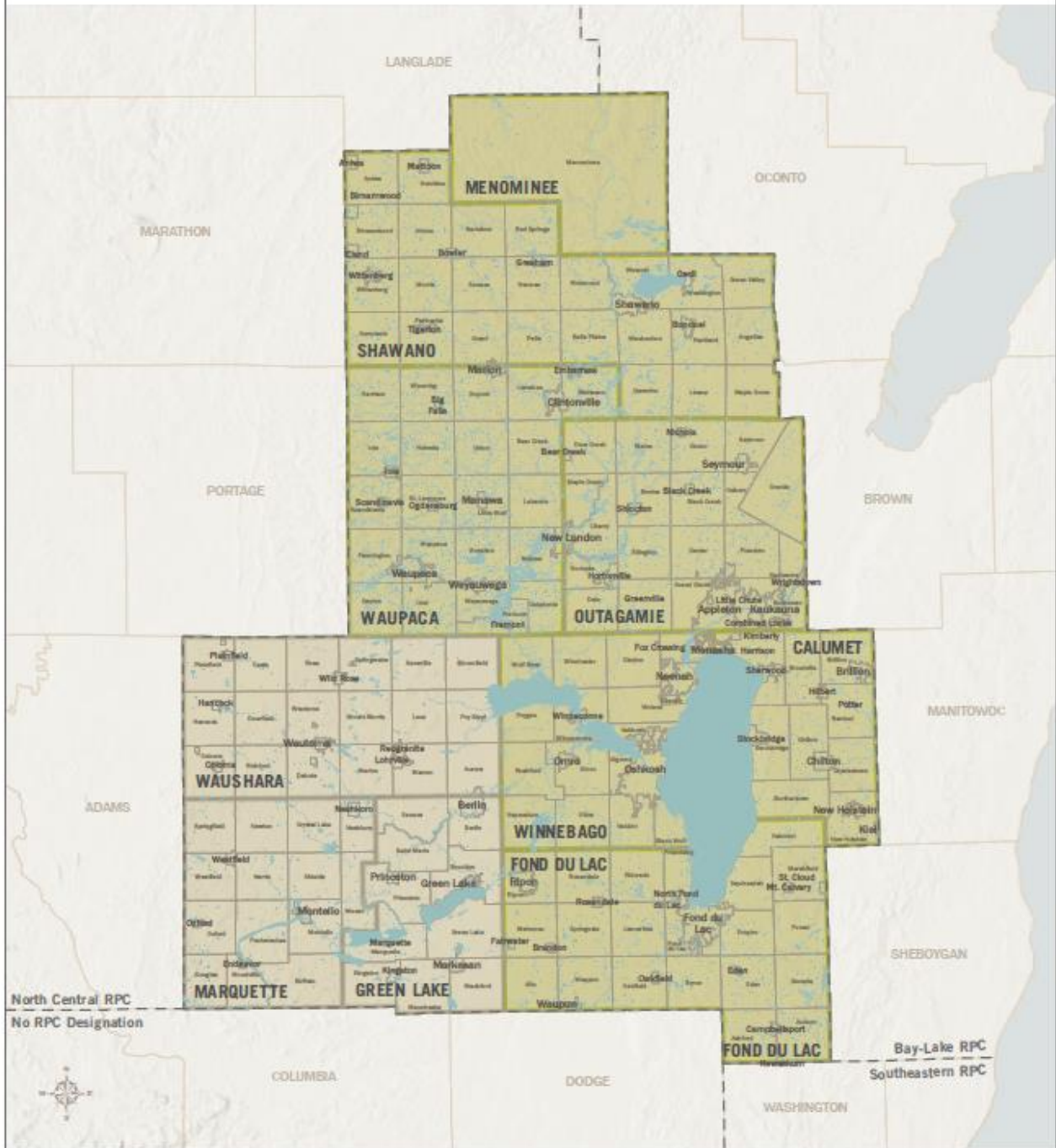
are considered and approved by the Commission Board at the July Quarterly Commission meeting. Levy letters are sent to the member Counties prior to August 1st. Each work program element includes a table which indicates the allocated the funding amounts.

Table 1: 2024 ECWRPC (Levy) Distribution across Jurisdictions

Participating County	Approved 2024 Tax Levy
Calumet County (MPO)	\$ 54,955.10
Fond du Lac County (MPO)	\$ 98,189.64
Green Lake County	County Not a Member
Marquette County	County Not a Member
Menominee County	\$ 5,200.68
Outagamie County (MPO)	\$ 205,065.75
Shawano County	\$ 41,135.35
Waupaca County	\$ 51,662.06
Waushara County	County Not a Member
Winnebago County (MPO)	\$ 168,791.42
TOTAL LEVY	\$625,000

This levy provides \$244,730 in 2024 for Local Match/Cost Share across transportation programs (excluding the Regional Safe Routes to School Program).

Map 1 Member Counties | ECWRPC



- Regional Planning Commission Boundary
- ECWRPC Member County & Municipality
- ECWRPC Non-Member County & Municipality

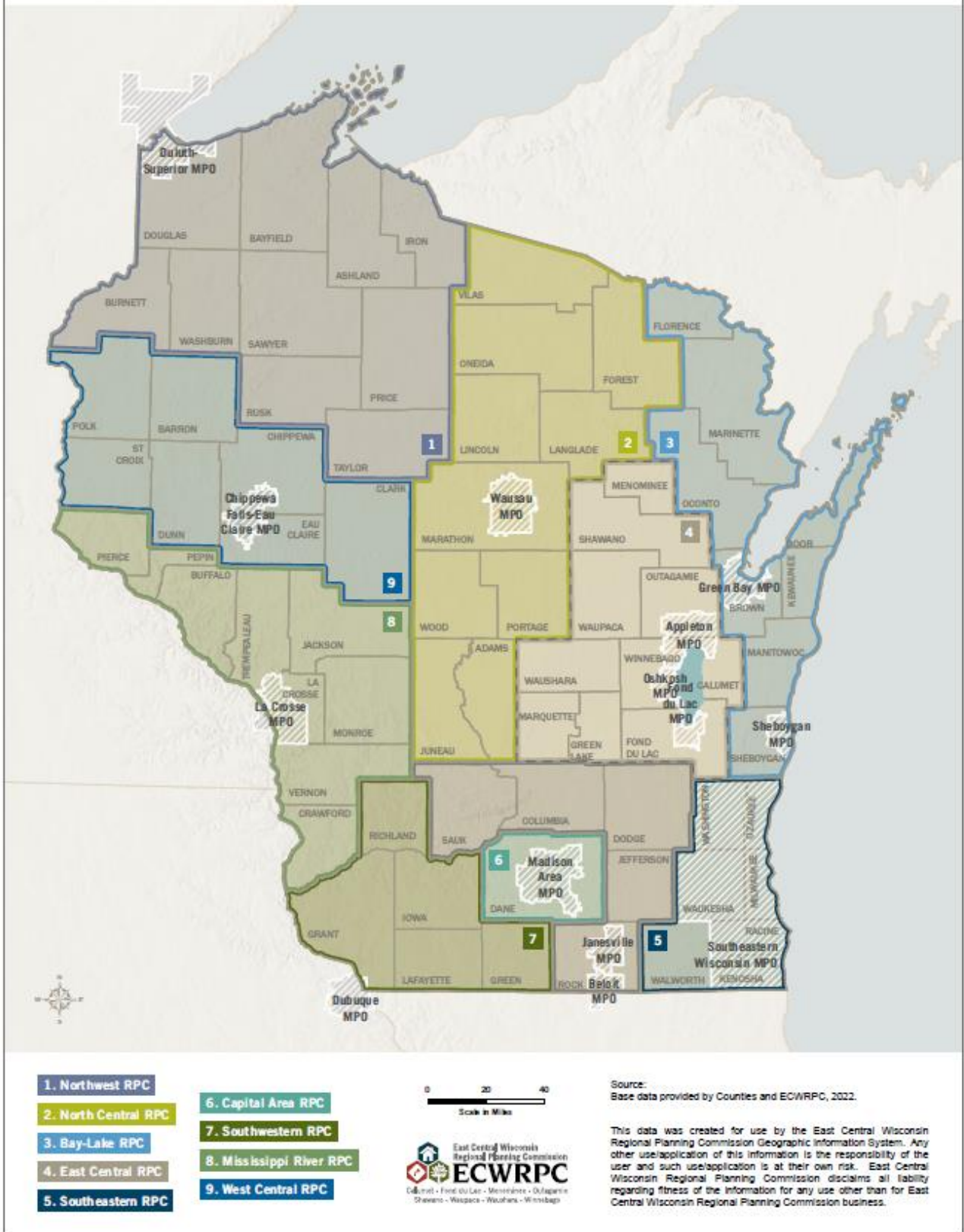
0 10 20
Scale in Miles



Source:
Base data provided by Counties and ECWRPC, 2023.

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

Map 2 Regional Planning Commissions & Metropolitan Planning Organizations



RESOLUTION NO. 45-23

**AMENDING THE 2023 UNIFIED TRANSPORTATION WORK PROGRAM AND BUDGET AND
REQUESTING AN EXTENSION OF FUNDING ELIGIBILITY PERIOD TO COMPLETE WORK FROM
CALENDAR YEAR 2023**

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

WHEREAS, the final 2023 Transportation Budget and Work Program was adopted by the Commission Board on October 28, 2022, and;

WHEREAS, the 2023 Transportation Budget and Work Program was amended by the Commission Board by Resolution 50-22 on October 28, 2022 and by Resolution 03-23 on January 27, 2022, and;

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

WHEREAS, the Commission will hire a consultant to assist with program deliverables, including but not limited to developing staff and committee member training materials, an evaluation of funding criteria, and a transportation improvement program the Appleton (Fox Cities) and Oshkosh MPOs, and;

WHEREAS, the total funding budgeted in 1312A for a consultant to assist with program deliverables and for staff to complete the Comprehensive Safety Action Plan is \$90,000; \$72,000 federal, \$4,500 state, and \$18,800 local share, and;

WHEREAS, the Commission staff will hire a consultant to conduct and develop training materials for the Northeast Region Travel Demand Model, and;

WHEREAS, the total funding budgeted for the 1313A the Northeast Region Travel Demand Model is \$90,000; \$72,000 federal, \$4,500 state, and \$18,800 local share, and;

WHEREAS, the Commission will continue to work with a consultant and communities to develop an Electric Vehicle (EV) Readiness Plan for the Oshkosh MPO, and;

WHEREAS, the total funding budgeted in 1321A for the EV Readiness Plan for the Oshkosh MPO and to conduct local traffic counts in the Appleton (Fox Cities) and Oshkosh MPOs is \$145,000.00: \$116,000.00 federal; \$5,800.00 state, and \$23,200.00 local share, and;

WHEREAS, work program activities and deliverables in the MPO Long Range Transportation Plan Update and Short-Range Street and Highway Planning— Congestion Management Process (CMP) will not be completed within the 2023 calendar year, and;

WHEREAS, the funding amount estimated to be approximately \$325,000 (+ or – 10%) that includes about \$260,000 federal, \$13,000 state, and \$52,000 local share would be utilized to complete the work if approved by FHWA and WisDOT, and;

WHEREAS, the capacity of the agency now exists to complete the unfinished 2023 work program activities and expend these dollars by November 30, 2024.

RESOLUTION NO. 45-23

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

Section 1: That the Commission amends the 2023 Transportation Work Program and Budget to reflect the funding adjustment and the schedule for work based on an extended funding eligibility period to November 30, 2024.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Melissa Kraemer Badtke, Executive Director


Jeff Nooyen, Chair Outagamie Co.


Attest: Melissa Kraemer Badtke, Executive Director- ECWRPC

10-27-2023 Date Approved

RESOLUTION 46-23

ADOPTING THE 2024 UNIFIED TRANSPORTATION WORK PROGRAM AND BUDGET AND ANNUAL MPO SELF-CERTIFICATION AND THE REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

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

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

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2023 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPOs, WisDOT, and FHWA; and,

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

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

Section 1: That the Appleton (Fox Cities) Metropolitan Planning Organization and Oshkosh Metropolitan Planning Organization adopt the 2024 Unified Planning Work Program and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration; and,

BE IT FURTHER RESOLVED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That in accordance with 23 CFR 450.336 the Appleton (Fox Cities) and Oshkosh MPOs hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;


RESOLUTION 46-23

5. Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and;
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Melissa A. Kraemer Badtke, ECWRPC Executive Director/MPO Director



Jeff Neoyen Chair – Outagamie Co.
10-27-2023 Date Approved



Attest: Melissa Kraemer-Badtke-ECWRPC Executive Director

RESOLUTION 09-23

ADOPTING THE 2024 UNIFIED TRANSPORTATION WORK PROGRAM FOR THE FOND DU LAC URBANIZED AREA AND ANNUAL MPO CERTIFICATION

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

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

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

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2024 Unified Transportation Work Program and finds them consistent with the transportation planning process and desires of the MPO.

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

Section 1: The Policy Board of the Fond du Lac Metropolitan Planning Organization adopts the 2024 Unified Transportation Work Program and directs the staff to submit this document to the Wisconsin Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration, and;

BE IT FURTHER RESOLVED BY THE FOND DU LAC MPO

Section 1: That in accordance with 23 CFR 450.336 (Self Certifications and Federal Certifications) the Fond du Lac MPO Policy Board hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on

PROPOSED RESOLUTION 09-23

gender; and;
(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27
regarding discrimination against individuals with disabilities.
15.

Effective Date: October 4, 2023
Prepared For: Fond du Lac Policy Board
Prepared By: Melissa Kraemer Badtke, MPO Director/Executive Director,
East Central Wisconsin Regional Planning Commission



Ms. Dyann Benson, Chair, Policy Board
Fond du Lac Metropolitan Planning Organization



Attest:
East Central Wisconsin Regional Planning
Commission

Table 2: East Central Wisconsin Regional Planning Commission

2024 Staff Program Percentages

Staff	Percentage of Time Appleton (Fox Cities) MPO/Oshkosh MPO	Percentage of Time Fond du Lac MPO	Percentage of Time Regional Transportation Program
Executive Division			
Executive Director/MPO Director	38%	13%	7%
Deputy Director	14%	0%	1%
Transportation			
Principal Transportation Planner	56%	30%	9%
Principal Transportation Planner (Title VI Coordinator)	56%	13%	30%
Associate Planner	69%	2%	24%
Associate Planner	55%	14%	28%
Associate Planner	59%	13%	28%
Associate Planner (Transportation and Economic development)	67%	0%	1%
Associate Planner (Transportation and Public Health)	36%	13%	22%
Senior Planner (SRTS)	0%	0%	1%
Associate Planner (SRTS)	0%	0%	0%
Associate Planner (SRTS)	0%	0%	0%
Environmental Planning			
Senior Planner	14%	0%	0%
Senior Planner	1%	1%	1%
GIS Program			
GIS Manager	29%	4%	1%

GIS Analyst 1 (Visualization)	29%	11%	18%
GIS Analyst 1 (Data Analysis)	56%	3%	8%
Administrative			
Administrative Coordinator	3%	3%	3%
IT Manager	1%	1%	1%
Controller	1%	1%	1%

SECTION 1.1 - 1300 PROGRAM ELEMENT: TRANSPORTATION PROGRAM

The Federal Transportation Law, Infrastructure Investment and Jobs Act (IIJA) (also known as the Bipartisan Infrastructure Law – BIL) and previous transportation laws including, Fixing America's Surface Transportation Act (FAST Act), prescribes a transition to a performance-based approach to all aspects of the planning and programming process that includes measurable outcomes and targets. Guidance based on the transportation law also encourages a regional approach with enhanced coordination with providers of public transportation and across MPO, RPC, and DOT boundaries to develop regional models of cooperation supporting the greater transportation system. Additional transportation modes are addressed through a specific multimodal program including public transit, bicycle and pedestrian, passenger and freight rail, regional public transportation, air and ports.

The Unified Planning Work Program (UPWP) is divided into five sections as outlined in the table below. Each section contains the budget for that section and in the subsequent pages following the budget there are detailed program deliverables outlined within each subsection of the work program element.

The purpose of this program element is to coordinate, administer and promote federal, state, regional and metropolitan transportation planning through the Commission's Metropolitan Planning Organization (MPO) designation for the three urbanized areas: Appleton (Fox Cities), Oshkosh, and Fond du Lac. The Appleton (Fox Cities) MPO, was designated as a Transportation Management Area (TMA) in 2010. With the TMA designation, the Appleton (Fox Cities) MPO is required to develop a Congestion Management Process that includes strategies to mitigate congestion, performance measures, monitoring and maintenance. Designated as a Transportation Management Area, requires a Certification Review by Federal Highway Administration and this was completed in 2023.

1300 Major Transportation Work Program	
Work Program Number	Work Program Description
1310	Appleton (Fox Cities) MPO and Oshkosh MPO
1330	Regional Transportation Planning
1340	Fond du Lac MPO
1380	Regional Safe Routes to School Program
20xx	FTA Planning Studies

The Transportation Program is funded by the Federal Highway Administration, Federal Transit Administration, and the Wisconsin Department of Transportation (WisDOT) through an annual planning grant. A summary of funding sources is provided in the table above. The development of this work program element is coordinated with federal and state transportation and transit agencies through a continuing, comprehensive, and cooperative process involving previously executed agreements (Visit the website: www.ecwrpc.org). The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Table 3: ECWRPC Regional and MPO 2024 Transportation Work Program

1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1310	Appleton (Fox Cities)/Oshkosh MPO Program (PL)							
1311	Program Administration/Support	\$ 75,000.00	\$ 60,000.00	80.0%	\$ 3,746.40	5.0%	\$ 11,253.60	15.0%
1312	Long-Range Plan Implementation /PEAs Activities	\$ 150,000.00	\$ 120,000.00	80.0%	\$ 7,492.80	5.0%	\$ 22,507.20	15.0%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 75,000.00	\$ 60,000.00	80.0%	\$ 3,746.40	5.0%	\$ 11,253.60	15.0%
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 250,000.00	\$ 200,000.00	80.0%	\$ 12,488.00	5.0%	\$ 37,512.00	15.0%
1322	Transportation Improvement Program (TIP)	\$ 50,000.00	\$ 40,000.00	80.0%	\$ 2,497.60	5.0%	\$ 7,502.40	15.0%
1323	Appleton (Fox Cities)/Oshkosh MPO Multi-Modal/Transportation Alternatives Program (TAP)	\$ 76,019.30	\$ 60,815.44	80.0%	\$ 3,797.32	5.0%	\$ 11,406.61	15.0%
1324	Transit Planning	\$ 50,000.00	\$ 40,000.00	80.0%	\$ 2,497.60	5.0%	\$ 7,502.40	15.0%
1324F	FTA SATO	\$ 194,147.82	\$ 194,147.82	100%				
1324S	FHWA 2.5% SATO	\$ 15,005.82	\$ 15,005.82	100%				
	Sub Total	\$ 935,172.94	\$ 789,969.08		\$ 36,266.12		\$ 108,937.74	
	Local Additional	\$ 52,288.41					\$ 52,288.41	
	Total Appleton (Fox Cities)/Oshkosh MPO Program	\$ 987,461.35	\$ 789,969.08	80.0%	\$ 36,266.12	5.0%	\$ 161,226.15	15.0%
1330	Regional Transportation Program (SPR)							
1331	Program Administration/Support	\$ 16,555.40	\$ 13,244.32	80.0%	\$ 1,655.54	10.0%	\$ 1,655.54	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 58,259.20	\$ 46,607.36	80.0%	\$ 5,825.92	10.0%	\$ 5,825.92	10.0%

1333	Regional Comprehensive Plan/Transportation Element	\$ 14,846.30	\$ 11,877.04	80.0%	\$ 1,484.63	10.0%	\$ 1,484.63	10.0%
	Total Regional Transportation Program	\$ 89,660.90	\$ 71,728.72	80.0%	\$ 8,966.09	10.0%	\$ 8,966.09	10.0%

1340	Fond du Lac MPO Program (PL)							
1341	Program Administration/Support	\$ 15,000.00	\$ 12,000.00	80%	\$ 583.47	3.89%	\$ 2,416.53	16.11%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 50,000.00	\$ 40,000.00	80%	\$ 1,944.90	3.89%	\$ 8,055.10	16.11%
1343	Short Range/Multi-Modal Transportation Planning	\$ 50,000.00	\$ 40,000.00	80%	\$ 1,944.90	3.89%	\$ 8,055.10	16.11%
1344	Transportation Improvement Program (TIP)	\$ 15,000.00	\$ 12,000.00	80%	\$ 583.47	3.89%	\$ 2,416.53	16.11%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 20,000.00	\$ 16,000.00	80%	\$ 777.96	3.89%	\$ 3,222.04	16.11%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 16,126.87	\$ 12,901.50	80%	\$ 627.30	3.89%	\$ 2,598.07	16.11%
1346F	FTA SATO	\$ 44,424.68	\$ 44,424.68	100%	\$ 0.00		\$ 0.00	
1346S	FHWA 2.5% SATO	\$ 2,673.82	\$ 2,673.82	100%				
	Sub Total	\$ 213,225.37	\$ 180,000.00		\$ 6,462.00		\$ 26,763.37	
	Local additional	\$ 11,774.63			\$ 0.00		\$ 11,774.63	
	Total Fond du Lac MPO Program	\$ 225,000.00	\$ 180,000.00		\$ 6,462.00		\$ 38,538.00	
	Total Regional and MPO Work Program (1300)	\$ 1,302,121.90	\$ 1,041,697.52	80.0%	\$ 50,788.36	3.9%	\$ 209,636.02	16.1%

