

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

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

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

Date: Wednesday, March 20, 2024

Time: 1:30 p.m.

Members-Please contact the East Central office to confirm your attendance.

AGENDA

- 1. Welcome and Introductions**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Special Order of Business/Action Item**
 - A. **Presentation and Approval of the Draft 2023 Annual Audit – Ms. Leah Lasecki, Director, Clifton Larson Allen (Attached Separately)**
- 6. Approval of the Minutes of the February 21, 2024 Executive Committee Meeting**
- 7. Announcements and Discussion Items**
 - A. Director's Report
 - B. Appleton TMA Certification Letter and Summary Report
 - C. Nominating Committee Communication
- 8. New Business/Action Items**
 - A. Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Extension with the Gilbert Development Company, LLC for Office Space at 400 Ahnaip Street, Suite 100; Menasha, WI
 - B. Proposed Resolution 19-24: Authorizing the Executive Director of the Commission to Enter into a Contract with HNTB for Travel Demand Model Services
 - C. Proposed Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. for the Safe Routes to School Program
 - D. Proposed Resolution 21-24: Amending the 2024 Transportation Work Program Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission
 - E. Proposed Resolution 22-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Appleton (Fox Cities) MPO Policy Board Structure
 - F. Proposed Resolution 23-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Oshkosh MPO Policy Board Structure
 - G. Proposed Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization

- H. Proposed Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization
- I. Proposed Resolution 26-24: Authorizing the Commission to Submit and Support an Application for FHWA Prioritization Process Pilot Program (PPPP) Grant Funding

9. Informational/Discussion Items

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

10. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, May 17, 2024 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
- B. **Nominating Committee Meeting:** The Nominating Committee will meet on Thursday, March 28 at 8:45 a.m. prior to the Quarterly Commission meeting. In person at The Hillside-Plamman Park, 1375 W Broadway Dr Appleton WI. An agenda and meeting materials will be forthcoming.
- C. **Commission Meeting:** The next Commission meeting will be held on Thursday, March 28 at 10:00 a.m. (Note Date change) In person at The Hillside-Plamman Park 1375 W Broadway Dr, Appleton WI. An agenda and meeting materials will be forthcoming.

11. Adjourn

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

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

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

Date: Wednesday, February 21, 2024 @ 1:30 p.m. (Virtual)

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

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

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

Committee Members Absent (Excused):

Steve Abel Fond du Lac County
Dick Koeppen Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Craig Moser Deputy Director
Joe Stephenson Senior Planner
Leann Buboltz Administrative Coordinator

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

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

5. **Approval of the Minutes of the January 17, 2024 Executive Committee Meetings.** A motion was made by Mr. Johnson and seconded Vice Chair Connors to approve of the January 17, 2024 Executive Committee Meeting minutes as presented. Motion carried.

6. **Announcements and Discussion Items**

- A. Director's Report – Ms. Kraemer Badtke shared highlights from the following areas; *list not all inclusive*.
1. New Hire – LTE Mr. Kraemer Badtke shared that ECWRPC recently hired an LTE special projects coordinator for the transportation program. Ms. Kate Blackburn will be assisting with the MPO Training Manual for staff and materials related to the redesignation process. Prior to joining East Central, Kate worked for a consulting firm working on transportation related projects.
 2. Update – Mr. Joe Stephenson has met with the Town and Village of Stockbridge along with members from Calumet County relative to their Sewer Service Area Plan and has begun working with them on their update.

7. **New Business/Action Items**

- A. Discussion regarding Appleton and Oshkosh Metropolitan Planning Organization Policy Board Redesignation Process. Ms. Kraemer Badtke gave a brief overview. She shared that they met with Federal Highway Administration staff where they previously specified that a separate policy board would need to be made up from the Metropolitan Planning Area (MPA). However, upon further review Ms. Kraemer Badtke noted that the Federal Highway Administration (FHWA) does not approve the MPA area updates. This approval falls under the Wisconsin Department of Transportation (WisDOT) jurisdiction.

This being the case, the FHA is unable to issue a Corrective Action (through the Certification Review), that would require ECWRPC to have a separate policy board structure implemented. At this time, the FHWA strongly recommends this change. Ms. Kraemer Badtke stated that they will be working in coordination with the WisDOT to create a separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization and the Oshkosh Metropolitan Planning Organization because it is a Best Practice on a national level. She shared that she attempted to obtain guidance from Federal Highway Administration to no avail. It was noted that when Mr. Fred Wagner, Legal Counsel from Venable, LLP on behalf of ECWRPC, connected with the FHWA, he received the answers to questions that enabled staff to keep moving forward on this project.