Table 4: Appleton (Fox Cities) and Oshkosh MPO Extension of Funding Availability 2023 Transportation Work Program								
		Budget	FHWA/FTA		WisDOT		MPO/Local	
			Dollars	%	Dollars	%	Dollars	%
1312A	Long-Range Plan Implementation /PEAs Activities	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 3,600.00	4.0%	\$ 14,400.00	16.0%
1313A	NE Region Travel Demand Model Program	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 3,600.00	4.0%	\$ 14,400.00	16.0%
1321A	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 145,000.00	\$ 116,000.00	80.0%	\$ 5,800.00	4.0%	\$ 23,200.00	16.0%
	Total 1300 Appleton (Fox Cities)/Oshkosh MPO Program	\$ 325,000.00	\$ 260,000.00	80.0%	\$ 13,000.00	4.0%	\$ 52,000.00	16.0%

Table 5: Regional Safe Routes to School Funding

		WisDOT/FHWA - TAP			MPO/Local	
		Budget	Dollars	%	Dollars	%
1380	Regional Safe Routes to School Funding (TA Set Aside)					
1381	Program Administration/Support	\$ 375,000.00	\$ 300,000.00	80.0%	\$ 75,000.00	20.0%
1383	Events and Programs	\$ 85,000.00	\$ 68,000.00	80.0%	\$ 17,000.00	20.0%
1384	Communication and Education Materials	\$ 8,000.00	\$ 6,400.00	80.0%	\$ 1,600.00	20.0%
1386	Youth Engagement Program	\$ 14,500.00	\$ 11,600.00	80.0%	\$ 2,900.00	20.0%
1390	Workshops	\$ 1,000.00	\$ 800.00	80.0%	\$ 200.00	20.0%
1391	Evidence Based Practices and Research	\$ 4,700.00	\$ 3,760.00	80.0%	\$ 940.00	20.0%
	Total Regional Safe Routes to School Program	\$ 488,200.00	\$ 390,560.00	80.0%	\$ 97,640.00	20.0%

Table 6: FTA Special Studies - 2024

		FTA			WisDOT		City of Oshkosh	
		Budget	Dollars	%	Dollars	%	Dollars	%
	GO Transit - Transit Development Plan							
2456	GO Transit - Transit Development Plan	\$ 141,876.00	\$ 113,501.00	80.0%	\$ -	0.0%	\$ 28,375.00	20.0%
	GO Transit – Facilities Master Plan	\$ 100,000.00	\$ 80,000.00	80.0%			\$ 20,000.00	20.0%
	Total Program	\$ 232,680.00	\$ 186,144.00	80.0%	\$ -	0.0%	\$ 46,536.00	20.0%



SECTION 2

APPLETON (FOX CITIES) MPO AND OSHKOSH MPO WORK PROGRAM

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Jeff Nooyen, Chair
Alice Connors, Vice-Chair
Melissa Kraemer Badtke, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Nicholas Kesler
Tom Reinl
(David DeTroye, Alt.)

FOND DU LAC COUNTY

Sam Kaufmann
Steve Abel
Brenda Schneider
Keith Heisler

MENOMINEE COUNTY

Gene Caldwell
Elizabeth Moses
(Jeremy Johnson, Alt.)
Vacant

OUTAGAMIE COUNTY

Thomas Nelson
(Kevin Englebert, Alt.)
Lee Hammen
Jake Woodford
Jeff Nooyen
Nadine Miller

SHAWANO COUNTY

Thomas Kautza
Steve Gueths
Ken Capelle

WAUPACA COUNTY

Dick Koeppen
Brian Smith
DuWayne Federwitz

WINNEBAGO COUNTY

Jon Doemel
(Jerry Bougie, Alt.)
Tom Egan
(David Albrecht, Alt.)
Robert Schmeichel
Robert Keller
Matt Mugerauer
(Mark Rohloff, Alt.)

EX-OFFICIO MEMBERS

Scott Nelson, WisDOT
Ronald McDonald, Valley Transit

SECTION 2: APPLETON (FOX CITIES) TMA AND OSHKOSH MPO 2024 WORK PROGRAM

SECTION 2.1 – INTRODUCTION AND PROSPECTUS FOR THE APPLETON TMA AND OSHKOSH MPO

ECWRPC as the MPO for Appleton (Fox Cities) MPO and Oshkosh MPO

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

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

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

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

MPO Committee Structure

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

Appleton (Fox Cities) MPO and Oshkosh MPO Committee Structure



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

Administration

ECWRPC staff continues to work with the Technical Advisory Committee, the Executive Committee, and the Policy Board to discuss policies and procedures for each of the MPOs including looking at separate policy boards. East Central staff will be working with FHWA, FTA, Wisconsin Department of Transportation, the Executive Committee, and Commission Board to continue to discuss the best way to move forward with the MPO structure. In addition, staff will be developing training materials for new staff and new members of the MPO Committees. Staff will also be hiring a consultant to assist with transportation planning deliverables when there is a staff vacancy.

Long Range Transportation Plan Implementation

In 2024, East Central staff will begin the process to update the Long Range Transportation Plan. This will be in coordination with the update for the Congestion Management Plan for the Appleton (Fox Cities) MPO. Staff continues to work in partnership with WisDOT staff, Green Bay MPO staff and local county and municipal staff in creating a regional transportation network. ECWRPC staff will continue to update performance measures and targets. In addition, staff will be working with a consultant, WisDOT, and the Green Bay MPO to begin phase 2 of the Intermodal Freight Facility Study. Staff will work with the Wisconsin Department of Transportation and local communities to update the Metropolitan Planning Organization boundary and the functional classification network for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs).

Transportation Improvement Plan Implementation

In 2024, staff will be working with WisDOT staff to input the TIP projects more efficiently and potentially integrate the process into an ESRI GIS database. There will be continued work to evaluate the Surface Transportation Block Grant criteria, Carbon Reduction Program criteria, Transportation Alternatives Set Aside criteria, and the process that the MPO currently uses.

Performance Measures and Targets

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

Regional Corridor Studies and Safety

ECWRPC assists with Regional Corridor Studies with local units of government and WisDOT. In 2024 ECWRPC will continue to assist and work on and on the I-41 expansion study. In addition, ECWRPC staff work together with county staff and local government staff regarding local roadway improvement projects. Support for these activities may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling. Staff will hire a consultant to train new East Central staff on the travel demand model and develop a user's guide for East Central staff.

Active Transportation

In 2024, the Appleton (Fox Cities) MPO and Oshkosh MPO bicycle and pedestrian plan will continue to be implemented. East Central staff will also be working with communities to develop wayfinding placement plans and bicycle and pedestrian counts. In addition, East Central staff will continue to support Outagamie, Shawano, Winnebago and Waupaca counties on the

implementation of their bicycle and pedestrian plans. East Central staff will also work with a consultant to develop a Complete Streets Toolkit as part of the Roadway Urbanization Guidebook.

Specialized Transportation Coordination Plans/Transit

Specialized Transportation throughout the Appleton (Fox Cities) MPO has been significantly impacted by the pandemic, with some programs shutting down service at times and others switching to meal delivery and essential rides (dialysis, medical appointments) only. Transit, paratransit and demand response services are all currently operating following FTA safety guidelines as they relate to COVID-19. Specialized transportation coordination plans for each of the counties within the region will be updated in 2024. In addition, communities have continued to request assistance for updating their data, assistance with applying for funding, and assistance for updating their Title VI Plans.

East Central staff continues to work with Valley Transit on the implementation of their Transit Development Plan and will continue work with GO Transit to update their Transit Development Plan. East Central staff will work with Valley Transit on updating the 5310 policies and procedures in anticipation of the 5310 program cycle.

Through 5304 funds, GO Transit will continue to work with a consultant to conduct a planning study in 2024. This project studies the transit administrative and garage facilities, and it evaluates their current and future use. This will include examining the ability to accommodate electric buses and charging infrastructure. The end product will be a master plan for GO Transit.

Health in Transportation Planning

East Central staff will be working with Public Health Department, Community Development Departments, and Public Works Departments to build relationship and demonstrate the linkage from the built environment to public health.

Safe Routes to School

The Regional Safe Routes to School staff will continue to work with local SRTS coalitions to implement safe routes to school programs and encouragement programs such as the walking school bus program. The team will also continue to work on the school siting tool and implement the educational campaign for the school year.

SECTION 2.3 – PLANNING EMPHASIS AREAS (PEAs)

On December 30, 2021, the Federal Highway Administration and the Federal Transit Administration released updated 2021 planning emphasis areas (PEAs) for the use in the development of the metropolitan and statewide planning and research programs. The following details how the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations address the PEAs through various planning activities and planning documents updates (including the Unified Planning Work Program). Highlighted below are work program deliverables that advance the following PEAs.

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the two MPOs.
- Develop a complete streets toolkit and guidebook that communities can reference as a tool to expanding multimodal transportation infrastructure throughout the MPOs.
- Continue to examine the feasibility and potential implementation of a I-41 commuter service between Oshkosh and the Fox Cities.
- Continue to support GO Transit and Valley Transit in their operations.
- Develop an EV readiness plan for the Oshkosh MPO.
- Implement and update the Congestion Management Process for the Appleton (Fox Cities) MPO.
- Continue to support efforts for the High Cliff Connection project and the College Avenue Corridor project.

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the two MPOs, enhancing public engagement opportunities, and consider how equity is furthered within each action item.
- Continue to participate in workgroups that enhance diversity and equity work through the MPOs.
- Enhance GIS-based equity analyses.
- Implement activities and actions identified in the Equity in Community Engagement Toolkit and Guidebook.
- Continued coordination with Valley Transit and GO Transit.

Complete Streets – ECWRPC has two complete streets policies: one for the region and one for the MPOs. The MPO-level Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects. To further ensure that

streets are safe for all roadway users, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Develop a complete streets toolkit and guidebook.
- Work with communities to implement the Comprehensive Safety Action Plan that will examine the safety of roadways within the MPOs for all roadway users.
- Support communities in implementing infrastructure identified in the action plan for the Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in MPO-level planning projects. Deliverables outlined in the Unified Work Program and Budget that assist in this PEA include:

- Implement activities and actions identified in the Equity in Community Engagement Toolkit and Guidebook, which will include virtual and in-person public engagement opportunities.
- Integrate public involvement throughout the planning process and working with non-traditional partners to reach historically underserved populations.

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the Appleton (Fox Cities) or Oshkosh MPOs. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

FLMA Coordination – No federal land exists in the Appleton (Fox Cities) or Oshkosh MPOs. However, should federal land be established in the MPOs, East Central staff will coordinate with FMLA on transportation projects and activities that connect to federal land.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. East Central staff will continue to coordinate and review environment documents as they relate to transportation projects. Furthermore, ECWRPC recently completed a mapping project to identify where the Sewer Service Area boundaries align with the MPO boundaries to ensure proper coordination of future roadway construction projects.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the [Transportation Hub](#) the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. East Central receives certain datasets from local communities and state and federal agencies and also shares out East Central's datasets to local communities and state and federal agencies. To continue to address the topic of data sharing, needs, and analytics, the following deliverables have been included in the 2024 Unified Work Program and Budget:

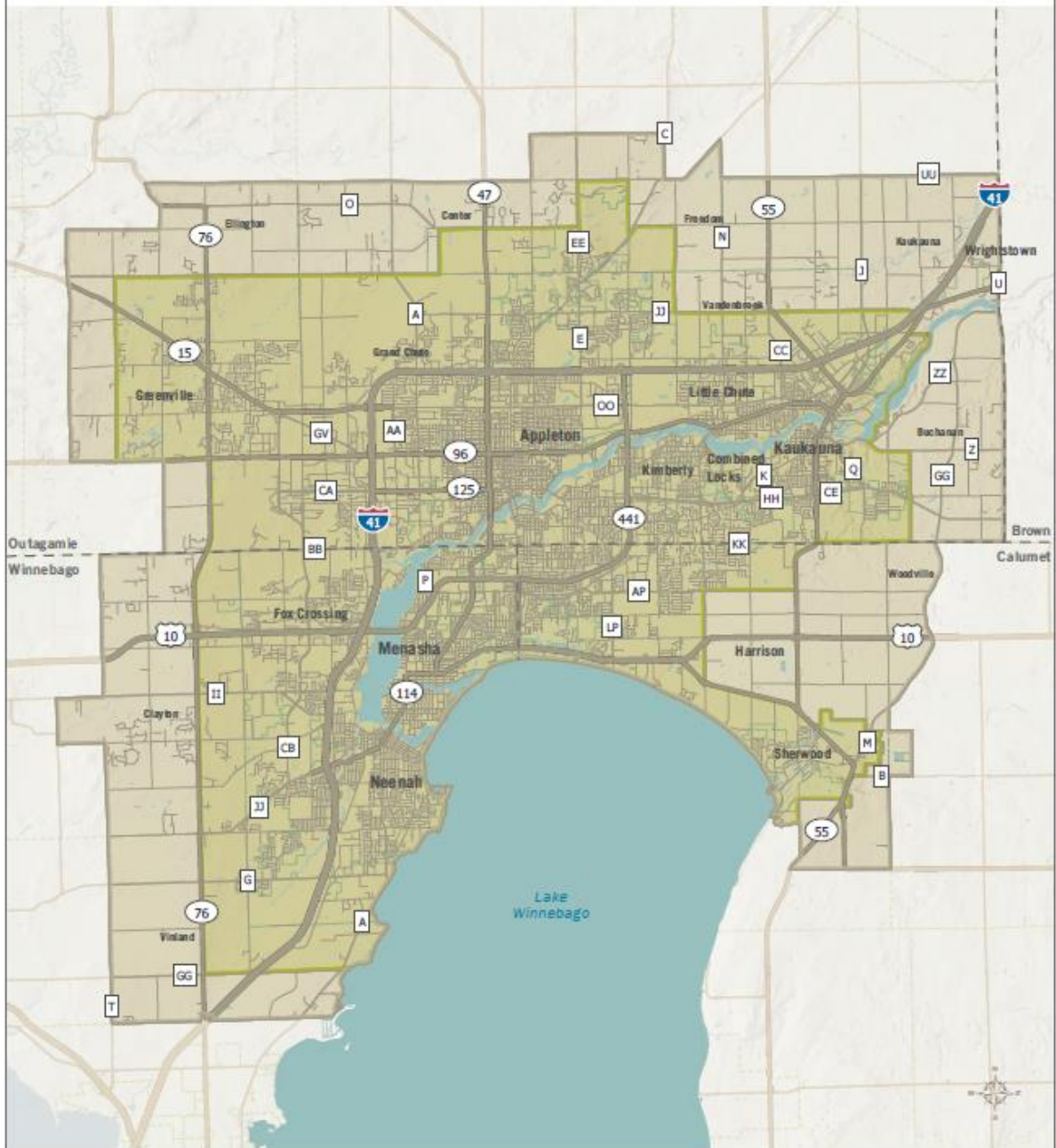
- Use Miovision cameras and bicycle and pedestrian counters validate models and examine use and safety trends throughout the MPOs.

- Continue to integrate the TIPs into a GIS database.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPOs.
- Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting.

Table 7: Appleton (Fox Cities) and Oshkosh MPO 2024 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1310	Appleton (Fox Cities)/Oshkosh MPO Program (PL)	\$ 987,461.35	\$ 789,969.08	80%	\$ 36,266.12	5.0%	\$ 161,226.15	15.0%
1311	Program Administration/Support	\$ 75,000.00	\$ 60,000.00	80.0%	\$ 3,746.40	5.0%	\$ 11,253.60	15.0%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 150,000.00	\$ 120,000.00	80.0%	\$ 7,492.80	5.0%	\$ 22,507.20	15.0%
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1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 50,000.00	\$ 40,000.00	80.0%	\$ 2,497.60	5.0%	\$ 7,502.40	15.0%
1324F	FTA SATO	\$ 194,147.82	\$ 194,147.82	100%				
1324S	FHWA 2.5% SATO	\$ 15,005.82	\$ 15,005.82	100%				
	Sub Total	\$ 935,172.94	\$ 789,969.08		\$ 36,266.12		\$ 108,937.74	
	Local Additional	\$ 52,288.41					\$ 52,288.41	
	Total 1300 Appleton (Fox Cities)/Oshkosh MPO Program	\$ 987,461.35	\$ 789,969.08	80.0%	\$ 36,266.12	5.0%	\$ 161,226.15	15.0%

Map 3 Appleton (Fox Cities) Transportation Management Area | ECWRPC



- Municipal Boundary
- - County Boundary
- Appleton (Fox Cities) Urbanized Area
- Appleton (Fox Cities) TMA Planning Area

0 2 4
Scale in Miles

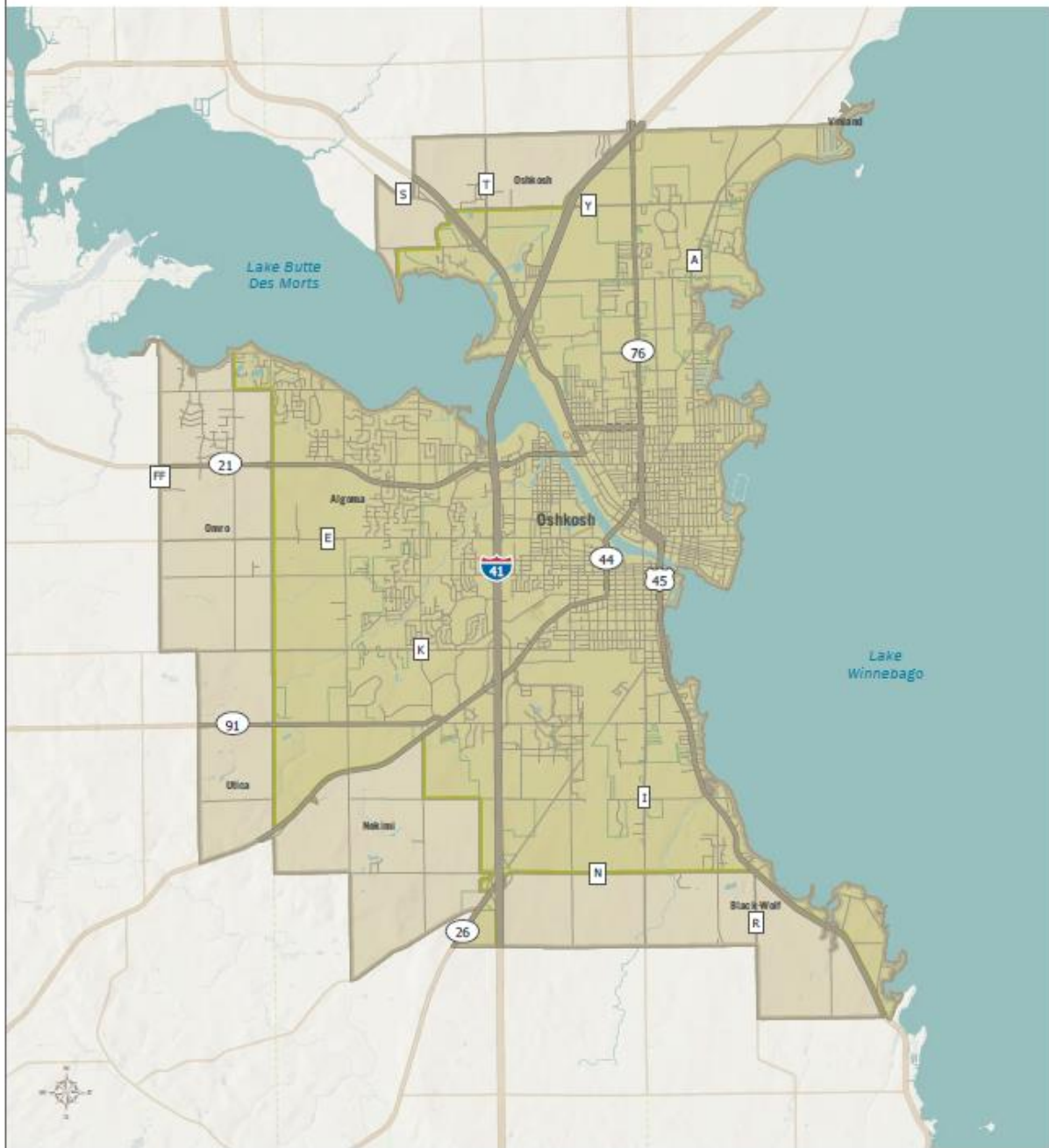


Source:
TMA boundaries provided by WisDOT and ECWRPC, 2010.
Base data provided by Counties and ECWRPC, 2022.

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

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Map 4 Oshkosh Metropolitan Planning Organization | ECWRPC



- Municipal Boundary
- Oshkosh Urbanized Area
- Oshkosh MPO Planning Area

0 1 2
Scale in Miles



Source:
MPO boundaries provided by WisDOT and ECWRPC, 2010.
Base data provided by Counties and ECWRPC, 2022.

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SECTION 2.4 – 1310 MAJOR WORK PROGRAM ELEMENT: APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS – 2024

Objective: East Central staff will prepare and maintain the required plans, reports, studies, models, and data necessary for the operation and management of the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs). The 2024 Work Program is based on the planning requirements as prescribed by the Bipartisan Infrastructure Law (BIL) and FAST Act.

**1310 - Work Program Funding Allocation		
FHWA - PL	\$ 580,815.44	80.0%
WisDOT - PL	\$ 36,266.12	5.0%
ECWRPC	\$ 108,937.74	15.0%
Sub Total	\$ 726,019.30	100.0%
FTA SATO	\$ 194,147.82	100.0%
FHWA 2.5% SATO	\$ 15,005.82	100.0%
Sub Total	\$ 935,172.94	
Local additional	\$ 52,288.41	0%
Total	\$ 987,461.35	

1310 - Staff Allocations	
Position	Hours
MPO Director	604
Deputy Director	293
Principal Planner	1296
Senior Planner	213
Associate Planner	4712
GIS Manager	461
GIS Analyst 1	1395
IT Manager	16
Controller	15
Administrative Coordinator	42

**Work Program activities designated with an asterisk are deliverables that meet the Safe and Accessible Transportation Options.*

***1310 is the total for the Appleton (Fox Cities) TMA/Oshkosh MPO Program.*

FY 2023 Major Accomplishments

- Developed and approved the 2024 UPWP.
- Worked with communities and WisDOT to select projects for the Surface Transportation Block Grant Program, Carbon Reduction Program, and the Transportation Alternatives Set-aside.
- Continued to work with partner organizations on the Northeast Travel Demand Model.
- Updated the Title VI and Public Participation Plans for each of the MPOs.

1310 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Amend the FY 2024 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2025 UPWP.	October 2024
1.3 Prepare quarterly reimbursement requests for WisDOT.	Quarterly
1.4 Prepare agendas and materials for committees and subcommittees.	Quarterly

1.5 Monitor federal requirements including attending webinars with updates on 2 CFR 200.	Ongoing
1.6 Meet one-on-one with member communities to better understand their needs and projects.	February 2024
<p>1.7 Work in coordination with FHWA, FTA, WisDOT, and the Commission Board to develop separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh Metropolitan Planning Organization.</p> <ul style="list-style-type: none"> • Develop Appleton (Fox Cities) MPO Policy Board and Technical Advisory Committee Options for Executive Committee and Commission Board consideration • Develop timeline for completion of the redesignation for the Appleton (Fox Cities) MPO Policy Board. • Meet with FHWA, FTA, and WisDOT regularly to discuss status and next steps in the redesignation process. • Meet with local elected leaders and staff to discuss the redesignation process. • Once redesignated, the following items will be developed <ul style="list-style-type: none"> • Bylaws for the Appleton (Fox Cities) MPO and Oshkosh MPO • UPWP • Review and Amend the Public Participation Plan • Review and Amend the Title VI Plan 	January – December 2024
1.8 Conduct new member orientations and packet with MPO information.	March - May 2024
1.9 Work with WisDOT, FHWA, and FTA to develop an implementation plan regarding corrective actions and recommendations as outlined in the Appleton MPO Certification Review from 2023.	January 2024

APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS – 2024 PLANNING DOCUMENTS AND TIMELINE	
Long Range Land Use Transportation Plan (updated every 5 years)	<ul style="list-style-type: none"> - Appleton (Fox Cities) Metropolitan Planning Organization (MPO) 2050 Long Range Land Use Transportation Plan, approved October 30, 2020 - Oshkosh Metropolitan Planning Organization (MPO) 2050 Long Range Land Use Transportation Plan, approved October 30, 2020
Transportation Improvement Plan (TIP) (annually)	<ul style="list-style-type: none"> - Appleton (Fox Cities) Metropolitan Planning Area Transportation Improvement Program 2024 - anticipated approval October 27, 2023 - Oshkosh Metropolitan Planning Area Transportation Improvement Program 2024 -anticipated approval October 27, 2023
Unified Planning Work Program (annually)	2024 Unified Planning Work Program for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, anticipated approval October 2023
Congestion Management Process Plan (CMP) (TMA) - Appleton TMA only (updated with Long Range Transportation Land Use Plan)	Congestion Management Process Plan for the Appleton (Fox Cities) Transportation Management Area, adopted October 29, 2021
Public Participation Plan (updated every 5 years)	Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, anticipated adoption October 27, 2023
MPO Cooperative Agreement	<p>Valley Transit—Executed, January 5, 2017 (https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementVT.pdf)</p> <p>GO Transit—Executed, November 14, 2017 (https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementGOTransit.pdf)</p>
Metropolitan Planning Area	Approved by MPO & WisDOT
Annual Listing of Obligated Projects	<p>Calendar Year 2022 annual listing posted on website:</p> <p>Appleton MPO: https://www.ecwrpc.org/wp-content/uploads/2023/03/2022-Appleton-Obligated-Projects.pdf</p> <p>Oshkosh MPO: https://www.ecwrpc.org/wp-content/uploads/2023/03/2022-Oshkosh-Obligated-Projects.pdf</p>
Title VI Plan/ADA and Limited English Proficiency Plan	Anticipated adoption October 27, 2023 (updated every 3 years)
FHWA—FTA Certification (TMA) - (conducted every 4 years) Appleton (Fox Cities) MPO	August, 2023

1311 Work Item: Program Support and Administration for the Appleton (Fox Cities) and Oshkosh MPOs

Objectives: To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements.

1311 - Work Program Funding Allocation		
FHWA - PL	\$ 60,000.00	80.0%
WisDOT - PL	\$ 3,746.40	5.0%
ECWRPC	\$ 11,253.60	15.0%
Total	\$ 75,000.00	100.0%

1311 - Staff Allocations	
Position	Hours
MPO Director	207
Deputy Director	49
Principal Planner	246
Senior Planner	131
Associate Planner	0
GIS Manager	16
GIS Analyst 1	0
IT Manager	0
Controller	15
Administrative Coordinator	42

FY 2023 Major Accomplishments

- Adopted the 2024 Unified Work Program.
- Met with member communities to discuss their priorities related the transportation program.
- Prepared quarterly reimbursement requests and attended the MPO Directors meetings.

1311 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Amend the FY 2024 UPWP, as needed.	Ongoing
1.2 Complete and approve the FY 2025 UPWP.	August – October 2024
1.3 Prepare quarterly reimbursement requests for WisDOT.	Quarterly
1.4 Prepare agendas and materials for committees and subcommittees.	Quarterly
1.5 Monitor federal requirements.	Ongoing
1.6 Meet one-on-one with member communities to better understand their needs and projects.	February 2024
1.7 Work in coordination with FHWA, FTA, WisDOT, and the Commission Board to develop separate policy board for the Appleton (Fox Cities)	January – December 2024

<p>Metropolitan Planning Organization (MPO) and Oshkosh Metropolitan Planning Organization.</p> <ul style="list-style-type: none"> • Develop Appleton (Fox Cities) MPO Policy Board and Technical Advisory Committee Options for Executive Committee and Commission Board consideration • Develop timeline for completion of the redesignation for the Appleton (Fox Cities) MPO Policy Board. • Meet with FHWA, FTA, and WisDOT regularly to discuss status and next steps in the redesignation process. • Meet with local elected leaders and staff to discuss the redesignation process. • Once redesignated, the following items will be developed <ul style="list-style-type: none"> • Bylaws for the Appleton (Fox Cities) MPO and Oshkosh MPO • UPWP • Review and Amend the Public Participation Plan • Review and Amend the Title VI Plan 	
1.8 Develop new member materials on the roles and responsibilities of the MPO, TAC and Policy Board members.	February – May 2024
1.9 Attend MPO Directors meetings and collaboration with other MPOs on projects.	January – December, 2024
1.10 Work with WisDOT, FHWA, and FTA to develop an implementation plan regarding corrective actions and recommendations as outlined in the Appleton MPO Certification Review from 2023.	January 2024
1.11 Update the East Central Website and include the Metropolitan Planning Organization Information for Appleton and Oshkosh that allows the user to be one click away from the information.	January – December, 2024

1312 Work Item: Appleton (Fox Cities) and Oshkosh Long-Range Transportation (LRTP) Major Updates

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

1312 - Work Program Funding Allocation		
FHWA - PL	\$ 120,000.00	80.0%
WisDOT - PL	\$ 7,492.80	5.0%
ECWRPC	\$ 22,507.20	15.0%
Total	\$ 150,000.00	100.0%

1312 - Staff Allocations	
Position	Hours
MPO Director	127
Deputy Director	16
Principal Planner	181
Senior Planner	0
Associate Planner	1425
GIS Manager	145
GIS Analyst 1	345
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Updated Title VI/ADA and LEP Plan for the Appleton (Fox Cities) and Oshkosh MPOs
- Updated the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs
- Worked in collaboration with local units of government and stakeholders to develop a Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh MPOs
- Staff worked with WisDOT and technical advisory committees to start the process of updating the urban area boundaries for the Appleton (Fox Cities) and Oshkosh MPOs

1312 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Work with FHWA, FTA and WisDOT staff to develop the process to link and update the Congestion Management Process, the Metropolitan Transportation Plan, the Transportation Improvement Plan and begin work on the update of the Congestion Management Process for the Appleton MPO.	January - December 2024
*1.2 Work with staff to monitor and evaluate the Title VI plan.	January -October 2024

1.3 Continue to update the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Area boundaries with the 2020 U.S. Census data.	January – September 2024
1.4 Continue to work with WisDOT staff to update the functional classification system for the Appleton (Fox Cities) and Oshkosh MPO.	January – September 2024
*1.5 Conduct an inventory and analysis of residential infill and redevelopment opportunities as they relate to transportation infrastructure in the Appleton (Fox Cities) and Oshkosh MPOs.	January – December 2024
1.6 Continue to identify and develop health and transportation data sets and conduct data analysis on the functional classification network. Enhance the GIS-based environmental justice and equity analyses for the functional classification network to help inform the planning processes.	Ongoing/Supporting Activity
1.7 Maintain and update, as needed, the Transportation ArcGIS Hub to add the Long-Range Transportation/Land Use Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.	Ongoing/Supporting Activity
*1.8 Participate in and attend Traffic Safety Commission meetings within Calumet, Outagamie, and Winnebago counties.	Ongoing
1.9 Collaborate with economic development organizations businesses regarding transportation needs.	Ongoing/Supporting Activity
1.10 Work with WisDOT on development of statewide transportation plans, including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Ongoing
*1.11 Implement actions identified the Equitable Engagement Toolkit and Guidebook and incorporate best practices into current and future planning efforts.	Ongoing/Supporting Activity
*1.12 Staff to participate in initiatives that enhance our equity and diversity work based on our Title VI plan. This includes but isn't limited to Fox Valley THRIVES, Latinofest, Hispanic Interagency, Casa Hispania, Transportation Equity Caucus, the Multicultural Communications Committee, etc.	Ongoing
*1.13 Staff will develop GIS data sets for the performance measures and targets along with developing infographics to make the performance measures easy to understand, including updating the	Ongoing

performance measures, targets, and data in the State of System reports for the Appleton and Oshkosh MPOs.	
*1.14 Staff will continue to work with public health organizations at the local, state, and federal level to evaluate public health in transportation projects and possibly looking at health impact assessments for transportation projects.	Ongoing/Supporting Activity
1.15 Implement the Long-Range Land Use Transportation Plan for Appleton (Fox Cities) and Oshkosh MPOs and develop annual action plans.	Ongoing
1.16 Continue to work with WisDOT regarding possible passenger rail studies.	January – December 2024

1313 Work Item: Northeast Region Travel Demand Model Improvement Program

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

1313 - Work Program Funding Allocation		
FHWA - PL	\$ 60,000.00	80.0%
WisDOT - PL	\$ 3,746.40	5.0%
ECWRPC	\$ 11,253.53	15.0%
Total	\$ 75,000.00	100.0%

1313 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	163
Principal Planner	0
Senior Planner	0
Associate Planner	459
GIS Manager	143
GIS Analyst 1	246
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Continued to work with WisDOT and local municipalities to update data for the new travel demand model.
- Continued to work with WisDOT and local agencies regarding traffic projections for regionally significant corridors including the new Thrivent Financial Development and impacts with the I-41 Corridor.

1313 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting. As U.S. Census data becomes available, begin updating the data for the travel demand model.	January-December 2024
1.2 Hire a consultant to develop and conduct training program with new staff and develop a travel demand model user guide.	January – December 2024
1.3 Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.	Ongoing
1.4 Continue to participate in the Model User Group meetings and possibly work with a consultant to continue to provide training opportunities for staff.	Ongoing
1.5 Continue to update the employment data as new development occurs within the MPOs and develop traffic forecasts.	Ongoing

1.6 Continue to use the Miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.	Ongoing
1.7 Work with Valley Transit and GO Transit to use the model for the implementation of their Transit Development Plans and use TDM and GIS datasets to evaluate the effectiveness of potential changes in routes. Work with Valley Transit and GO Transit to update and maintain the transit system within the Travel Demand Model.	Ongoing
1.8 Begin the process of converting the updated Travel Demand Model to an Active Transportation Model by developing a strategy for model validation through collecting and processing data. Hire a consultant to assist in the development of the active transportation model.	January – December 2024

1321 Work Item: Short-Range Street and Highway Planning—Congestion Management Process (CMP)

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

1321 - Work Program Funding Allocation		
FHWA - PL	\$ 200,000.00	80.0%
WisDOT - PL	\$ 12,488.00	5.0%
ECWRPC	\$ 37,512.00	15.0%
Total	\$ 250,000.00	100.0%

1321 - Staff Allocations	
Position	Hours
MPO Director	111
Deputy Director	16
Principal Planner	410
Senior Planner	0
Associate Planner	544
GIS Manager	16
GIS Analyst 1	263
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Staff digitized capital improvement program projects for communities within the MPOs.
- Developed the State of the System report which is a performance measure document and current conditions report for the Appleton (Fox Cities) and Oshkosh Urbanized areas.
- Staff continued to work with Brown County on the second phase of the freight intermodal study.
- Staff worked with the Appleton (Fox Cities) MPO to finalize selection of the 2023 Carbon Reduction Program.
- Staff worked with WisDOT and previous STGB-Urban awardees in the Appleton (Fox Cities) MPO to adjust award amounts and bring projects up to 80% funding.
- Staff issued an RFP and entered into contract with a firm for the Oshkosh MPO Electric Vehicle Readiness Plan.

1321 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Work with Outagamie County and partner organizations on the Community Connectors Grant Program supporting the College Avenue Corridor Project. (Year 1)	January – December 2024
*1.2 Update the Congestion Management Process for the Appleton (Fox Cities) MPO and develop an annual action plan.	January – December 2024

1.3 Continue to work with local municipalities and WisDOT to conduct corridor studies, including but not limited to College Avenue Corridor from Casaloma Drive to the Viaduct Bridge, CTH KK / Calumet St, CTH K / 20th Ave, STH 76 etc.	January – December 2024
1.4 Work with a consultant to develop a roadway urbanization guidebook to assist local communities.	January – December 2024
1.5 Work with WisDOT and local communities on applications for the Surface Transportation Block Grant Program. Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in STBG projects and scheduling of projects.	January – December 2024
1.6 Work with WisDOT and local communities on applications for Carbon Reduction Program. Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in Carbon Reduction projects and scheduling of projects.	January- December 2024
1.7 Update the Capital Improvement Program (CIP) datasets for communities in the Appleton (Fox Cities) and Oshkosh MPOs.	September- December 2024
1.8 Continue to work with WisDOT and local partner organizations to conduct traffic counts with the Miovision cameras; analyze the data to put into the travel demand model, as applicable.	Ongoing
1.9 Continue to develop, implement, and monitor performance measures and targets.	Ongoing
1.10 Work with WisDOT, communities, and businesses on the I-41 Expansion Project between De Pere and Appleton.	Ongoing
1.11 Continue to work with Green Bay MPO, WisDOT staff, and other partner organizations to hire a consultant for Phase II - Northeast Wisconsin Intermodal Freight Facility Feasibility Phase II study and implementation.	January – December, 2024

1322 Work Item: Appleton (Fox Cities) and Oshkosh Transportation Improvement Program (TIP)

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

1322 - Work Program Funding Allocation		
FHWA - PL	\$ 40,000.00	80.0%
WisDOT - PL	\$ 2,497.60	5.0%
ECWRPC	\$ 7,502.40	15.0%
Total	\$ 50,000.00	100.0%

1322 - Staff Allocations	
Position	Hours
MPO Director	64
Deputy Director	49
Principal Planner	49
Senior Planner	0
Associate Planner	665
GIS Manager	16
GIS Analyst 1	66
IT Manager	16
Controller	0
Administrative Coordinator	2

FY 2023 Major Accomplishments

- Completed and processed amendments for the 2023 Transportation Improvement Program for the Appleton and Oshkosh MPOs.
- Developed the Appleton (Fox Cities) Metropolitan Planning Organization and the Oshkosh Metropolitan Planning Organization Transportation Improvement Program – 2024.

1322 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Process amendments for the Appleton (Fox Cities) MPO and the Oshkosh MPO for the Transportation Improvement Program.	January – December 2024
1.2 Work with the MPO Technical Advisory Committee and the Policy Board to update the selection criteria for STBG Projects, Carbon Reduction Program, and the Transportation Alternatives Set-aside Program.	January – September 2024
1.3 Hire a consultant and work with WisDOT, FHWA, and FTA and East Central staff to reformat, develop a TIP frame work, and develop a TIP	January – December 2024

Database for tracking of projects within the TIP and the progress of the TIP amendments.	
1.4 Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG, TA Set-aside, and Carbon Reduction projects and their progress.	January- December 2024
1.5 Develop the 2025-2028 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) and Oshkosh MPOs.	May – October 2024

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

Objective: To encourage, promote and accommodate walking and wheeling as safe and efficient modes of transportation. ECWRPC will work cooperatively with WisDOT, MPO communities, and stakeholders to provide equitable access to opportunities, alleviate congestion, improve air quality, and increase safety through implementation of bicycle and pedestrian facilities and programming.

1323 - Work Program Funding Allocation		
FHWA - PL	\$ 60,815.44	80.0%
WisDOT - PL	\$ 3,797.32	5.0%
ECWRPC	\$ 11,406.61	15.0%
Total	\$ 76,019.30	100.0%

1323 - Staff Allocations	
Position	Hours
MPO Director	34
Deputy Director	0
Principal Planner	135
Senior Planner	0
Associate Planner	776
GIS Manager	13
GIS Analyst 1	166
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Conducted bicycle and pedestrian counts for the City of Appleton and for the High Cliff Connection project.
- Staff continued to participate in the core team for the High Cliff Connection project.
- Staff reviewed and scored 2023-2026 Transportation Alternatives Set-Aside Program applications.
- Coordinated and held bi-monthly Appleton (Fox Cities) and Oshkosh MPO Bicycle and Pedestrian Committee meetings.