Ms. Kraemer Badtke indicated that staff drafted resolutions of support for committee review. She indicated that the Transportation Advisory Committees and the Transportation Committee will discuss the draft Resolutions of Support at their March meetings. The Resolutions of Support will then be considered by the Executive Committee and Commission Board in March. It was noted that the Resolutions would approve engaging with all local impacted counties and municipalities for the establishment of a new MPO Policy Board structure for the Appleton (Fox Cities) MPO and the Oshkosh MPO, through approval of a Resolution of Support by their respective legislative bodies. Staff is tracking time and materials and may need to amend and adjust the Work Program. Also shared is that staff is creating documentation outlining the recertification process which will be available for future reference. No action needed – for informational purposes only.

- B. Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke reported that recently the Financial Policies and Procedures Manual for the Commission were updated. She noted that in the past, there were several policies that were approved and recorded individually. Staff consolidated those documents into the financial Policies and Procedures Manual which assists easy retrieval. Ms. Kraemer Badtke shared that staff noted inconsistencies where the Executive Director could approve contracts that were \$15,000 or less and also found a document noting that the Executive Director could approve Local contracts that were \$25,000 or less. She reported staff removed the \$25,000 or less document sharing that if the cost is over \$15,000 it was felt that the Commissioner's should be aware of that expenditure cost. Mr. Moser noted verbiage was added to include *Commission self certifies each year up to \$50,000* which gives additional flexibility in the federal procurement rules.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – None

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting**: *The next Executive Committee meeting will be Wednesday, March 20, 2024 at 1:30 p.m., in-person. An agenda and meeting materials will be forthcoming.*
- B. **Nominating Committee Meeting**: *The Nominating Committee will meet on Thursday, March 28 at 8:45 a.m. prior to the Commission meeting. Location - In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming*
- C. **Commission Meeting**: *The next Commission meeting will be held on Thursday, March 28 at 10:00 a.m. (Note Date change) In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming*

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Albrecht to adjourn with the time noted at 1:55 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN**

ANNUAL FINANCIAL REPORT

YEARS ENDED DECEMBER 31, 2023 AND 2022

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
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**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
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DRAFT FOR REVIEW PURPOSES

INDEPENDENT AUDITORS' REPORT

Board of Commissioners
East Central Wisconsin Regional Planning Commission
Menasha, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission), as of and for the years ended December 31, 2023 and 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission, as of December 31, 2023 and 2022, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions and other postemployment benefits as listed in the table of contents be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Supplementary Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of revenues, expenses, and changes in net position – budget and actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedules of expenditures of federal awards and state awards are presented for purposes of additional analysis, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State Single Audit Guidelines*, issued by the Wisconsin Department of Administration, and are also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of revenues, expenses, and changes in net position – budget and actual and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated REPORT DATE, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
REPORT DATE

DRAFT FOR REVIEW PURPOSES

FINANCIAL STATEMENTS

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
STATEMENTS OF NET POSITION
DECEMBER 31, 2023 AND 2022**

	2023	2022
ASSETS		
Cash and Investments	\$ 638,105	\$ 565,532
Restricted Cash and Investments	18,200	63,811
Accounts Receivable	380,764	395,987
Prepaid Items	28,300	25,724
Net Pension Asset	-	530,176
Capital Assets - Net	90,495	159,712
Total Assets	<u>1,155,864</u>	<u>1,740,942</u>
DEFERRED OUTFLOWS OF RESOURCES		
Other Postemployment Related Amounts	54,556	59,033
Pension Related Amounts	1,245,921	1,034,280
Total Deferred Outflows of Resources	<u>1,300,477</u>	<u>1,093,313</u>
LIABILITIES		
Accounts Payable	74,438	47,847
Accrued and Other Current Liabilities	15,493	21,929
Accrued Vacation Leave	23,296	21,058
Unearned Revenue	18,200	63,811
Long-Term Obligations:		
Due Within One Year	5,842	49,276
Due in More Than One Year	8,161	15,098
Net Pension Liability	330,493	-
Net Other Postemployment Benefit Liability	93,602	130,409
Total Liabilities	<u>569,525</u>	<u>349,428</u>
DEFERRED INFLOWS OF RESOURCES		
Other Postemployment Related Amounts	125,490	104,043
Pension Related Amounts	696,072	1,255,796
Total Deferred Inflows of Resources	<u>821,562</u>	<u>1,359,839</u>
NET POSITION		
Net Investment in Capital Assets	76,492	95,338
Restricted for Pension Benefits	-	530,176
Unrestricted	988,762	499,474
Total Net Position	<u>\$ 1,065,254</u>	<u>\$ 1,124,988</u>