1323 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Implement a formal count rotation program within the MPOs, including establishing locations for year-round count locations	January – March 2024
1.2 Work with partner organizations to develop an interactive trail map site/application for trail users that complements the Trails of the Fox Cities maps.	July – December 2024
1.3 Assist communities in Transportation Alternatives – Set Aside Program application process.	September – December 2024

1.4 Work with communities and non-traditional partners to develop sign templates for wayfinding signage program.	Ongoing
1.5 Continue to work with local communities and partner organizations on the High Cliff Connection project.	Ongoing
*1.6 Work with WisDOT and local government organizations to update the bicycle and pedestrian GIS datasets, including layering the bicycle and pedestrian network with health, equity, and economic data.	Ongoing/Supporting
*1.7 Continue to work with national, state, and local health partners on the implementation of health into the MPO Transportation process.	Ongoing/Supporting
1.8 Continue to support communities that have been awarded Transportation Alternatives Set-Aside Program funding.	Ongoing

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

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

1324 - Work Program Funding Allocation		
FHWA - PL	\$ 40,000.00	80.0%
WisDOT - PL	\$ 2,497.60	5.0%
ECWRPC	\$ 7,502.40	15.0%
Total	\$ 50,000.00	100.0%

1324 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	156
Senior Planner	0
Associate Planner	672
GIS Manager	48
GIS Analyst 1	230
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

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

1324 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
*1.1 Continue to support Valley Transit with Whitman Avenue Facility project and Appleton Downtown Transit Center project.	January - April 2024
*1.2 Work with Valley Transit and the City of Neenah to implement the recommendations in the Neenah Transfer Center Study	January – December 2024
1.3 Work with Valley Transit to update their 5310 Coordination Management Plan.	January – December 2024
1.4 Work with Valley Transit to apply for funding to update their Transit Development Plan.	January – December 2024
1.5 Continue working with WisDOT, FTA, GO Transit and Valley Transit to implement the planning requirements for coordination in the Appleton	Ongoing

(Fox Cities) MPO for funding as prescribed by the Bipartisan Infrastructure Law	
1.6 Work with public transportation agencies, FTA and WisDOT to monitor options for intercity transportation initiatives along the I-41 corridor (replaces Commuter Service Study)	Ongoing
*1.7 Continue to coordinate with Winnebago Catch a Ride within the Oshkosh MPO and Appleton (Fox Cities) MPO.	Ongoing
*1.8 Continue to assist Valley Transit and GO Transit on implementing the recommendations in their Transit Development Plans.	Ongoing
1.9 Continue to work with transit agencies regarding performance measures and targets.	Ongoing
1.10 Continue working with WisDOT, FTA and GO Transit to implement the planning requirements for coordination in the Oshkosh MPO area as prescribed by the Bipartisan Infrastructure Law.	Ongoing

1324F Work Item: FTA SATO

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

1324F - Work Program Funding Allocation		
FTA	\$ 194,147.82	100.0%

1324F - Staff Allocations	
Position	Hours
MPO Director	45
Deputy Director	0
Principal Planner	73
Senior Planner	65
Associate Planner	186
GIS Manager	30
GIS Analyst 1	60
IT Manager	0
Controller	0
Administrative Coordinator	0

1324F Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
*1.1 Update the existing and future land use GIS data and conduct an analysis regarding the transit oriented and affordable housing and workforce housing.	January - April 2024
*1.2 Continue to develop a complete streets guidebook/toolkit framework as part of the Roadway Urbanization Guidebook.	January – December 2024
1.3 Implement the Appleton (Fox Cities) MPO and Oshkosh MPO Bicycle and Pedestrian Plan, which includes conducting regular meetings with advisory committee, maintaining ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions, other hazards, bicycle and pedestrian crash data, count data, and assisting with the expansion of the bicycle and pedestrian network through planning efforts.	Ongoing
1.4 Work with local municipalities and partner organizations to host a Trails Summit 2.0 and then incorporate the bicycle and pedestrian network into the Congestion Management Process.	July-December 2024

1.5 Work with Valley Transit to use their Optimibus platform to analyze data and to use for future planning.	January-December 2024
1.6 Continue to work with Valley Transit on the boarding and alighting data for analysis and for visualization	Ongoing

1324S Work Item: FHWA 2.5% SATO

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

1324S - Work Program Funding Allocation		
FHWA 2.5% SATO	\$ 15,005.82	100.0%

1324S - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	50
Senior Planner	30
Associate Planner	75
GIS Manager	5
GIS Analyst 1	20
IT Manager	0
Controller	0
Administrative Coordinator	0

1324S Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Develop Complete Streets and Equity Report.	July – December 2024

Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization 2024 Meeting Schedule			
Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 9	1:30 p.m.	Baseline Performance Measures/PEAs/TIP/2024 WP Amendment	TC
Tuesday, January 2	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, January 26	10:00 a.m.	Staff and TC Committee Reports/PEAs/TIP Action <ul style="list-style-type: none"> Urban Area and MPO Boundary Adjustments Functional Classification Adjustments TIP Amendments 	PB
Monday, March 4	10:00 a.m. - A 1:30 p.m. - O	Review and discussion Baseline Measures/Targets/TIP	TAC
Tuesday, April 9	1:30 p.m.	Review and discussion Baseline Measures/Targets/TIP Amendments	TC
Tuesday, April 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, April 26	10:00 a.m.	Staff and TC Committee Reports/TIP Action/PEAs	PB
Monday, June 3	10:00 a.m. - A 1:30 p.m. - O	Long Range Land Use & Transportation Plan Draft Review/Initial Work Program Discussion	TAC
TBD May/June	TBD	WisDOT/FHWA/MPO WP Mid-Year Review Meeting	MPO Staff
Tuesday, July 9	1:30 p.m.	Performance Based Planning Update/TIP/Special Studies Report	TC
Tuesday, July 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, July 26	10:00 a.m.	Staff and TC Committee Reports/TIP Action	PB
TBD August/September	All Day	MPO/WisDOT/FHWA Conference	Staff
Monday, September 9	10:00 a.m. - A 1:30 p.m. - O	TIP Discussion/Draft Work Program/Performance Measures/Discussion	TAC
Tuesday, October 8	1:30 p.m.	2025 WP/LRTP Implementation Discussion/TIP	TC
Tuesday, October 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Friday, October 25	10:00 a.m.	2025 WP Action/Committee Reports/TIP	PB
Monday, December 2	10:00 a.m. - A 1:30 p.m. - O	2025 Action Plan/Major Studies/LRTP Implementation	TAC

Updated: August, 2023

Transportation Committee (TC)

Technical Advisory Committee (TAC)

Long Range Transportation Plan (LRTP)

Transit Development Plan (TDP)

Appleton (Fox Cities) TAC (A)

Full Commission - Policy Board (PB)

Planning Emphasis Areas (PEAs)

Transportation Improvement Plan (TIP)

Unified Transportation Work Program (WP)

Oshkosh TAC (O)

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

SECTION 2.5 – METROPOLITAN PLANNING FACTORS FOR APPLETON (FOX CITIES) MPO AND OSHKOSH MPO – 2024

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

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

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2024 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

Table 8: Metropolitan Planning Factors to be Considered in the 2024 UPWP for Appleton (Fox Cities) MPO and Oshkosh MPO

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1311 Program Support and Administration for Appleton (Fox Cities) and Oshkosh MPO										
2025 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration	X			X	X	X	X			
1312 - Appleton (Fox Cities) and Oshkosh Long Range Transportation/Land Use Major Updates										
Public Participation Process	X			X	X	X				
Long Range Transportation Plan Development and Implementation	X	X	X	X	X	X	X	X	X	X
Transportation Planning GIS Data and Analysis	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Update MPO Boundaries and urbanized areas	X				X	X			X	
Update functional classification	X				X	X			X	
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Infill Development Study and Analysis of Transportation Network	X	X	X	X	X	X	X	X	X	X
Housing Coordination	X	X	X	X	X	X	X	X	X	X
Public Health and Transportation Coordination	X	X	X	X	X	X	X	X	X	X
1313 - Northeast Region Travel Demand Model Improvement Program										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
Transit Modeling	X		X	X	X	X	X			
Active Transportation Model	X	X	X	X	X	X	X	X	X	X
1321 - Short Range Street and Highway Planning - Congestion Management Process (CMP)										
Corridor Studies (i.e. CTH KK, College Avenue and Mall Drive, etc.)	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Update and Implement of the Congestion Management Plan	X	X	X	X	X	X	X	X	X	X
1322 - Appleton (Fox Cities) and Oshkosh Transportation Improvement Program (TIP)										
Annual Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Enhancing the selection criteria and a performance based selection process for STBG, Carbon Reduction, and TA Set-aside	X		X		X		X	X	X	
1323 - Appleton (Fox Cities) and Oshkosh Multi-Modal/Transportation Alternatives Program										
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	

Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Development of bicycle and pedestrian wayfinding signage	X	X	X	X	X	X	X	X		X
Conducting bicycle and pedestrian counts and analyzing data	X	X	X	X	X		X	X		
Continue to work on the development of Complete Streets Policies	X	X	X	X	X		X	X		X
Safe and Accessible Transportation Options	X	X	X	X	X	X	X	X	X	X
1324 - Transit and Specialized Transportation Development and Coordination/Safety and Security										
Implementation of Transit Development Plans	X	X	X	X	X	X	X	X	X	X
Special Transit Studies	X	X	X	X	X	X	X	X	X	
Safe and Accessible Transportation Options	X	X	X	X	X	X	X	X		

SECTION 2.6 – APPLETON (FOX CITIES) MPO AND OSHKOSH MPO SELF-CERTIFICATION

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

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

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

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

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

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

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

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin

Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved on October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.

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

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

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

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

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination

Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.

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

Appleton (Fox Cities) MPO and Oshkosh MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan was updated in 2020 and approved October 30, 2020. In 2023, the Title VI and Non-Discrimination Program/Limited English Proficiency Plan was updated and it is anticipated to be approved on October 27, 2023.



SECTION 2A

EXTENSION OF FUNDING AVAILABILITY

**SECTION 2A: EXTENSION OF FUNDING AVAILABILITY FROM 2023 FOR APPLETON (FOX CITIES) /OSHKOSH
METROPOLITAN PLANNING ORGANIZATION (MPO)**

Table 9: Extension of Funding Availability for the Appleton (Fox Cities) and Oshkosh MPO 2023 Transportation Work Program								
		Budget	FHWA/FTA		WisDOT		MPO/Local	
			Dollars	%	Dollars	%	Dollars	%
1312A	Long-Range Plan Implementation /PEAs Activities	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 3,600.00	4.0%	\$ 14,400.00	16.0%
1313A	NE Region Travel Demand Model Program	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 3,600.00	4.0%	\$ 14,400.00	16.0%
1321A	Short Range Planning	\$ 145,000.00	\$ 116,000.00	80.0%	\$ 5,800.00	4.0%	\$ 23,200.00	16.0%
	Total 1300 Appleton (Fox Cities)/Oshkosh MPO Program	\$ 325,000.00	\$ 260,000.00	80.0%	\$ 13,000.00	4.0%	\$ 52,000.00	16.0%

SECTION 2A.1—1312A WORK ITEM: APPLETON (FOX CITIES) AND OSHKOSH LONG RANGE TRANSPORTATION PLAN

Objectives: To continually monitor, evaluate and update the Public Participation Plans (PPP), the adopted LRTPs, the Title VI/ADA and Limited English Proficiency Plan, and amendments for the urbanized areas based on BIL and FAST Act. To maintain and implement transportation plans based on updates and changes to local plans and programs and maintain valid, up-to-date information that identifies future needs, current priorities and available resources.

Project Description: East Central staff will hire a consultant to assist with program deliverables may include but are not limited to the development of training materials for new staff, an evaluation of the funding criteria, transportation improvement program format and development of a potential database, and training and the development of training materials for the travel demand model.

1312A - Work Program Funding Allocation		
FHWA - PL	\$ 72,000	80%
WisDOT	\$ 3,600	4%
ECWRPC	\$ 14,400	16%
Total	\$ 90,000	100%

1312A - Staff Allocations	
Position	Hours
MPO Director	50
Principal Planner	50
Senior Planner	0
Associate Planner	300
GIS Manager	0
GIS Analyst I	150
IT Manager	0
Controller	0
Administrative Coordinator	0

*A consultant will be hired to assist in the completion of this work.

Table 10: 1312A –Appleton (Fox Cities) and Oshkosh MPOs Long Range Transportation Plan								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1312A	Long Range Plan Implementation	\$ 90,000	\$72,000	80%	\$ 3,600.00	5%	\$ 14,400.00	16%

*A consultant will be hired for this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1312A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Completion of the Comprehensive Safety Action Plan 1.2 Development of program deliverables outlined below with a consultant <ul style="list-style-type: none"> • Training materials and manual for new staff and elected leaders. 1.3 Update the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Area boundaries with the 2020 U.S. Census Data.	Jan. – Nov. '24

Section 2A.2 - 1313A Work Item: Northeast Region Travel Demand Model Improvement Program

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

1313 - Work Program Funding Allocation		
FHWA - PL	\$ 72,000.00	80.0%
WisDOT - PL	\$ 3,600.00	4.0%
ECWRPC	\$ 14,400.00	16.0%
Total	\$ 90,000.00	100.0%

1313 - Staff Allocations	
Position	Hours
MPO Director	50
Deputy Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	150
GIS Manager	150
GIS Analyst 1	150
IT Manager	0
Controller	0
Administrative Coordinator	0

*A consultant will be hired to assist in the completion of this work.

Table 11: 1313A –Appleton (Fox Cities) and Oshkosh MPOs NE Region Travel Demand Model Program								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1312A	NE Region Travel Demand Model Program	\$ 90,000	\$72,000	80%	\$ 3,600.00	4%	\$ 18,800.00	16%

*A consultant will be hired for a portion of this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1313A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Hire a consultant to develop and conduct training program with new staff and develop a travel demand model user guide.	January – December 2024

**SECTION 2A.3—1321A WORK ITEM: Short-Range Street and Highway Planning—
Congestion Management Process (CMP)**

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

1321A - Work Program Funding Allocation		
FHWA - PL	\$ 116,000	80.0%
WisDOT - PL	\$ 5,800	4%
ECWRPC	\$ 23,200	16%
Total	\$ 145,000	100.0%

1321A - Staff Allocations	
Position	Hours
MPO Director	100
Principal Planner	200
Senior Planner	0
Associate Planner	450
GIS Manager	0
GIS Analyst	100
IT Manager	0
Controller	0
Administrative Coordinator	0

Project Description: Staff has hired a consultant to develop the Oshkosh MPO Electric Vehicle Readiness Plan. The purpose of the plan is to determine the locations of EV charging stations, what infrastructure and equipment might be needed to install the charging stations, a review of ordinances, and the development of where the locations may be for the EV charging stations.

Table 12: 1321A – Short Range Street and Highway Planning – Congestion Management Process (CMP)								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1321A	Short Range Planning	\$ 145,000.00	\$ 116,000.00	80%	\$ 5,800.00	4%	\$ 23,200.00	16%
	Total Budget	\$ 145,000.00	\$ 116,000.00	80%	\$ 5,800.00	4%	\$ 23,200.00	16%

*A consultant will be hired for this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1321A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Continue to work with a consultant on the Oshkosh MPO EV Charging Station Readiness Plan* <ul style="list-style-type: none"> Staff will continue to work with the consultant and local communities on the Oshkosh MPO EV Charging Station Readiness Plan (i.e. assisting with GIS data development, plan development, etc.) 1.2 Conduct traffic counts and purchase additional traffic count equipment	Jan- Nov. '24

*A consultant has been hired to complete this project.



SECTION 3
REGIONAL TRANSPORTATION
PROGRAM

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Jeff Nooyen, Chair
Alice Connors, Vice-Chair
Melissa Kraemer Badtke, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Nicholas Kesler
Tom Reinl
(David DeTroye, Alt.)

FOND DU LAC COUNTY

Sam Kaufmann
Steve Abel
Brenda Schneider
Keith Heisler

MENOMINEE COUNTY

Gene Caldwell
Elizabeth Moses
(Jeremy Johnson, Alt.)
Vacant

OUTAGAMIE COUNTY

Thomas Nelson
(Kevin Englebert, Alt.)
Lee Hammen
Jake Woodford
Jeff Nooyen
Nadine Miller

SHAWANO COUNTY

Thomas Kautza
Steve Gueths
Ken Capelle

WAUPACA COUNTY

Dick Koeppen
Brian Smith
DuWayne Federwitz

WINNEBAGO COUNTY

Jon Doemel
(Jerry Bougie, Alt.)
Tom Egan
(David Albrecht, Alt.)
Robert Schmeichel
Robert Keller
Matt Mugerauer
(Mark Rohloff, Alt.)

EX-OFFICIO MEMBERS

Scott Nelson, WisDOT
Ronald McDonald, Valley Transit

SECTION 3: REGIONAL TRANSPORTATION PROGRAM

SECTION 3.1 – INTRODUCTION AND PROSPECTUS FOR THE REGIONAL TRANSPORTATION WORK PROGRAM

East Central Wisconsin Regional Planning Commission

East Central Wisconsin Regional Planning Commission currently has seven-member counties within their Region. The Regional Transportation Program was developed to assist all counties and communities within the region on transportation projects. East Central staff also works in cooperation with the Wisconsin Department of Transportation on corridor studies and reconstruction projects. In addition, East Central staff provides technical assistance to local communities.

This program includes program deliverables for all modes of transportation. The focus for 2024 will be to meet with highway Commissioners, administrators and local elected leaders to discuss how East Central staff can provide assist to their communities as it relates to the Regional Transportation Program. In addition, East Central will continue to work with local communities and Counties on Asset Management projects and the implementation of their bicycle and pedestrian plans.

Commission Committee Structure

The East Central Wisconsin Regional Planning Commission Board is made up of representation from each of the member counties within the Region. The Transportation Committees provides recommendations to the Commission Board. East Central staff works in coordination with the transportation committee, the county staff and local municipal staff, the Wisconsin Department of Transportation (WisDOT), Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to ensure that the program deliverables and projects are in compliant with federal and state regulations.

East Central Wisconsin Regional Planning Commission Regional Transportation Work Program



Table 13: ECWRPC Regional Transportation Work Program Budget - 2024

		Budget	FHWA/FTA		WisDOT		MPO/Local	
			Dollars	%	Dollars	%	Dollars	%
1330	Regional Transportation Program (SPR)							
1331	Program Administration/Support	\$ 16,555.40	\$ 13,244.32	80.0%	\$ 1,655.54	10.0%	\$ 1,655.54	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 58,259.20	\$ 46,607.36	80.0%	\$ 5,825.92	10.0%	\$ 5,825.92	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 14,846.30	\$ 11,877.04	80.0%	\$ 1,484.63	10.0%	\$ 1,484.63	10.0%
	Total Regional Transportation Program	\$ 89,660.90	\$ 71,728.72	80.0%	\$ 8,966.09	10.0%	\$ 8,966.09	10.0%

SECTION 3.2 – PLANNING PRIORITIES FOR THE EAST CENTRAL REGION

Asset Management

Through the last five years, there has been an increasing demand from the rural communities regarding resources to them with asset management. Many rural communities are facing decreased funding for their local streets and/or county corridors. East Central staff continued to work with local government organizations to conduct road sign inventories, update their PASER and WISLR data, assist them with culvert inventories, Miovision counts and assist with bicycle and walk audits.

Regional Corridor Studies

ECWRPC will continue to work with WisDOT, Counties and local units of government to address safety concerns on corridors that have a regional impact. ECWRPC staff will work with county staff and local government staff regarding local roadway improvement projects and assist with in the application process. Support for these projects may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

Active Transportation

Many of our counties have developed and adopted a bicycle and pedestrian plan. Currently, Outagamie, Shawano, Winnebago and Waupaca counties each have committees that are implementing their bicycle and pedestrian plans. Common priorities throughout these bicycle and pedestrian plans include a need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. The bicycle and pedestrian count program expanded bicycle and pedestrian counts throughout Calumet, Fond du Lac County, Shawano County, Outagamie County, and Winnebago County. The transportation team is working to establish a regional long-term count program throughout the region to establish baseline data.

Specialized Transportation Coordination Plans

Specialized transportation coordination plans for each of the counties within the region were updated in 2023. In addition, communities have continued to request assistance for updating their data, assistance with applying for funding, and assistance in updating their Title VI plans. In addition, staff continues to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans.

State of the System Report for the Region

East Central will develop an update to the State of the System Report for the Region regarding progress that is being made on the transportation network, crash data analysis, equity information, and corridor studies that need further review and planning.

Urban Area Boundary Adjustments and Functional Classification Network

In 2024, East Central staff will continue to work with the Wisconsin Department of Transportation, local administrators and elected leaders to update the urban area boundary and functional classification network for the small urban communities.

SECTION 3.3 – PLANNING EMPHASIS AREAS

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Assist Outagamie, Shawano, Waupaca counties in implementing their bicycle and pedestrian plans, which further multimodal transportation and encourage a shift to active transportation.
- Continue to work with counties on implementing their Specialized Coordinated Transportation plans.

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, East Central will continue to work with transportation, local public health partners, and coalitions to integrate health and equity into the transportation planning and into community health improvement plan processes.

Complete Streets – ECWRPC has two complete streets policies: one for the region and one for the MPOs. The regionwide Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects and provide communities with the framework to develop their own policies. To further ensure that streets are safe for all roadway users, East Central staff will continue to assist Outagamie, Shawano, Waupaca, and Winnebago counties with implementing their bicycle and pedestrian plans.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in planning projects. ECWRPC maintains a public participation plan. Virtual and in-person opportunities for the public to participate in the planning process will be offered during planning efforts.

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the region. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

FLMA Coordination – Federal Land Management Agencies include the Bureau of Indian Affairs, U.S. Forest Service, National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, Bureau of Land Reclamation, and the Department of Defense. Fond du Lac County, Marquette County, Menominee County, Outagamie County, Shawano County, Waupaca County, Waushara County, and Winnebago County have federal land within a portion of their respective counties. East Central staff will coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity related to transportation infrastructure and projects that connect to federal lands.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. East Central will work with communities to review environmental documentation for transportation projects, as necessary.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the ESRI GIS [Transportation Hub](#); the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. To continue to address the topic of data sharing, needs, and analytics, East Central will continue to update land use and regional transportation GIS datasets including but not limited to crash data, functional classification data, centerline data, bicycle and pedestrian network and count data, etc. Staff will also continue to work with local municipalities to update their asset management data which includes but is not limited to road signs inventory, PASER data, WISLR data, and crash data.

SECTION 3.4 – 1330 MAJOR WORK PROGRAM ELEMENT: REGIONAL MULTIMODAL TRANSPORTATION PLANNING

Program Objective: To assist WisDOT, Counties, local jurisdictions and other operating agencies in providing a safe and efficient transportation system that includes all modes of travel. To work with WisDOT and local government and the municipalities to promote and encourage improvements based on the policies of Connections 2050, the Wisconsin Rail Plan 2050 and other transportation planning initiatives.

1330 - Work Program Funding Allocation		
FHWA - PL	\$ 71,728.72	80.0%
WisDOT - PL	\$ 8,966.09	10.0%
ECWRPC	\$ 8,966.09	10.0%
Total	\$ 89,660.90	100.0%

1330 - Staff Allocations	
Position	Hours
MPO Director	111
Deputy Director	16
Principal Planner	197
Senior Planner	0
Associate Planner	692
GIS Manager	64
GIS Analyst 1	230
IT Manager	0
Controller	15
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Collaborated with Waupaca County Economic Development and Planning departments to successfully apply for Workforce Innovation Grant funding establishing an employment transportation program and creating new transportation resources in Waupaca County.
- Attended specialized transportation coordination meetings to help ADRCs and Human Services offices provide transportation services during phases of pandemic response.
- Participated in Traffic Safety Commissions to analyze traffic and pedestrian crash locations and recommend infrastructure upgrades.

1330 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Continue to work with partner organizations on the development of placement plans for wayfinding signage in rural counties.	Ongoing
1.2 Attend specialized transportation coordination meetings and develop the specialized transportation coordination plans for the member counties in the East Central Region.	Ongoing
1.3 Continue to work with Outagamie, Shawano, Waupaca, and Winnebago Counties on bicycle and pedestrian plan implementation.	Ongoing

1.4 Assist communities with assistance on WisDOT grants including the TEA Grants, Transportation Alternatives Program (TAP) grants, etc.).	Ongoing
1.5 Continue to assist WisDOT and local units of governments on the STH 15 project.	Ongoing
1.6 Attend County Traffic Safety Commission Meetings.	Ongoing
1.7 Continue to participate in FHWA/FTA/MPO/WisDOT meetings.	Ongoing

1331 Work Item: Program Support and Administration of Regional Transportation Studies

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

1331 - Work Program Funding Allocation		
FHWA - PL	\$ 13,244.32	80.0%
WisDOT - PL	\$ 1,655.54	10.0%
ECWRPC	\$ 1,655.54	10.0%
Total	\$ 16,555.40	100.0%

1331 - Staff Allocations	
Position	Hours
MPO Director	95
Deputy Director	16
Principal Planner	66
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	15
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed the 2024 RTWP.
- Prepare and submit quarterly reimbursement requests.
- Attend MPO/RPC/WisDOT/FHWA/FTA Quarter Meetings.

1331 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Complete and approve the 2025 RTWP.	October '24
1.2 Prepare quarterly reimbursement requests for WisDOT.	Ongoing
1.3 Prepare agendas and materials for Transportation Committee.	Ongoing
1.4 Monitor and implement federal requirements with the new Bipartisan Infrastructure Bill (BIL).	Ongoing
1.5 Meet one-on-one with member counties and local municipalities to discuss transportation projects and coordination of transportation projects for 2025.	February '24 and June '24
1.6 Attend the MPO/RPC Directors Quarterly Meetings.	Ongoing

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

Objective: To coordinate with WisDOT's initiatives along with assisting to municipalities and counties to implement aspects of transportation planning in their communities.

1332 - Work Program Funding Allocation		
FHWA - PL	\$ 46,607.36	80.0%
WisDOT - PL	\$ 5,825.92	10.0%
ECWRPC	\$ 5,825.92	10.0%
Total	\$ 58,259.20	100.0%

1332 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	98
Senior Planner	0
Associate Planner	659
GIS Manager	48
GIS Analyst 1	148
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Updated the County Specialized Transportation Coordination Plans for each of the seven member counties in the region.
- Worked with partner organizations to apply for and manage Workforce Innovation Grant to provide employment transportation for businesses located in rural Waupaca County
- Work with Human Services/ADRC staff in FdL County to identify transportation process irregularities and streamline processes to improve service delivery.
- Conducted bicycle and pedestrian counts and Miovision counts for communities within the region.
- Conducted PASER Rating studies for two towns in Fond du Lac County.

1332 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
Regional Transportation Planning	
1.1 Work with WisDOT Region staff and WisDOT Central Office staff to update urban areas boundaries and functional classification network for the small urban communities within the member Counties.	January – June, 2024
1.2 Assist local communities with applying for grant and program funding, including federal and state grant programs	January – December 2024
1.3 Work with local communities, partner organizations (including economic development organizations, etc.) to assist with housing coordination and the impacts on the transportation network.	January – December 2024

1.4 Work with WisDOT on the development of statewide transportation plans including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Ongoing
1.5 Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.	Ongoing
1.6 Update land use and regional transportation GIS datasets including but not limited to crash data, functional classification data, centerline data, bicycle and pedestrian network and count data, etc.	Ongoing
*1.7 Continue to work with transportation, local public health partners, and coalitions to integrate health and equity into the transportation planning and into community health improvement plan processes.	Ongoing
1.8 Participate in statewide and regional corridor planning and environmental feasibility studies as coordinated by WisDOT	Ongoing
Asset Management and Corridor Studies	
1.9 Work with local municipalities to update their asset management data which includes but is not limited to road signs inventory, PASER data, WISLR data, and crash data.	May – September 2023
1.10 Participate in statewide and regional corridor planning and environmental feasibility studies as coordinated by WisDOT.	
*1.11 Attend and participate in Traffic Safety Commission meetings in Shawano and Waupaca counties.	Quarterly
Bicycle and Pedestrian Projects	
1.12 Continue to work with local government agencies and counties to design sign placement templates for bicycle and pedestrian wayfinding signage.	Ongoing
*1.13 Work with local communities on implementing their bicycle and pedestrian plans including but not limited to Outagamie County, Winnebago County, City of Waupaca, City of Shawano, Waupaca County and Shawano County and seek opportunities for regional collaboration on trail systems and bicycle and pedestrian networks.	Ongoing
Specialized Transportation Program	

*1.14 Continue to attend and participate in the Specialized Transportation Coordination Committee meetings. Assist with implementation of their Specialized Transportation Coordination Plans.	Ongoing
*1.15 Assist rural communities in developing/exploring funding/implementing employment transportation programs, including assisting with the Workforce Innovation Grant for Waupaca County and coordination with organizations and local units of government regarding workforce and affordable housing options.	Ongoing

1333 Work Item: Regional Comprehensive Planning/Transportation Element

Objectives: Staff will finalize the Regional Comprehensive Plan in 2024 and then work on implementation of the Comprehensive Plan, which will be reflected in the work program deliverables for this section.

1333 - Work Program Funding Allocation		
FHWA - PL	\$ 11,877.04	80.0%
WisDOT - PL	\$ 1,484.63	10.0%
ECWRPC	\$ 1,484.63	10.0%
Total	\$ 14,846.30	100.0%

1333 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	33
Senior Planner	0
Associate Planner	32
GIS Manager	16
GIS Analyst 1	82
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Developing regional transportation chapter for the Regional Comprehensive Plan.
- Developed a State of the Region report for the Transportation Network in the East Central region.

1333 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
<p>1.1 Develop and prioritize recommendations for the Transportation Chapter in the Regional Comprehensive Plan. The issues pertaining to region-wide transportation include: regional trails, rural highway deficiencies and pavement ratings, intermodal facilities and their connections to broader markets, rural functional classification, rural transit (Local Adopted Transportation Coordination Plans) programs, bicycle and pedestrian facilities and other planning initiatives including rail, water, trucking, and air freight transportation.</p> <ul style="list-style-type: none"> • Existing Conditions with the Regional Transportation Network. • Update regional transportation GIS datasets. • Safety considerations and data analysis on the functional classification roadway. • Recommendations for a multi-modal transportation network. 	January-October 2024

1.2 Update and maintain the state of the system report for the region.	January-March 2024
1.3 Develop a Regional Transportation Action Plan for 2025 for implementation of the Regional Comprehensive Plan Transportation Chapter.	May – August 2024
1.4 Identify regional trends related to transportation and land use for both the urban, suburban and rural areas and incorporate them into the Regional Comprehensive Plan.	Ongoing

SECTION 3.5—REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION

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

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

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

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP.
 - a. The TPWP may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.
4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 23 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.
 - a. When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical port for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

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

Commission Compliance: *East Central Wisconsin Regional Planning Commission complies with the above provisions by the Commission Board through the approval of the Regional Transportation Work Program. In addition, processes have been put into place to ensure that*

transportation projects completed through the regional transportation program comply with the 2 CFR 200, 23 CFR 420.119 and FTA Circular 422201.E. In addition, East Central staff attended the FHWA Grants Management Training in 2019. East Central staff also attended 2 CFR 200 Training through NADO, which provided updates on changes within 2 CFR 200.

Work Product

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

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

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

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

Prohibited Interest

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

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

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

Funding and Payment

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

1. WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be paid to the RPC following the receipt of a properly executed invoice, and a detailed status of expenditures report.
2. Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.
3. WisDOT may withhold or delay approval of invoices if the RPC fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement to the RPC for the timely payment for all submitted and approved progress reports, finished products, and invoices.

Commission Compliance: *East Central Wisconsin Regional Planning Commission complies with this provision through the Annual Cost Allocation Plan and has worked with our federal cognizant agency to approve a negotiated indirect cost rate. A copy of the Cost Allocation Plan will be provided to WisDOT, FHWA, and FTA. East Central Wisconsin Regional Planning Commission staff will submit reimbursement requests and progress reports for transportation work program activities for each quarter.*

Article IX: Cost Principles

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

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

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

Commission Compliance: *East Central Wisconsin Regional Planning Commission annually adopts the Cost Allocation Plan (see Appendix D) in conjunction with the audit. In 2022 and 2023, East Central Wisconsin Regional Planning Commission worked with our federal cognizant agency, the Economic Development Administration (EDA) and the Department of Interior (DOI) on a negotiated indirect cost rate. For 2022 and 2023, there will be a fixed carry forward indirect*

cost rate and we are currently in the process of working through this with EDA and DOI. This finalized rate will be approved by the Commission through the Cost Allocation Plan in October.

Property Utilization and Management

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

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

Records and Audits

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

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

Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
 - 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the RPC, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the

awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

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



SECTION 4

FOND DU LAC MPO WORK PROGRAM AND BUDGET

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

Fond du Lac Policy Board Membership		
Voting Members		
City of Fond du Lac	Community Development Director	Dyann Benson, Chair
City of Fond du Lac	Director of Public Works	Paul DeVries, Vice Chair
City of Fond du Lac	City Manager	Joe Moore
City of Fond du Lac	Council President	Keith Heisler
Fond du Lac County	County Executive	Sam Kaufmann (Alt. Terry Dietzel)
Fond du Lac County	Highway Commissioner	Tom Janke
Village of North Fond du Lac	Village Administrator	Nick Leonard
Township Representative (representing all Towns)	Chairperson	Jim Pierquet
WisDOT, NE Region		Scott Nelson
Non-Voting Members		
Fond du Lac County (Alternate)	Director of Land Information	Terry Dietzel
City of Fond du Lac (Alternate)	City Engineer	Chris Johnson
Village of North Fond du Lac (Alternate)	Director of Public Works	Mitch Vis
East Central Wisconsin Regional Planning Commission	MPO Director	Melissa Kraemer Badtke
WisDOT, NE Region (Alternate)	Urban Regional Planner	Nick Weber
WisDOT Central Office	MPO Liaison	Matt Schreiber
Federal Highway Administration	Team Lead, Senior Planner	Mary Forlenza

SECTION 4: 2024 FOND DU LAC MPO WORK PROGRAM AND BUDGET

SECTION 4.1 – INTRODUCTION AND PROSPECTUS FOR THE FOND DU LAC MPO

About the Fond du Lac MPO

The Fond du Lac Area MPO was formed in late 2002, based on the 2000 Census. The urbanized area includes the:

- City of Fond du Lac;
- Village of North Fond du Lac;
- Village of Eden; and
- portions of the towns of Eden, Empire, Friendship, Fond du Lac, and Taycheedah.

The MPO policy board and technical advisory committee were established with representation from these municipalities, and from other transportation modes, WisDOT, and FHWA. An agreement was developed and approved with East Central Wisconsin Regional Planning Commission (ECWRPC) to serve as staff to the MPO. East Central Wisconsin Regional Planning Commission as the staff for the Fond du Lac MPO are responsible for working with the Technical Advisory Committee and the Policy Board on conducting the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. The Long-Range Land Use Transportation Plans have a 20-year horizon date and the Transportation Improvement Program includes all state and federally funded projects within a 4-year timeframe.

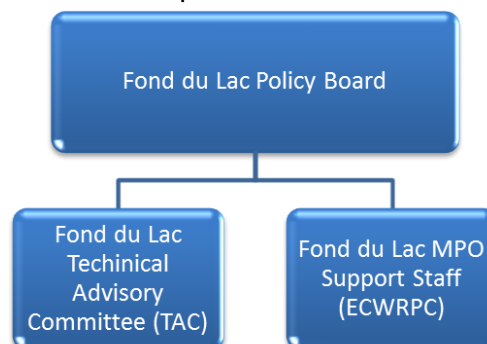
Plans and programs that are included in the Fond du Lac MPO are:

- Long Range Land Use Transportation Plan (LRP)
- Transportation Improvement Program (TIP)
- Performance Measures and Targets
- Title VI Plan
- Public Participation Plan

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

MPO Committee Structure

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



SECTION 4.2 – PRIORITIES AND PROJECTS FOR THE FOND DU LAC MPO

Census Data Update

ECWRPC will continue work with the Fond du Lac MPO, WisDOT, FHWA, and local stakeholders to adjust the urban boundary, metropolitan planning organization boundary, and subsequent roadway functional classification

Roadways and Bridges

Throughout the Fond du Lac MPO, there are continued discussions regarding major roadway improvement projects. Currently Fond du Lac County and the City of Fond du Lac are working to reconstruct Pioneer Road from Johnson Street to Fond du Lac Ave. The MPO previously awarded STBG funding to Fond du Lac County to continue this reconstruction project on Pioneer Road near Theisen Middle School. Many of the communities within the MPO are continuing to try to leverage resources for roadway and bridge improvements.

Active Transportation

The City of Fond du Lac and East Central staff are working to update the bicycle and pedestrian plan. Additional bicycle and pedestrian counts will be completed along with the development of an implementation plan. In 2024, East Central staff will work with the Fond du Lac MPO to examine bicycle and pedestrian access over I-41 and USH 51 and trail connections west of I-41.

Safe Routes to School

Within the region, many of the schools in all of the counties are continuing to participate in the Safe Routes to School Program. Many of them continue to have day events like Walk to School Day, but we have seen an increase in the number of schools continuing to do sustainable programming like walking school bus or curriculum-based programming. Each year, every school within the school district participates in Walk to School Day, Winter Walk Month and Bike Safety Month. In addition, a few schools participate in the walking school bus program. Rosenow Elementary School has on average 60-70 students that walk every day on their walking school bus. In 2023, the Regional SRTS team worked with the Fond du Lac SRTS coalition to update the SRTS action plans for the Fond du Lac School District.

Transit Plans

East Central will continue to work with Fond du Lac Area Transit on the implementation of their Transit Development Plan, applying for funding, and collaborating on the transit tables for the Fond du Lac MPO Transportation Improvement Program.

Health in Planning

ECWRPC staff has participated in Living Well Coalition and state health committees in the updates of their Community Health Improvement Plans (CHIP) and the Community Health Needs Assessments. Fond du Lac County is currently updating its Community Health Needs Assessment, and there are opportunities for East Central staff to participate in this update process. Regional trends throughout each of these processes include:

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

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

Performance Measures and Targets

ECWRPC will continue to work with the Fond du Lac MPO and WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This includes updating GIS datasets, and updating the Transportation Improvement Program with new performance measures and targets.

SECTION 4.3 – PLANNING EMPHASIS AREAS

On December 30, 2021, the Federal Highway Administration and the Federal Transit Administration released updated 2021 planning emphasis areas (PEAs) for the use in the development of the metropolitan and statewide planning and research programs. The following details how the Fond du Lac Metropolitan Planning Organizations address the PEAs through its various planning activities and planning documents updates (including the Unified Planning Work Program).

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Assist the City of Fond du Lac in implementing its bicycle and pedestrian plan.
- Continue to work with the City of Fond du Lac and the Fond du Lac MPO to create an MPO-wide bicycle and pedestrian plan and provide assistance in implementing the plan.
- Continue to support Fond du Lac Area Transit.

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, the following deliverables have been incorporated into the 2024 Unified Work Program and Budget:

- Examine bicycle and pedestrian access over I-41 and USH 51 and conduct an equity analysis of neighborhoods surrounding these areas.
- Continue to participate in workgroups that enhance diversity and equity work through the MPOs.
- Enhance GIS-based equity analyses.

Complete Streets – ECWRPC has a Complete Streets policy that is advisory for the entire region. The regional Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects and provide a framework for communities to adopt their own policies. To further ensure that streets are safe for all roadway users, East Central staff will continue to assist the City of Fond du Lac in implementing its Complete Streets policy.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in MPO-level planning projects. These opportunities will include virtual and in-person engagement activities for the public to participate in. ECWRPC maintains a public involvement plan, which will be updated in 2023.

Deliverables

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the Fond du Lac MPO. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

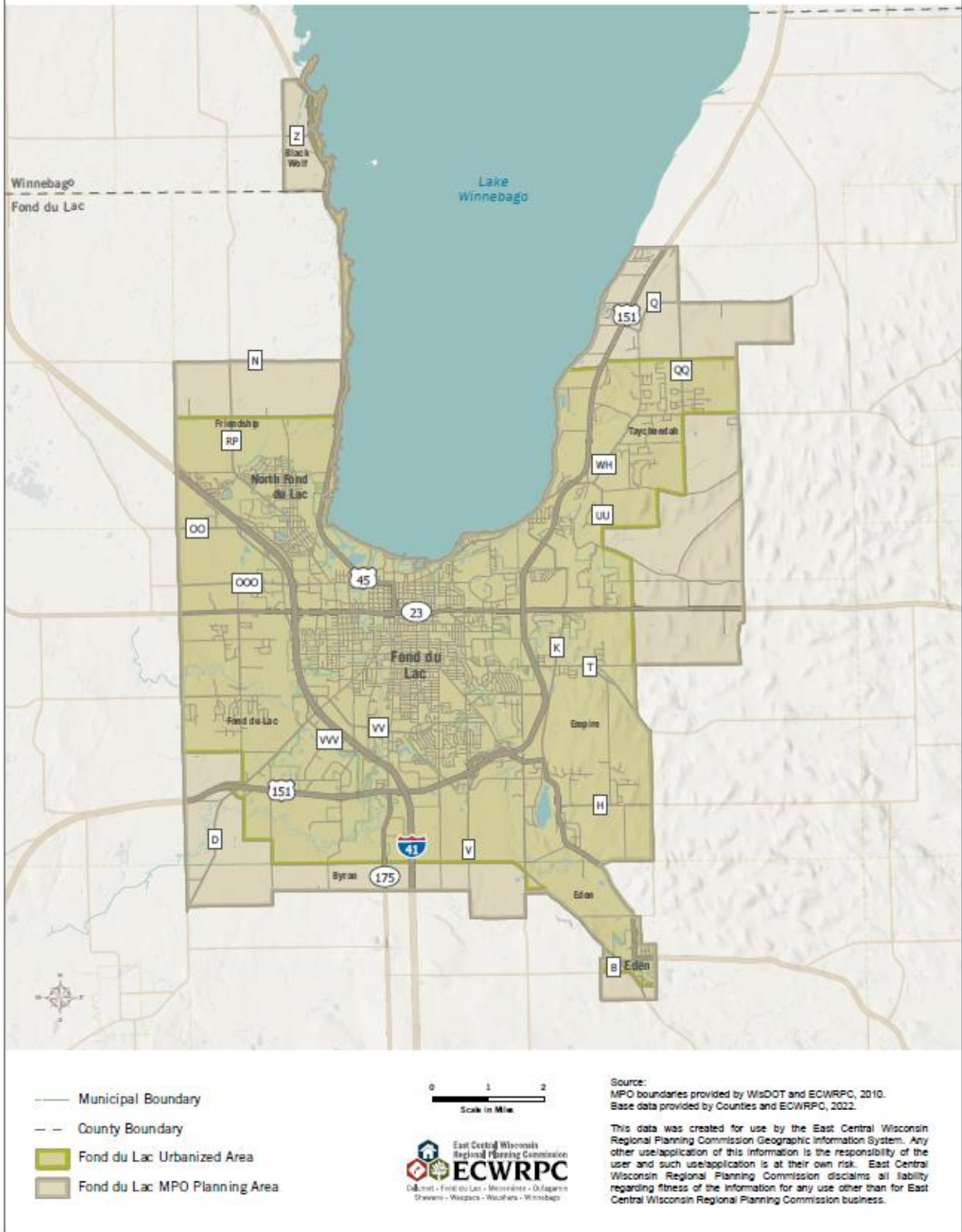
FLMA Coordination – No federal land exists in the Fond du Lac MPO. However, should federal land be established in the MPO, East Central staff will coordinate with FMLA on transportation projects and activities that connect to federal land.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. East Central staff will continue to coordinate and review environment documents as they relate to transportation projects. East Central staff will also utilize tools from ESRI to complete the Justice 40 analysis.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the [Transportation Hub](#); the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. To continue to address the topic of data sharing, needs, and analytics, the following deliverables have been added into the 2024 Unified Work Program and Budget:

- Use Miovision cameras and bicycle and pedestrian counters validate models and examine use and safety trends throughout the MPOs.
- Integrate the TIPs into a GIS database.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPOs.
- Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting.