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEARS ENDED DECEMBER 31, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
OPERATING REVENUES		
Intergovernmental:		
Federal Grants	\$ 1,318,871	\$ 8,488,413
State Grants	71,514	105,989
Community Grants	16,940	62,434
Intergovernmental Charges for Services:		
Local Districts Membership Levy	625,000	487,046
Local Contracts	58,026	48,646
NR-135 Program	136,355	160,443
Public Charges for Services	9,475	6,450
Total Operating Revenues	<u>2,236,181</u>	<u>9,359,421</u>
OPERATING EXPENSES		
Salaries and Wages	1,195,943	1,165,468
Employee Fringes and Benefits	447,539	215,910
Direct Grant Expenses	436,345	7,414,507
Meetings and Staff Development	12,300	10,835
Supplies	6,017	4,929
Office Space and Equipment	90,311	48,892
Reference Materials, Subscriptions, and Dues	3,772	1,207
Printing and Publishing	617	1,508
Staff Expenses	(3,381)	5,266
Insurance and Professional Fees	55,399	54,145
Depreciation	72,031	95,331
Total Operating Expenses	<u>2,316,893</u>	<u>9,017,997</u>
OPERATING INCOME (LOSS)	(80,712)	341,424
NONOPERATING REVENUES (EXPENSES)		
Interest Income	22,075	4,610
Gain (Loss) on Disposal of Capital Assets		800
Interest and Fiscal Charges	(1,097)	(6,358)
Total Nonoperating Revenues (Expenses)	<u>20,978</u>	<u>(948)</u>
CHANGE IN NET POSITION	(59,734)	340,476
Net Position - Beginning of Year	<u>1,124,988</u>	<u>784,512</u>
NET POSITION - END OF YEAR	<u><u>\$ 1,065,254</u></u>	<u><u>\$ 1,124,988</u></u>

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2023 AND 2022**

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Grants and Charges	\$ 1,377,790	\$ 7,854,014
Cash Received from Other Government Payments	828,003	692,850
Cash Paid for Employee Wages and Benefits	(1,565,605)	(1,506,406)
Cash Paid to Suppliers	(581,020)	(7,564,692)
Net Cash Provided (Used) by Operating Activities	59,168	(524,234)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of Capital Assets	(2,813)	(97,867)
Principal Payments on Leases Payable	(50,371)	(78,794)
Interest Paid on Debt	(1,097)	(7,158)
Net Cash Used by Capital and Related Financing Activities	(54,281)	(183,819)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received	22,075	4,610
CHANGE IN CASH AND CASH EQUIVALENTS	26,962	(703,443)
Cash and Cash Equivalents - Beginning of Year	629,343	1,332,786
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 656,305</u>	<u>\$ 629,343</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
Operating Income (Loss)	\$ (80,712)	\$ 341,424
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:		
Depreciation	72,030	95,331
Change in Liability (Asset) and Deferred Outflows and Inflows of Resources:		
Change in Pension Asset/Liability	860,669	(79,705)
Change in Pension Deferred Outflow	(211,641)	(301,125)
Change in Pension Deferred Inflow	(559,724)	257,482
Change in OPEB Liability	(36,807)	(113,972)
Change in OPEB Deferred Outflow	4,477	30,461
Change in OPEB Deferred Inflow	21,447	77,996
Changes in Operating Assets and Liabilities:		
Accounts Receivable	15,223	26,343
Prepaid Items	(2,576)	(4,080)
Accounts Payable	26,591	(20,663)
Accrued and Other Current Liabilities	(6,436)	4,985
Accrued Vacation Leave	2,238	(1,411)
Unearned Revenue	(45,611)	(837,300)
Net Cash Provided (Used) by Operating Activities	<u>\$ 59,168</u>	<u>\$ (524,234)</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION		
Cash and Cash Equivalents in Current Assets	\$ 638,105	\$ 565,532
Cash and Cash Equivalents in Restricted Assets	18,200	63,811
Total Cash and Cash Equivalents	<u>\$ 656,305</u>	<u>\$ 629,343</u>
SUPPLEMENTAL DISCLOSURE OF NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES		
Lease Addition	<u>\$ -</u>	<u>\$ 116,182</u>

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Commission are described below:

A. Reporting Entity

The Commission is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission provides planning and other services to Wisconsin County governments and local communities within the counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago. In accordance with GAAP, the financial statements are required to include the Commission and any separate component units that have a significant operational or financial relationship with the Commission. The Commission has not identified any component units that are required to be included in the financial statements.