Map 5 Fond du Lac Metropolitan Planning Organization | ECWRPC



Path: D:\GIS\MapServer\2022\Public\Region_Maps\Public\Region_Maps_2022\Public\Region_Maps_2022\Public\Public\Map5.aprx

Table 14: Fond du Lac MPO 2024 Transportation Work Program

			FHWA/FTA		WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1340	Fond du Lac MPO Program (PL)							
1341	Program Administration/Support	\$ 15,000.00	\$ 12,000.00	80%	\$ 583.47	3.89%	\$ 2,416.53	16.11%
1342	Long-Range Plan FAST Act Implementation/PEAs Activities	\$ 50,000.00	\$ 40,000.00	80%	\$ 1,944.90	3.89%	\$ 8,055.10	16.11%
1343	Short Range/Multi-Modal Transportation Planning	\$ 50,000.00	\$ 40,000.00	80%	\$ 1,944.90	3.89%	\$ 8,055.10	16.11%
1344	Transportation Improvement Program (TIP)	\$ 15,000.00	\$ 12,000.00	80%	\$ 583.47	3.89%	\$ 2,416.53	16.11%
1345	Transit Planning/TDP Coordination/Ladders of Opportunity	\$ 20,000.00	\$ 16,000.00	80%	\$ 777.96	3.89%	\$ 3,222.04	16.11%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 16,126.87	\$ 12,901.50	80%	\$ 627.30	3.89%	\$ 2,598.07	16.11%
1346F	FTA SATO	\$ 44,424.68	\$ 44,424.68	100%	\$ 0.00		\$ 0.00	
1346S	FHWA 2.5% SATO	\$ 2,673.82	\$ 2,673.82	100%				
	Sub Total	\$ 213,225.37	\$ 180,000.00		\$ 6,462.00		\$ 26,763.37	
	Local additional	\$ 11,774.63			\$ 0.00		\$ 11,774.63	
	Total Fond du Lac MPO Program	\$ 225,000.00	\$ 180,000.00		\$ 6,462.00		\$ 38,538.00	

SECTION 4.4 – 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC METROPOLITAN PLANNING ORGANIZATION (MPO) – 2024

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

1340 - Work Program Funding Allocation		
FHWA - PL	\$ 132,901.50	80%
WisDOT - PL	\$ 6,462.00	4%
ECWRPC	\$ 26,763.37	16%
Sub Total	\$ 166,126.87	100%
FTA SATO	\$ 44,424.68	100%
FHWA 2.5% SATO	\$ 2,673.82	100%
Sub Total	\$ 213,225.37	
Local additional	\$ 11,774.63	0%
Total	\$ 225,000.00	

1340 - Staff Allocations	
Position	Hours
MPO Director	207
Deputy Director	0
Principal Planner	492
Senior Planner	16
Associate Planner	1582
GIS Manager	16
GIS Analyst 1	427
IT Manager	0
Controller	15
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Development of the Fond du Lac MPO Bicycle and Pedestrian Plan.
- Developed the Fond du Lac MPO Public Participation Plan and Title VI Plan.
- Developed the Fond du Lac MPO Transportation Improvement Program - 2024.

1340 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Work with Federal Highway Administration, the Wisconsin Department of Transportation, local stakeholders and organizations to ensure plans and programs meet federal, state, and local planning requirements.	Ongoing
1.2 Develop and maintain the following documents: <ul style="list-style-type: none"> • Unified Work Program • Public Participation Plan (PPP) • Title VI Plan • Transportation Improvement Plan (TIP) • Performances Measures and Targets 	Ongoing

<p>1.3 Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) that include the following:</p> <ul style="list-style-type: none"> • Performance Measures: Continue to maintain the performance measures and targets with WisDOT and local stakeholders. • Regional models of cooperation to implement the LRTP and the Bipartisan Infrastructure Law (BIL). 	Ongoing
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1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC**METROPOLITAN PLANNING ORGANIZATION (MPO) —****2024 PLANNING DOCUMENT SCHEDULE**

Transportation Plan (updated every 5 years)	Fond du Lac Metropolitan Planning Organization (MPO) 2050 Long Range Land Use Transportation Plan, adopted October 7, 2020
Transportation Improvement Plan (annually)	<ul style="list-style-type: none">• Fond du Lac Metropolitan Planning Area 2023 Transportation Improvement Program - Approved October 5, 2022• Fond du Lac Metropolitan Planning Area Transportation Improvement Program – 2024 (Anticipated approval October 4, 2023)
Unified Planning Work Program (annually)	<ul style="list-style-type: none">• 2024 Planning Work Program for the Fond du Lac Metropolitan Planning Organization—Anticipated approval October 4, 2023
Public Participation Plan	Public Participation Plan Fond du Lac Metropolitan Planning Organization Adopted October, 2018; Amended July 13, 2022 (Anticipated approval October 4, 2023)
MPO Cooperative Agreement	Executed November 28, 2016
Metropolitan Planning Area	Approved by MPO & WisDOT
Annual Listing of Obligated Projects	2022 annual listing posted on website
MPO Title VI Plan	Adopted - October 7, 2020 (Anticipated approval October 4, 2023)
Fond du Lac Area Transit Title VI Plan	Adopted—December 14, 2022
Cooperative Agreement	https://www.ecwrpc.org/wp-content/uploads/2017/01/Signed_Cooperative-Agreement_Fond-du-Lac_Fond-du-Lac-Area-Transit_November_28_2016.pdf

1341 Work Item: Program Support and Administration for the Fond du Lac MPO

Objectives: To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements.

1341 - Work Program Funding Allocation		
FHWA - PL	\$ 12,000.00	80%
WisDOT - PL	\$ 583.47	3.89%
ECWRPC – req'd	\$ 2,416.53	16.11%
Total	\$ 15,000.00	100%

1341 - Staff Allocations	
Position	Hours
MPO Director	95
Deputy Director	0
Principal Planner	98
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	15
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Developed the 2024 Unified Transportation Work Program.
- Submitted quarterly reimbursement and progress reports.
- Attended MPO director meetings.

1341 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Amend FY 2024 UPWP, as needed	Ongoing
1.2 Complete and approve the 2025 Unified Planning Work Program.	May – October 2024
1.3 Prepare quarterly reimbursement requests for WisDOT.	Quarterly
1.4 Prepare agendas and meeting materials for committees and subcommittees.	Ongoing
1.5 Monitor federal requirements and the federal transportation bill.	Ongoing
1.6 Meet one-on-one with the City of Fond du Lac, Fond du Lac County, and local municipalities to discuss MPO projects.	February 2024 and July 2024
1.7 Develop new member materials about the Fond du Lac MPO.	Ongoing

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

Objectives: In 2024, staff will update the Fond du Lac MPO Long Range Plan. The MPO will continue to monitor current socioeconomic trends and work to incorporate the BIL guidance, planning emphasis areas, and the ladders of opportunity into the planning process.

1342 - Work Program Funding Allocation		
FHWA - PL	\$ 40,000.00	80%
WisDOT - PL	\$ 1,944.90	3.89%
ECWRPC – req'd	\$ 8,055.10	16.11%
Total	\$ 50,000.00	100%

1342 - Staff Allocations	
Position	Hours
MPO Director	59
Deputy Director	0
Principal Planner	149
Senior Planner	0
Associate Planner	305
GIS Manager	0
GIS Analyst 1	121
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Staff developed a Title VI/ADA and Limited English Proficiency (LEP) Plan for the Fond du Lac MPO.
- Staff updated the Fond du Lac MPO Public Participation Plan

1342 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Begin the update process for the Long-Range Land Use Transportation Plan for the Fond du Lac MPO.	January - December 2024
*1.2 Work with staff to monitor and evaluate the Title VI plan.	January -October 2024
1.3 Continue to update the Fond du Lac Metropolitan Planning Area boundaries with the 2020 U.S. Census data.	January – September 2024
1.4 Update and maintain the state of the system report for performance measures and targets.	January – April 2024
1.5 Continue to work with WisDOT staff to update the functional classification system for the Fond du Lac MPO.	January – September 2024

*1.6 Staff will continue to work with public health organizations (at the local, state, and federal levels) to evaluate public health in transportation projects and possibly conduct health impact assessments for transportation projects.	Ongoing/Supporting
1.7 Maintain and update, as needed, the Transportation ArcGIS Hub to add the Long-Range Transportation/Land Use Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.	Ongoing
1.8 Update the existing and future land use GIS data and conduct an analysis regarding the transit oriented and affordable housing and workforce housing.	Ongoing
1.9 Work with WisDOT on development of statewide transportation plans, including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Ongoing
*1.10 Work with local economic development organizations and WisDOT to identify transportation gaps and opportunities.	Ongoing/Supporting
*1.11 Implement the action plan for the Long-Range Land Use Transportation Plan for Fond du Lac MPO.	Ongoing
*1.12 Staff to participate initiatives that enhance our equity and diversity work. This includes but isn't limited working with the Living Well Coalition and the Fond du Lac County Health Department.	Ongoing/Supporting

1343 Work Item: Fond du Lac MPO Short Range Multi-Modal Performance Measures and Monitoring

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

1343 - Work Program Funding Allocation		
FHWA - PL	\$ 40,000.00	80%
WisDOT - PL	\$ 1,944.90	3.89%
ECWRPC – req'd	\$ 8,055.10	16.11%
Total	\$ 50,000.00	100%

1343 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	58
Senior Planner	0
Associate Planner	330
GIS Manager	0
GIS Analyst 1	180
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Worked with the MPO and stakeholders to develop a bicycle and pedestrian plan for the MPO, which will be adopted in the first quarter of 2024.
- Administer the Surface Transportation Block Grant Program – Urban and the Carbon Reduction Program solicitation for the Fond du Lac MPO.

1343 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Continue to conduct and analyze (including factoring) bicycle and pedestrian counts for local communities and WisDOT.	April – October 2024
1.2 Assist communities in the development and review of Transportation Alternative – Set Aside Program applications for potential bicycle and pedestrian projects.	January – December 2024
1.3 Assist the Fond du Lac MPO in planning for future growth in response to the newly constructed WIS 23 interchanges (e.g. east of CTH K).	January – June 2024
1.4 Work with WisDOT and local municipalities to develop and review Surface Transportation Block Grant applications and select projects.	January – December 2024
1.5 Work with WisDOT and local municipalities to develop and review Carbon Reduction program applications and select projects.	January – December 2024

1.6 Work with WisDOT and local municipalities to develop and review grant applications as applicable.	Ongoing
1.7 Continue to maintain ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, and bicycle and pedestrian crash data.	Ongoing
*1.8 Update the Capital Improvement Program (CIP) maps for municipalities within the Fond du Lac MPO.	Ongoing
1.9 Continue to work with local government agencies and counties to design sign placement templates for bicycle and pedestrian wayfinding signage.	Ongoing

1344 Work Item: Fond du Lac MPO Transportation Improvement Program (TIP)

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

1344 - Work Program Funding Allocation		
FHWA - PL	\$ 12,000.00	80%
WisDOT - PL	\$ 583.47	3.89%
ECWRPC – req'd	\$ 2,416.53	16.11%
Total	\$ 15,000.00	100%

1344 - Staff Allocations	
Position	Hours
MPO Director	32
Deputy Director	0
Principal Planner	33
Senior Planner	0
Associate Planner	365
GIS Manager	7
GIS Analyst 1	33
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Developed the 2024-2028 Transportation Improvement Program (TIP).
- Staff processed amendments to the TIP based on WisDOT guidance and as requested by the Wisconsin Department of Transportation.

1344 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Process amendments for the Fond du Lac MPO for the Transportation Improvement Program.	January – December 2024
1.2 Work with the MPO Technical Advisory Committee and the Policy Board to update the selection criteria for STBG Projects and Carbon Reduction Program.	January – September 2024
1.3 Develop a TIP Database for tracking projects within the TIP and the progress of the TIP Amendments (possibly hire a consultant for this work).	January – December 2024
1.4 Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG, TA Set-aside, and Carbon Reduction projects and their progress.	January- December 2024
1.5 Develop the Fond du Lac MPO 2025 Transportation Improvement Plan .	May - October 2024

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

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

1345 - Work Program Funding Allocation		
FHWA - PL	\$ 16,000.00	80%
WisDOT - PL	\$ 777.96	4%
ECWRPC – req'd	\$ 3,222.04	16%
Total	\$ 20,000.00	100%

1345 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	66
Senior Planner	0
Associate Planner	231
GIS Manager	0
GIS Analyst 1	16
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Worked with human services/ADRC and transit staff to identify potential collaborative projects and funding opportunities
- Assisted FDLAT to update and approve the Transit Development Plan.
- Provided materials to Fond du Lac Area Transit for the Triennial Review.

1345 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
*1.1 Work with FdLAT to implement Transit Development Plan recommendations, continue to work with community stakeholders to get greater detail on needs/gaps/opportunities.	Ongoing
*1.2 Align the County Specialized Transportation Coordinated Plan with Fond du Lac MPO and FdLAT TDP	Ongoing
*1.3 Work with FdLAT to implement Title VI Plan	Ongoing
*1.4 Assist FdLAT in community engagement activities to promote benefits transit ridership to community and local business.	Ongoing

*1.5 Work in coordination with FdLAT increase access to essential services equitably throughout the service area in response to recommendations from the TDP.	Ongoing
1.6 Assess the benefits of Transit Oriented Design on economic development opportunities and public transportation usage, collaborate with Envision Greater Fond du Lac	Ongoing

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

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

1346 - Work Program Funding Allocation		
FHWA - PL	\$ 12,901.20	80%
WisDOT - PL	\$ 627.29	3.89%
ECWRPC – req'd	\$ 2,598.01	16.11%
Total	\$ 16,126.50	100%

1346 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	230
GIS Manager	17
GIS Analyst 1	17
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Continued to update the travel demand model as it relates to traffic count data, employment data, and school enrollment data.
- Worked with the Wisconsin Department of Transportation to review the socioeconomic data for the statewide travel demand model update.
- Continued to work with WisDOT and local municipalities to calibrate and validate the travel demand model by collecting Miovision counts.
- Continued to work with WisDOT and local agencies regarding traffic projections for regionally significant corridors

1346 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting. As U.S. Census data becomes available, begin updating the data for the travel demand model.	January-December 2024
1.2 Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.	Ongoing
1.3 Continue to participate in the Model User Group meetings and possibly work with a consultant to continue to provide training opportunities for staff.	Ongoing

1.4 Continue to update the employment data as new development occurs within the MPOs and develop traffic forecasts.	Ongoing
1.5 Continue to use the Miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.	Ongoing
1.6 Work with Fond du Lac Area Transit (FdLAT) to use the model for the implementation of their Transit Development Plans and use TDM and GIS datasets to evaluate the effectiveness of potential changes in routes. Work with FdLAT to update and maintain the transit system within the Travel Demand Model.	January – December 2024

1346F Work Item: FTA SATO

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

1346F - Work Program Funding Allocation		
FTA	\$ 44,424.68	100%

1346F - Staff Allocations	
Position	Hours
MPO Director	10
Deputy Director	0
Principal Planner	75
Senior Planner	15
Associate Planner	115
GIS Manager	0
GIS Analyst 1	60
IT Manager	0
Controller	0
Administrative Coordinator	0

1346S Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Finalize and adopt the Fond du Lac MPO bicycle and pedestrian plan.	January-March 2024
1.2 Assist with implementation of complete streets policy for the City of Fond du Lac.	Ongoing
1.3 Conduct further analysis of equity mapping for the Fond du Lac MPO area to determine areas of focus for future bicycle and pedestrian infrastructure, specifically an analysis of neighborhoods near major arterials, and compile into a Complete Streets Report.	March-October 2024

1346S Work Item: FHWA 2.5% SATO

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

1346S - Work Program Funding Allocation		
FHWA 2.5% SATO	\$ 2,673.82	100%

1346S - Staff Allocations	
Position	Hours
MPO Director	12
Deputy Director	0
Principal Planner	12
Senior Planner	0
Associate Planner	6
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

1346S Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1. Conduct an inventory and analysis of residential infill and redevelopment opportunities as they relate to transportation infrastructure in the Fond du Lac MPOs.	January-December 2024

FOND DU LAC METROPOLITAN PLANNING ORGANIZATION			
2024 MEETING SCHEDULE			
MPO Policy Board and Technical Advisory Committee			
Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO staff
Wednesday, February 7	9:00 a.m.	Review/Discuss LRTP Baseline Performance Measures/PEAs/TIP Amendment	TAC
	10:00 a.m.		PB
Tuesday, April 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Wednesday, May 1	9:00 a.m.	Review/Discuss of LRTP Performance Measures Targets/TIP Amendment	TAC
	10:00 a.m.		PB
TBD May / June	TBD	WisDOT / FHWA / MPO WP Mid-Year Review Meeting	MPO Staff
Wednesday, July 10	9:00 a.m.	Performance Measures & Targets/TIP Candidate Project Listing	TAC
	10:00 a.m.	TIP Amendment/ PEAs/ LRTP Implementation / Special Studies	PB
Tuesday, July 23	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
TBD August / September	All Day	MPO/WisDOT/FHWA Conference	MPO Staff
Wednesday, October 2	9:00 a.m.	PEAs / 2025 WP Action / TIP Project Review Discussion	TAC
	10:00 a.m.	2025 WP Action / TIP Project Review Discussion	PB
Tuesday, October 22	9:00 a.m.	Wisconsin MPOs Quarterly Directors Meeting	MPO Staff
Wednesday, November 6	9:00 a.m.	Study Updates/2025 WP Priorities	TAC
	10:00 a.m.	Study Updates/2025 WP Priorities	PB

Updated August, 2023

Technical Advisory Committee (TAC)
Long Range Transportation Plan (LRTP)
Transit Development Plan (TDP)
Planning Emphasis Areas (PEAs)

Policy Board (PB)
Transportation Improvement Plan (TIP)
Unified Transportation Work Program (WP)

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

SECTION 4.5– METROPOLITAN PLANNING FACTORS FOR THE FOND DU LAC MPO— 2024

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

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

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2024 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

Table 15: Metropolitan Planning Factors to be Considered in the 2024 UPWP for Fond du Lac MPO

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1341 Program Support and Administration										
2025 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration	X			X	X	X	X			
1342 Fond du Lac Long Range Land Use Transportation Plan										
Public Participation Process	X			X	X	X				
Long Range Land Use Transportation Plan	X	X	X	X	X	X	X	X	X	X
Transportation Planning GIS Datasets	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Long Range Transportation Plan Development Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Update MPO Boundary and urbanized area	X				X	X			X	
Update functional classification	X				X	X			X	
Infill Development Study and Analysis of Transportation Network	X	X	X	X	X	X	X	X	X	X
Housing Coordination	X	X	X	X	X	X	X	X	X	X
Public Health and Transportation Coordination	X	X	X	X	X	X	X	X	X	X
1343 Fond du Lac MPO Short Range Multi-Modal Performance Measures and Monitoring										
Corridor Studies	X	X	X	X	X	X	X	X	X	X
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Development of bicycle and pedestrian wayfinding	X	X	X	X	X	X	X	X		X
Conducting bicycle and pedestrian counts and analyzing data	X	X	X	X	X		X	X		
Implementation of the Bicycle and Pedestrian Plan	X	X	X	X	X	X	X	X	X	X
Safe and Accessible Transportation Options	X	X	X	X	X	X	X	X	X	X
1344 Fond du Lac Transportation Improvement Program (TIP)										
Annual Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Enhancing the criteria and a performance based selection process for STBG and the Carbon Reduction Program	X		X		X		X	X	X	
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
1345 Fond du Lac MPO Transit and Specialized Transportation										
Implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X

Special Transit Studies	X	X	X	X	X	X	X	X	X	
Safe and Accessible Transportation Options	X	X	X	X	X	X	X	X	X	X
1346 Fond du Lac MPO Travel Demand Model Improvement Program										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies and working with WisDOT staff	X	X	X	X	X	X	X	X	X	X
Transit Modeling	X		X	X	X	X	X			

SECTION 4.6 – FOND DU LAC MPO SELF-CERTIFICATION

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

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

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

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

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

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

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

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

Fond du Lac MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.

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

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.

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

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

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

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

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

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.

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

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.

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

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan

Update that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.

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

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan update that was approved by the Fond du Lac MPO Policy Board on October 7, 2020. East Central staff worked on the update the of the Title VI and Non-Discrimination Program/Limited English Proficiency Plan and it is anticipated that Fond du Lac Technical Advisory Committee and Policy Board will consider the updated plan at the October, 2023 meetings.



SECTION 5

REGIONAL SAFE ROUTES
TO SCHOOL PROGRAM

SECTION 5: REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

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

Program Objective: East Central Staff collaborates with local stakeholders, including law enforcement, health professionals, planners, school district staff, and bicycle advocates on the development and implementation of the Regional Safe Routes to School (SRTS) program. The mission of the program is to engage and empower schools and communities to foster healthy lifestyles through environmental changes and safe walking and bicycling. Program objectives are outlined in the five-year strategic plan, which is developed by the SRTS staff and local partners. Core priorities of the program include: Partnerships and planning, events and programs, communications, youth engagement, and evidence-based practice and research.

To accomplish these objectives, Safe Routes to School staff will work with schools in the East Central Region to develop local SRTS Action Plans, incorporate bicycle and pedestrian safety education into the classroom, and promote active transportation as a safe, convenient, and accessible way to get to and from school. Staff will continue to build and strengthen school and community partnerships and expand program offerings. Staff will also provide educational resources, incentives, and assist with activities related to International Walk to School Day, Winter Walk Month, Bike Safety Month, Project RADAR, Walking School Bus Programs, Frequent Walker Programs, and Youth Engagement Programs like the Golden Sneaker Program. Communication materials on walking and bicycling safety will be shared with local stakeholders and staff will provide hands on education in schools and at community events.

1380 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 390,560.00	80.0%
ECWRPC	\$ 97,640.00	20.0%
Total	\$ 488,200.00	100.0%

1380 - Staff Allocations	
Position	Hours
MPO Director	24
Principal Planner	33
Senior Planner	1542
Associate Planner	3463
GIS Manager	238
GIS Analyst 1	542
IT Manager	15
Controller	15
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Strengthened partnerships in Kimberly, Fond du Lac and Waupaca.
- Assisted local communities and school districts with SRTS Events including International Walk to School Day (69 schools participated), Winter Walk to School Month (39 school participated), and Bike to School Day (66 schools participated).
- 41 schools participated in the educational campaign, "We take time to slow down in school zones."

- Worked with local school districts on developing local SRTS Action Plans including, task force meetings, gathering parent and student surveys, and conducting bike and walk audits.
- Staff participated in 5 community events including the Appleton Kids Expo, Fond du Lac Bike Rodeo, Appleton Bike Rodeo, and National Night Out.
- Worked with a consultant to update branded materials.
- Worked with a UCLA Grad Student to provide program information for her Capstone Project.
- Worked with Marshfield Clinic, Department of Children and Families, and the Wisconsin Afterschool Network to make short informational videos related to the Walking School Bus program and other alternatives to vehicle travel.
- Staff attended the Safe Routes Partnership National Summit and Lifesavers Conference.

1380 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Promote the “Child safety starts with you - #Actlikeit” educational campaign.	Ongoing
1.2 Collaborate with schools and communities to support walking and bicycling for students of all abilities.	Ongoing
1.3 Work with local communities and school districts to start and sustain a SRTS program, develop a SRTS Local Action Plan for school districts on a rotating schedule, and to assist in the implementation of recommendations and activities identified in their SRTS Plan.	Ongoing
1.4 Provide support for schools participating in events such as International Walk to School Day, Bike Safety Month, Winter Walk to School Month; plan and implement bicycle rodeos and community events supporting walking and bicycling.	Ongoing
1.5 Provide educational resources, incentives, and support for Walking School Bus programs, Frequent Walker programs, Golden Sneaker programs, Project RADAR program, and Bicycle, Pedestrian, and Winter Walking Curriculum for classroom education.	Ongoing
1.6 Training for staff on evidence-based research and best practices.	Ongoing
1.7 Develop programming for high school age students.	Fall '24
1.8 Work with a consultant to develop a pedestrian and bicycle safety assembly.	Winter '24

Table 16: Regional Safe Routes to School Funding

		Budget	WisDOT/FHWA - TAP		MPO/Local	
			Dollars	%	Dollars	%
1380	Regional Safe Routes to School Funding (TAP)					
1381	Program Administration/Support	\$ 375,000.00	\$ 300,000.00	80.0%	\$ 75,000.00	20.0%
1383	Events and Programs	\$ 85,000.00	\$ 68,000.00	80.0%	\$ 17,000.00	20.0%
1384	Communication and Education Materials	\$ 8,000.00	\$ 6,400.00	80.0%	\$ 1,600.00	20.0%
1386	Youth Engagement Program	\$ 14,500.00	\$ 11,600.00	80.0%	\$ 2,900.00	20.0%
1390	Workshops	\$ 1,000.00	\$ 800.00	80.0%	\$ 200.00	20.0%
1391	Evidence Based Practices and Research	\$ 4,700.00	\$ 3,760.00	80.0%	\$ 940.00	20.0%
	Total Regional Safe Routes to School Program	\$ 488,200.00	\$ 390,560.00	80.0%	\$ 97,640.00	20.0%

1381 Work Item: Regional Safe Routes to School and Local Plan Development and Implementation

Objectives: To work with regional stakeholders and WisDOT in the development and implementation of the Regional SRTS Program. Staff will provide guidance, resources, and support to local SRTS programs in implementing the six E's of Safe Routes to School: education, encouragement, engagement, engineering, evaluation, and equity.

1381 - Work Program Funding Allocation		
WisDOT/FHWA – TAP	\$ 300,000.00	80.0%
ECWRPC	\$ 75,000.00	20.0%
Total	\$ 375,000.00	100.0%

1381 - Staff Allocations	
Position	Hours
MPO Director	24
Principal Planner	33
Senior Planner	1542
Associate Planner	3463
GIS Manager	238
GIS Analyst 1	542
IT Manager	15
Controller	15
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Developed Local Safe Routes to School Action Plans for Fond du Lac School District and Kimberly Area School District.
- Provided support and resources to communities and school districts as infrastructure improvements were proposed.

1381 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Coordinate and develop the Regional Safe Routes to School programs; Support over 24 local SRTS Coalitions and 104 schools with their SRTS programs.	Ongoing
1.2 Develop and work with school districts to implement high school age Safe Routes to School programming.	Ongoing
1.3 Continue to work with schools to implement and support their Walking School Bus programs, Frequent Walker programs, Youth Engagement Programs, bicycle, pedestrian, and winter walking curriculum for classroom education, Golden Sneaker program, and the Project RADAR program.	Ongoing

1.4 Build partnerships with local organizations to enhance and expand the Regional SRTS Program.	Ongoing
1.5 Work with Regional Planning Commissions and WisDOT on best practices to ensure our combined skills deliver the most value in our programs.	Ongoing
1.6 Begin developing teen driving programming.	Fall '24
1.7 Complete local SRTS Action Plans including parent and student surveys, walk and bike audits, and task force meetings for two area school districts.	Fall '24
1.8 Work with a consultant to develop a pedestrian and bicycle safety assembly.	Winter '24
1.9 Update bicycle safety curriculum to be more user friendly for gym teachers.	Spring '24

1383 Work Item: Regional Safe Routes to School Events and Programs

Objectives: To work with local communities and school districts to educate and encourage students to walk and bicycle safely through events and programs hosted by the schools. Provide incentives and support for walking and bicycling events and programs.

1383 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 68,000.00	80.0%
ECWRPC	\$ 17,000.00	20.0%
Total	\$ 85,000.00	100.0%

1383 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Worked with communities and schools for their International Walk to School Day events, Winter Walk to School Month, Bike Safety Month activities, Frequent Walker Program, and their Walking School Bus programs.
- In 2023 the following schools had walking school bus programs: Fond du Lac – 1 walking school buses; Appleton- 3 walking school buses; Hortonville—2 walking school bus; Oshkosh-1 walking school bus.
- Supported local communities in their bike rodeo events: Appleton- 2; Fond du Lac-1; Menasha- 1.
- Attended community events in Appleton-1 Kids Expo; Neenah-1 National Night Out.
- Received the Safe Kids Ready to Roll grant and were able to distribute 70 bike helmets to communities in our region.

1383 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Work with local communities and school districts to assist and provide support with their back to school night activities promoting walking and biking, Walk to School Day events, Winter Walk to School month, Bike Safety Day/month activities, Frequent Walker Program, Walking School Bus Program, Golden Sneaker/Boot/Spoke Challenge, Bike Fleets, and their bike rodeos.	Ongoing

1.2 Continue to expand and enhance our Walking School Bus and Frequent Walker programs.	Ongoing
1.3 Continue to work with partner organizations on the development of events for Bicycle Safety Month.	Ongoing
1.4 Support schools in bicycle and pedestrian safety education through the implementation of curriculum, school presentations and assemblies, and rodeos.	Ongoing
1.5 Work with Walking School Bus Coordinators to provide program support and streamline the process for the school and the coordinator.	Fall '24
1.6 Create bike and pedestrian safety videos for assemblies with a consultant.	Winter' 24
1.7 Work with vendor to purchase new bicycles for the bicycle fleet.	Winter '24

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

1384 Work Item: Communications and Educational Materials

Objectives: To promote walking and bicycling events and programs through branded materials and increased media relations. Support regional partners by providing turnkey communication and educational materials.

1384 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 6,400.00	80.0%
ECWRPC	\$ 1,600.00	20.0%
Total	\$ 8,000.00	100.0%

1384 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Worked with A2Z Designs to update collateral branding and communication materials.
- Created educational messaging and materials for the “Child safety starts with you-#Actlikeit” campaign.
- Worked with Marshfield Clinic to create transportation alternative videos.
- Continually updated website.

1384 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Continue to work with school districts and community partners to strengthen relationships and share success stories/impact of work.	Ongoing
1.2 Develop news releases, impact reports, and newsletters to increase awareness of our programs and efforts in the region.	Ongoing
1.3 Update educational materials for schools and local SRTS partner organizations.	Ongoing
1.4 Staff will continue to work on the implementation of the Communications section of the Regional SRTS Strategic Plan.	Ongoing
1.5 Share monthly educational campaign messages and quarterly newsletters with participating schools.	Spring '24

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

1386 Work Item: Youth Engagement Program

Objectives: To work with schools and community partners to provide hands on education on bike, pedestrian, and school zone safety.

1386 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 11,600.00	80.0%
ECWRPC	\$ 2,900.00	20.0%
Total	\$ 14,500.00	100.0%

1386 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	66
Associate Planner	132
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Staff worked with students to provide bicycle safety education and hands on experience at a series of bike rodeo events at the following schools: Waupaca Learning Center (2 days of education and 4 days of bike rodeos); Fremont Elementary School; Spring Road Elementary School.
- Completed Project RADAR programming at Carl Traeger Elementary School K-5th grade students.

1386 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Support schools in implementing the physical education and core class curriculum. Curriculum materials include: winter walking, safe bicycling, and community planning.	Ongoing
1.2 Engage youth in Project RADAR (Reminding All Drivers About Responsibility) in partnership with local law enforcement.	Ongoing
1.3 Work with high school age students to create educational campaign messaging specific to their communities.	Ongoing
1.4 Begin working with high school age students on teen driving programming.	Winter '24

1390 Work Item: Workshops

Objectives: To continue to attend and provide educational workshops and trainings on various topics related to the Regional Safe Routes to School Program.

1390 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 800.00	80.0%
ECWRPC	\$ 200.00	20.0%
Total	\$ 1,000.00	100.0%

1390- Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Staff attended trainings at Lifesavers Conference and the Safe Routes to School Summit.
- Attended Impact Teen Driving.

1390 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Look for opportunities for staff to attend trainings so that SRTS staff will be recognized as experts in the field.	October '24
1.2 Provide guidance and training on relevant Safe Routes to School programming and best practices to area school champions as they express interest.	Ongoing
1.3 Apply to be a presenter at the Safe Routes to School Summit.	Fall '24

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

1391 Work Item: Evidence Based Practices and Research

Objectives: To work with schools and local SRTS coalitions to evaluate parent procedures and provide recommendations based off of best practice and research.

1391 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 3,760.00	80.0%
ECWRPC	\$ 940.00	20.0%
Total	\$ 4,700.00	100.0%

1391 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	33
Associate Planner	32
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2023 Major Accomplishments

- Worked with Perry Tipler Middle School to evaluate parent procedures and make recommendations to improve safety.
- Worked with Kimberly Area School District to evaluate specific intersections of concern.

1391 Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Work with schools and communities to evaluate safety concerns as needs arise.	Ongoing
1.2 Continue to update the Regional SRTS database with schools and demographic information.	Ongoing
1.3 Review District Transportation plans to map out Unusually Hazardous Busing.	Ongoing

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



SECTION 6

FTA PLANNING STUDIES (5303 AND 5304 FUNDING)

Table 17: FTA Special Studies - 2024

		FTA			WisDOT		City of Oshkosh	
		Budget	Dollars	%	Dollars	%	Dollars	%
	GO Transit - Transit Development Plan							
2461	GO Transit - Transit Development Plan	\$ 141,876.00	\$113,501.00	80.0%	\$ -	0.0%	\$ 28,375.00	20.0%
	GO Transit - Master Facilities Plan*	\$100,000.00	\$80,000.00	80.0%	\$ -	0.0%	\$20,000.00	20.0%
	Total Program	\$ 232,680.00	\$ 106,144.00	80.0%	\$ -	0.0%	\$ 106,536.00	20.0%

*This project was not assigned a project identification number, as there will not be MPO staff time or matching funds on this project from the Commission. Funds will remain solely within GO Transit's budget.

**Section 6.1 -
2461 Work Item: GO Transit – Transit Development Plan Update**

Objectives: Work with GO Transit and a consultant to update the Transit Development Plan.

2461 - Work Program Funding Allocation		
FTA (5304)	\$ 113,501.00	80.0%
GO Transit	\$ 28,375.00	0.0%
ECWRPC	\$0.00	20.0%
Total	\$ 141,876.00	100.0%

2461 - Staff Allocations	
Position	Hours
MPO Director	20
Principal Planner	60
Senior Planner	0
Associate Planner	0
GIS Manager	20
GIS Analyst 1	100
IT Manager	0
Controller	0
Administrative Coordinator	0

2461 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Administration of FTA Grant including procurement process for hiring a consultant.	Jan – April '24
1.2 Data Collection and review of Ridership.	May – August '23
1.3 Public Outreach and participation.	Jan – April '24
1.4 Transit Service Planning	May – April '24
1.4 Development of Transit Development Plan.	May - April '24

**Section 6.2 -
Work Item: GO Transit – Facilities Master Plan**

Objectives: Work with GO Transit and a consultant to update the Transit Development Plan.

Work Program Funding Allocation		
FTA (5304)	\$ 80,000 .00	80.0%
GO Transit	\$ 20,000.00	0.0%
ECWRPC	\$0.00	20.0%
Total	\$ 100,000.00	100.0%

Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

GO Transit will administer a 5304 grant to hire a consultant to create a master facilities plan, including an evaluation of the facility to accommodate elective vehicles and charging infrastructure.

These funds will not be passed through the MPO, and this project will be the sole responsibility of GO Transit and the City of Oshkosh. As such, this project and these funds are not reflected in the agency's overall budget. However, as GO Transit is receiving 5304 funds and falls within the Oshkosh MPO, this project is being incorporated into the work program per federal guidance.



APPENDICES



APPENDIX A

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

2023 EQUITY AND OPPORTUNITY ANNUAL REPORT

TITLE VI

October 2023

Prepared by the:

East Central Wisconsin Regional Planning Commission (ECWRPC)

TITLE VI NOTICE TO THE PUBLIC

Annual Notification of Public Rights Under Title VI

THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

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

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

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

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

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

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

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

ECWRPC BACKGROUND

Demographic and Stakeholder Analysis

The ECWRPC region is made up of ten counties including Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago. Among the ten counties, there is the Appleton, Oshkosh, and Fond du Lac Metropolitan Planning Organizations (MPO). With a population of over 200,000, the Appleton MPO is also a designated Transportation Management Area.

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

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

TITLE VI

East Central Wisconsin Regional Planning Commission's (ECWRPC) Title VI/Americans with Disabilities Act and Limited English Proficiency Plan, last updated and adopted in October 2020, is intended to assure that no person shall on the grounds of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ECWRPC-sponsored program or activity. A Title VI Non-Discrimination Plan protects anyone intended to be the beneficiary of, applicant for, or participant in a federally-assisted program. ECWRPC assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. ECWRPC's region is made up of the following counties: Outagamie, Winnebago, Calumet, Shawano, Menominee, Waupaca, Waushara, Marquette, Green Lake, and Fond du Lac. ECWRPC is a designated Metropolitan Planning Organization (MPO) for the Appleton and Oshkosh urbanized areas and serves as staff for the Fond du Lac MPO. The Appleton urbanized area, or the MPO, is also a Transportation Management Area (TMA).

ECWRPC will not:

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

GENERAL RESPONSIBILITIES

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

- Administer the Title VI non-discrimination plan program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives
- Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the ECWRPC
- Review written Title VI complaints that may be received by ECWRPC following the adopted procedural guidelines (see Title VI complaint procedure)
- Ensure every effort is made to resolve complaints informally at the local or regional level
- Conduct or facilitate training programs on Title VI issues and regulations for ECWRPC employees, and facilitate Title VI training for appropriate staff and contractors. A summary of training conducted will be reported in the annual update
- Review and update ECWRPC's Title VI non-discrimination plan as needed or required
- Present updated plan to the ECWRPC full Commission for approval
- Prepare an annual report of Title VI accomplishments and changes to the program in the preceding federal fiscal year; identify goals and objectives for the upcoming year as required.
- Work with ECWRPC staff to develop and disseminate Title VI non-discrimination plan information to ECWRPC employees, contractors, subcontractors, consultants, subconsultants, and beneficiaries, as well as the general public. Public dissemination includes beneficiary notice and complaint procedures posted at ECWRPC's office and website. Additional dissemination efforts may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of ECWRPC's Title VI non-discrimination plan policy statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, and meetings in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media. Where appropriate, provide written or verbal information in languages other than English.

AUGUST 2022-JULY 2023 ACTIVITIES

The table below highlights activities that pertain to equity, inclusion, diversity, and opportunity that ECWRPC staff members have participated in or conducted. The table is divided into the following three categories: regularly scheduled meetings (both internal and external), other meetings (both internal and external), and outreach and engagement. The purpose of tracking these events is to determine where we have current relationships, how our staff members have continued to enhance their understanding and knowledge of equity, diversity, and inclusion; and track the success of our outreach and engagement efforts.

EVENT NAME	PROVIDER/ HOST	DATE(S)	TIME	STAFF	DESCRIPTION	ACTIVITY TYPE
Regularly Scheduled Meetings						
Fox Valley Thrives Core Team Meeting	Fox Valley Thrives	October, November 2022; February, March, April, June 2023	1.5 hours per meeting	Kim Biedermann and Brenna Root	Monthly meeting to discuss health equity access	Meeting
Hispanic Interagency Meeting	Casa Hispana	Monthly	1.5 hours	Adam BellCorelli and Brenna Root	Monthly meetings to discuss issues impacting WI Hispanic community, access to resources, Covid response, housing, employment, language access, health care	Meeting
ESTHER Transit Task Force	ESTHER	Monthly through March 2023	1.0 hours	Adam BellCorelli	Monthly meetings to discuss access to transit	Meeting
Outreach and Engagement						
Equitable Engagement Toolkit and Guidebook Workshop	East Central WI RPC	October 20, 2022	4.0 hour per session	Kim Biedermann, Melissa Kraemer Badtke, Brenna Root, Jennie Mayer, Katie Livernash, Tanner Russell,	A half-day workshop to introduce the draft of the Equitable Engagement Toolkit and Guidebook to partners and to ECWRPC staff.	Outreach/Engagement

				Adam BellCorelli, Wilhelmina Paustian, Rachel Roth		
Timber Rattlers Game	East Central WI RPC	May 9, 2023	3 hours	Kim Biedermann , Adam BellCorelli, Colin Kafka, Wilhelmina Paustian	Public engagement for the Comprehensive Safety Action Plan	Outreach/Engagement
Appleton Public Library	East Central WI RPC	June 8, 2023	5 hours	Adam BellCorelli and Rachel Roth	Public engagement for the Comprehensive Safety Action Plan	Outreach/Engagement
Greenville Farmers' Market	East Central WI RPC	June 21, 2023	4.0 hours	Adam BellCorelli and Brenna Root	Public engagement for the Comprehensive Safety Action Plan	Outreach/Engagement
Public Survey	East Central WI RPC	May-June 2023			Public survey for Comprehensive Safety Action Plan	Outreach/Engagement
Public Survey	East Central WI RPC	June-July 2023 (efforts to continue for other counties in August and September 2023)			Public survey for the Specialized Transportation Coordinated Plans (Calumet County)	Outreach/Engagement
Pop-up Event at Oshkosh Transit Center	East Central WI RPC (through consultant , SRF	June 14, 2023	3.0 hours	SRF Consulting Staff	Engagement for the City of Oshkosh (GO Transit) Transit Development Plan	Outreach/Engagement

	Consulting, Inc.)					
Public Survey	East Central WI RPC (through consultant, SRF Consulting, Inc)	May-July 2023			Public survey for the City of Oshkosh (GO Transit) Transit Development Plan	Outreach/Engagement
Public Survey	East Central WI RPC (through consultant, SRF Consulting, Inc)	April-May 2023		SRF Consulting, Inc. staff	Public survey for the Valley Transit Ridership Survey and the City of Neenah Transfer Center Study. Staff implemented a survey tool and rode buses/engage with the public to encourage participation in the survey	Outreach/engagement

Other activities are highlighted in the Annual Accomplishments section.

TITLE VI COMPLAINTS

Title VI Non-Discrimination Plan Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the ECWRPC may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The ECWRPC investigates complaints received no more than 180 days after the alleged incident. The ECWRPC will process complaints that are complete. Once the complaint is received, ECWRPC Title VI Non-Discrimination Plan Coordinator will review and take the appropriate course of action. The complainant will receive an acknowledgement letter informing her/him that the complaint is being promptly reviewed. ECWRPC has 30 days to investigate the complaint. If more information is needed to resolve the case, the Commission may contact the complainant. The complainant has 20 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional

information within 30 business days, the ECWRPC Title VI Non-Discrimination Plan Coordinator can request ECWRPC Steering Committee close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

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

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

Complaints are recorded in the table below. For the time period of this report, no complaints were received.

TYPE COMPLAINT INVESTIGATION LAWSUIT	DATE (MONTH, DAY, YEAR)	COMPLAINANT'S NAME/ADDRESS	BASIS OF COMPLAINT ¹	SUMMARY COMPLAINT DESCRIPTION	STATUS	ACTION(S) TAKEN/FINAL OUTCOME IF RESOLVED

ANNUAL ACCOMPLISHMENTS

2023 Annual Accomplishments

- Staff worked with Toole Design Group, LLC to create an Equity in Engagement Toolkit and Guidebook (final product will be delivered in October 2022).
- Staff participated in three pop-up events to collect information to assist in development of the Comprehensive Safety Action Plan.
- The ECWRPC Commission Board adopted the Equitable Engagement Toolkit and Guidebook, which will serve as an internal and external resource on conducting engagement throughout the transportation planning process.
- Staff continued to attend monthly meetings of the Hispanic Interagency group.
- East Central continues to work with Fox Valley THRIVES along with other partner organizations on the inclusion of underserved community populations.

¹ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

- The Equity in Opportunity workgroup merged with ECWRPC's former Health in Planning team to become the Equity in Planning Initiative. This newly-formed group will start to meet in the third quarter of 2023.
- Staff developed a Comprehensive Safety Action Plan, which looks at the high-risk roadway network. In addition to citing observed data (e.g. crashes), staff also considered risk factors to crashes, including lack of multimodal infrastructure and can cross-reference that with Justice40 and stress index data. It is expected this plan will be adopted in October 2023.
- Staff developed a stress index, which examines various demographic factors in relation to Census tracts to identify vulnerable and historically-underserved populations.
- Staff implemented FHWA's Justice40 initiative into transportation-based projects, such as the Comprehensive Safety Action Plan.
- Staff updated the Public Participation Plan for the Appleton and Oshkosh MPOs and the Fond du Lac MPO.
- Staff updated the Title VI/ADA and Limited English Proficiency Plan.

FUTURE GOALS AND OBJECTIVES

- Develop staff trainings to continue to educate the staff on Title VI issues and processes.
- Continue to add new locations to post East Central's Title VI procedure.
- Continue to look for new data sources to better meet the needs of the minority populations as more accurate data will allow us to better map minority populations in comparison to Transportation Improvement Projects.
- Continue to ensure East Central documents include Title VI notices.
- Reach out to external groups to learn more about Title VI issues and share ideas.
- Continue trainings and outreach efforts to connect to the public and share resources.
- Continue asset and network mapping.
- Be intentional in outreach to and engagement with underserved populations and engage them in the transportation planning process through implementing the Equitable Engagement Toolkit and Guidebook.
- Further opportunities for East Central to engage with community and partners.
- Identify ways in which East Central can increase opportunities for equitable participation, including identifying documents that should be translated and providing a phone translation service.
- Continue to use GIS as a tool for furthering equity in the region.
- Incorporate equity as a component in STGB-Urban and Transportation Alternatives Set-aside Program selection processes.

ECWRPC TITLE VI NON-DISCRIMINATION PLAN AND LIMITED ENGLISH PROFICIENCY PROGRAM AMENDMENTS

No amendments have been made to the Title VI/ADA Plan that was adopted by the Commission in October 2020; however, it is anticipated an update to the plan will be adopted in October 2023. A separate Title VI/ADA Plan has been developed for the Fond du Lac MPO, and it is anticipated that will be adopted by the Fond du Lac MPO policy board in October 2023.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Introduction

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

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

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

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

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

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

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

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

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

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann **Title:** Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

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

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 **Fax :** *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Melissa Kraemer Badtke,
Executive Director of East Central Wisconsin Regional Planning Commission

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

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

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

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

General Assurances

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

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

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

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

Specific Assurances

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

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

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

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

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

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

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

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

East Central Wisconsin Regional Planning Commission
(Name of Sub-Recipient)

By Melissa Kraemer Badtke
(Signature of Authorized Official)

DATED: 10/4/2023

Appendix A

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

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

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

(HABENDUM CLAUSE)

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

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

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

Appendix C

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **(East Central Wisconsin Regional Planning Commission)** pursuant to the provisions of Assurance 7(a):

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

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

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

Introduction

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

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and for validating continued eligibility for FHWA financial assistance. The contents of this ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024*** (hereinafter "***2024 ASSURANCES AND AGREEMENT***") are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

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

September 29, 2023

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

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

September 29, 2023

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

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

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

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

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

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

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

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

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

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

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

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

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : [Click and type here to enter text]

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Melissa Kraemer Badtke, Executive Director of East Central Wisconsin Regional Planning Commission
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes ☐ No ☒
3. If yes, provide date of expected Board or Commission approval: [Click and type here to enter text]

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally-funded or not.

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

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

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

A. Organization and Staffing

In FFY 2024 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2024 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2024 the East Central Wisconsin Regional Planning Commission **should**:

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

C. Consultant Review Procedures

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

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

D. Data Collection Procedures

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

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

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

E. Training Procedures

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

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

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

F. Dissemination of Title VI Information

The East Central Wisconsin Regional Planning Commission should:

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

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

G. Limited English Proficiency Accommodations and Procedures

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

In FFY 2024, the East Central Wisconsin Regional Planning Commission should:

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

H. Review of Internal Policies and Directives

The East Central Wisconsin Regional Planning Commission should:

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

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Subrecipient Title VI Review***.

I. Complaint Policy and Procedures

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

In FFY 2024, The East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2024 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

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

*See contact information on Page No. 11

In FFY 2024, East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

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

Subrecipient Complaint Processing Procedures

In FFY 2024, the East Central Wisconsin Regional Planning Commission shall implement the following Title VI complaint processing procedures:

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

- b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

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

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

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

J. Compliance and Enforcement Procedures

The East Central Wisconsin Regional Planning Commission should:

1. annually complete and submit all information requested within the annual ***WisDOT Title VI Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2024 ASSURANCES AND AGREEMENT***.

2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.
3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2024 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2024 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

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

b) Annual Goals

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

Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024**, WisDOT may take any or all of the following actions:

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

(continued on next page)

Signatures

By signing this Part 2: Implementation Plan Agreement, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this Part 2: Implementation Plan Agreement, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of Part 2: Implementation Plan Agreement as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/10/23

Date

Subrecipient Executive Director or Responsible Official:

Melissa Kraemy Badtke

Executive Director or Responsible Official Signature

Director

Title

East Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

[Click and type here to enter text]

10/4/2023

Date

FHWA SUBRECIPIENT TITLE VI/NONDISCRIMINATION ASSURANCES FFY 2024

Introduction

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

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

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

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

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

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

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

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

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

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

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

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

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

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Dyann Benson, Fond du Lac MPO Policy Board Chair and Melissa Kraemer Badtke, Executive Director of East Central Wisconsin Regional Planning Commission

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

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

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

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

General Assurances

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

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

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

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

Specific Assurances

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

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

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

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

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

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

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

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

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

Fond du Lac MPO

(Name of Sub-Recipient)

By 
(Signature of Authorized Official)

DATED:

East Central Wisconsin Regional Planning Commission

(Name of Sub-Recipient)

By

Melissa Krumer Badtke

(Signature of Authorized Official)

DATED: 10/4/2023

Appendix A

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

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

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

(HABENDUM CLAUSE)

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

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

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

Appendix C

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.
*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) and its assigns. *

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

FHWA SUBRECIPIENT TITLE VI IMPLEMENTATION PLAN AGREEMENT FFY 2024

Introduction

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

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and for validating continued eligibility for FHWA financial assistance. The contents of this ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024*** (hereinafter "***2024 ASSURANCES AND AGREEMENT***") are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

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

September 29, 2023

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

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

September 29, 2023

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

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

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

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

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

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

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

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

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

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

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

EMPLOYING ORGANIZATION: Fond du Lac MPO and East Central Wisconsin Regional Planning Commission

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

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : [Click and type here to enter text]

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Melissa Kraemer Badtke, Executive Director of East Central Wisconsin Regional Planning Commission and Dyann Benson, Chair of the Fond du Lac MPO Policy Board
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes ☐ No ☒
3. If yes, provide date of expected Board or Commission approval: [Click and type here to enter text]

Title VI Policy Statement

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally-funded or not.

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

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

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

A. Organization and Staffing

In FFY 2024 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the **Part 1-Title VI Assurances** portion of this **2024 ASSURANCES AND AGREEMENT**.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2024 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

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

4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Subrecipient Title VI Review***).

C. Consultant Review Procedures

In FFY 2024 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

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

D. Data Collection Procedures

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

In FFY 2024 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

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

E. Training Procedures

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

In FFY 2024 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

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

F. Dissemination of Title VI Information

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

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

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

G. Limited English Proficiency Accommodations and Procedures

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

In FFY 2024, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

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

H. Review of Internal Policies and Directives

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

Fond du Lac MPO and East Central Wisconsin Regional Planning Commission

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

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Subrecipient Title VI Review***.

I. Complaint Policy and Procedures

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

In FFY 2024, The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Fond du Lac MPO and East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2024 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

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

*See contact information on Page No. 11

In FFY 2024, Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

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

Subrecipient Complaint Processing Procedures

In FFY 2024, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
 - a) name, address and phone number of the complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, or national origin)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:

- a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints
- b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

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

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

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

J. Compliance and Enforcement Procedures

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

1. annually complete and submit all information requested within the annual ***WisDOT Title VI Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2024 ASSURANCES AND AGREEMENT***.

2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.
3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2024 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2024 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

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

b) Annual Goals

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

Sanctions

In the event the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024***, WisDOT may take any or all of the following actions:

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

(continued on next page)

Signatures

By signing this Part 2: Implementation Plan Agreement, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this Part 2: Implementation Plan Agreement, and agrees that Fond du Lac MPO and East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of Part 2: Implementation Plan Agreement as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/10/23

Date

Subrecipient Executive Director or Responsible Official:

Melissa Kamen Badtke

Executive Director or Responsible Official Signature

Executive Director

Title

East Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

[Click and type here to enter text]

10/4/2023

Date


Executive Director or Responsible Official Signature

Chair of the Fond du Lac MPO Policy Board

Title

Fond du Lac MPO

Subrecipient Agency/Organization

October 4, 2023

Date



APPENDIX B

TITLE VI RESOLUTIONS

RESOLUTION NO. 38-23

**ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH
PROFICIENCY PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING
COMMISSION**

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

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

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

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

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program and Americans with Disabilities Act Plan.

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

Section 1: That the Commission adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator


Jeff Nooyen Chair – Outagamie Co.
10-27-2023 Date Approved


Attest: Melissa Kraemer-Badtke—ECWRPC Executive Director

RESOLUTION NO. 06-23

ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN FOR THE FOND DU LAC METROPOLITAN PLANNING ORGANIZATION

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

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

WHEREAS, the Fond du Lac Metropolitan Planning Organization (MPO), staffed by East Central Wisconsin Regional Planning Commission (Commission) is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and;

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

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

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

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Fond du Lac MPO Title VI Non-discrimination Program and Limited English Proficiency Plan.

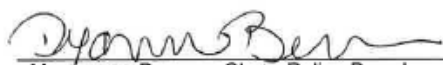
NOW THEREFORE, BE IT RESOLVED BY THE FOND DU LAC MPO

Section 1: That the Fond du Lac MPO Policy Board adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 4, 2023

Prepared for: Fond du Lac Policy Board

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator



Ms. Dyann Benson, Chair, Policy Board
Fond du Lac Metropolitan Planning Organization



Attest:
East Central Wisconsin Regional Planning
Commission



APPENDIX C

RESOLUTION 02-21

RESOLUTION NO. 02-21

ADOPTION OF THE ANNUAL AFFIRMATIVE ACTION PROGRAM FOR EQUAL EMPLOYMENT OPPORTUNITIES

WHEREAS, it is the policy of this Commission not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin, and

WHEREAS, job applicants and present employees shall be recruited, promoted, demoted, transferred, compensated, selected for training including apprenticeship, laid-off, and terminated without discrimination as to age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin, and

WHEREAS, this Commission further agrees to take affirmative action to ensure equal employment opportunities, and

WHEREAS, it is recognized that the agency needs to maintain constant vigilance of its hiring practices and its past hiring experience, now therefore

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

Section 1: That the Commission adopts the following affirmative steps to promote equal employment opportunity within the agency:

1. The Commission's equal employment opportunity policy will be communicated to all employees, supervisors and management and to potential sources of employees. Officials who make the hiring, placement, and promotion decisions will be instructed that minority applicants for all jobs, regardless of type, or applicants for promotion are to be considered without discrimination as to age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.
2. Kim Biedermann, Associate Planner, is designated as the agency's Affirmative Action Officer responsible for coordination of its equal employment opportunity efforts.
3. The Commission establishes a goal to recruit applicants and hire employees in balance with the prevailing employment structure of the Appleton-Oshkosh-Neenah MSA to the extent possible.
4. The Commission will take such steps as the following in its recruitment to assure non-discrimination:

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

- a. Examining rates of pay and fringe benefits for present employees with equivalent duties, and adjusting any inequities found.
- 9. The Commission will not discriminate in its contracting and, where possible, will take appropriate steps, such as encouraging minority group contractors and contractors with minority representation among their employees to submit proposals for contract work in order to promote equal opportunity.
- 10. The Commission will require all contractors to provide equal employment opportunity assurances.
- 11. The Commission will follow through by questioning, verifying, and making whatever changes or additions to this Equal Employment Opportunity Program as may be necessary to assure its effectiveness.

Effective Date: January 20, 2021

Submitted By: Steering Committee

Prepared By: Kim Biedermann, Affirmative Action Officer

Martin Farrell

Martin Farrell (Jan 30, 2021 13:50 CST)

Martin Farrell, Chair – Fond du Lac Co.



APPENDIX D

2024 COST ALLOCATION PLAN

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2023

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

Casey Peters
GIS Analyst

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/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 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: Jeff Nooyen
Jeff Nooyen | Jun 14, 2023 11:51 CDT

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: Jeff Nooyen
Jeff Nooyen | Jun 28, 2023 12:51 CDT

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023



APPENDIX E

ECWRPC TECHNICAL ADVISORY COMMITTEES

APPLETON (FOX CITIES) TRANSPORTATION POLICY ADVISORY COMMITTEE

County Officials

Alice Connors, Calumet County Board Chair
Jeff Nooeyn, Outagamie County Board Chair
Tom Eagen, Winnebago County Board Chair
Thomas Nelson, Outagamie County Executive
Jon Doemel, Winnebago County Executive

City Mayors

Jake Woodford, Appleton
Anthony Penterman, Kaukauna
Don Merkes, Menasha
Dean Kaufert, Neenah

Village Presidents

John Neumeier, Village of Combined Locks
Dale Youngquist, Village of Fox Crossing
Kevin Hietpas, Village of Harrison
Jack Anderson, Village of Greenville
Chuck Kuen, Village of Kimberly
Michael Vanden Berg, Village of Little Chute

Town Board Chairs

Joe Coenen, Town of Buchanan
Jason Van Eperen, Town of Grand Chute
Bob Schmeichel, Town of Neenah
Jeff Rollo, Town of Vandenbroek

Federal Officials

Mary Forlenza, FHWA
Bill Wheeler, FHWA

State Officials

Scott Nelson, WisDOT Northeast Region
Alex Gramovot, WisDOT

Other

Chuck Rundquist, Chairman, Fox Cities Transit Commission

APPLETON (FOX CITIES) TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

County Highway Commissioners

Brian Glaeser, Calumet County
Dean Steingraber, Outagamie County
Robert Doemel, Winnebago County

Public Works Director/Engineers

Dani Block, City of Appleton
John Neumeier, City of Kaukauna
Laura Jungwirth, City of Menasha
Gerry Kaiser, City of Neenah
Randy Gallow, Village of Fox Crossing
Brian Rickert, Village of Greenville
Chris Murawski, Village of Little Chute
Dave Vandervelden, Village of Kimberly
Katie Schwartz, Town of Grand Chute

Planners

Kara Homan, City of Appleton
Joe Stephenson, City of Kaukauna
Sam Schroeder, City of Menasha
Chris Haese, City of Neenah
George Dearborn, Village of Fox Crossing
Mark Mommerats, Village of Greenville
Mike Patza, Town of Grand Chute

Chris Mauer, Calumet County
Kevin Englebert, Outagamie County
Jerry Bougie, Winnebago County

Public Health

Bonnie Kolbe, Calumet County
Mary Dorn, Outagamie County
Doug Gieryn, Winnebago County
Dr. Charles Seper, City of Appleton
Nancy McKenney, City of Menasha

Transit

Ron McDonald, Valley Transit

Federal Officials

Mary Forlenza, FHWA
Bill Wheeler, FTA

State Officials

Scott Nelson, WisDOT Northeast Region

Alex Gramovot, WisDOT

OSHKOSH TRANSPORTATION POLICY ADVISORY COMMITTEE

County Officials

Jon Doemel, Winnebago County Executive

City Mayor

Matt Mugerauer, City of Oshkosh

Town Board Chairmen

Joel Rasmussen, Town of Algoma

Frank Frassetto, Town of Black Wolf

Glen Barthels, Town of Nekimi

Jim Erdman, Town of Oshkosh

Federal Officials

Mary Forlenza, FHWA

Evan Gross, FTA

State Officials

Tom Buchholz, Director, WisDOT Northeast Region

Alex Gramovot, WisDOT

OSHKOSH TECHNICAL ADVISORY COMMITTEE

County Highway Commissioner

Bob Doemel, Winnebago County Highway Commissioner

Public Works Director/Engineers

James Rabe, City of Oshkosh Public Works Director

Jim Collins, City of Oshkosh Transportation/GO Transit

Community Development/Planners

Kelly Nieforth, City of Oshkosh Community Development Department

Mark Lyons, City of Oshkosh Planning Services

Town Representation

Rich Heath, Town of Algoma

City Manager

Mark Rohloff, City Manager, Oshkosh

Transit

Jim Collins, GO Transit

Federal Officials

Mary Forlenza, FHWA

Evan Gross, FTA

State Officials

Matt Schreiber, WisDOT

Nick Weber, WisDOT NE Region