B. Enterprise Funds

The accounts of the Commission are accounted for in an enterprise fund as required by GAAP. Enterprise funds are used to account for government operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability and other purposes.

C. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities, and deferred inflows and outflows of resources associated with the operation are included on the statement of net position. Enterprise fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The accrual basis of accounting is utilized by enterprise funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unpaid enterprise fund service receivables are recorded at year-end. All capital assets are capitalized at historical cost and depreciated over their useful lives.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Commission are operating grants received from federal, state, and local governments and dues from member counties. Operating expenses for the Commission include the payroll costs of operating the Commission, occupancy costs, administrative expenses, costs associated with providing program services to its members, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources, as they are needed.

D. Indirect Cost Allocations

Employee fringe benefits, including employee's time off with pay, and indirect costs are allocated to specific Commission programs based on a cost allocation plan. The cost allocation plan distributes the aforementioned expenses to specific programs based on direct salary charges and negotiated indirect cost rate (NICRA) with a fixed rate with carryforward:

Employee Fringe Benefits and Time Off with Pay	59.04 %
All Other Indirect Costs	47.51

The NICRA was received from Department of Interiors (DOI) in August 2022. The rate was used for 2023. The audit for 2021 was used to calculate any adjustment to the rate that will be effective for 2023. The audit for 2022 will be used to calculate any adjustment for the rate to be applied in 2024. This process will be ongoing.

E. Budget

In accordance with Wisconsin Statute 66.0309 the annual budget of a regional planning commission is adopted on or before October 1 of the preceding year. The amount of the budget charged to any local governmental unit shall be in the proportion of the equalized value for tax purposes of the land, buildings and other improvements thereon of such local governmental unit, within the region, to the total such equalized value within the region. The amount charged to a local governmental unit shall not exceed .003% of such equalized value unless the governing body of the unit expressly approves the amount in excess of such percentage. For the 2023 budget, the Commission assessed all local governmental units within the region a charge of .0011296% of equalized value.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

2. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

3. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are expensed in the periods benefited.

4. Capital Assets

Capital assets, which include property and equipment are reported in the financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of \$5,000 or higher or an estimated useful life in excess of two years. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Commission are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Vehicle	4
Computer Equipment	2-4
Other Equipment	4-10

5. Unearned Revenue

The Commission reports unearned revenues on its statement of net position. Unearned revenues arise when resources are received by the Commission before it has a legal claim to them as when grant or local project funds are received prior to the incurrence of qualifying expenses. In subsequent periods, when the Commission has a legal claim to the resources, the liability for unearned revenue is removed from the statement of net position and the revenue is recognized.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position
(Continued)**

6. Compensated Absences

The Commission adopted various policies in regard to the accumulation of sick leave and vacation time. Sick leave is not accrued and is expensed as costs are paid. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

7. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the Commission that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the Commission that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

8. Long-Term Obligations

In the financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

9. Leases

The East Central Wisconsin Regional Planning Commission is a lessee for noncancellable lease of office space. The Commission recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in their financial statements.

At the commencement of a lease, the Commission initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

Key estimates and judgments related to leases include how the Commission determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position
(Continued)**

9. Leases (Continued)

- The Commission uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Commission generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease.
- Lease payments included in the measurement of the lease liability are composed of fixed payments and the purchase option price that the Commission is reasonably certain to exercise.

The Commission monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

9. Other Postemployment Benefits Other Than Pensions (OPEB)

Single-Employer Defined Postemployment Benefit Plan

Qualifying employees are provided with other postemployment benefits. The OPEB is a cost sharing single employer defined benefit plan administered by the State of Wisconsin Group Insurance Board on behalf of the Commission. For purposes of measuring the OPEB liability, related deferred outflows and inflows of resources and OPEB expense, the Commission has used values provided by its actuary. Benefit payments are recognized when due and payable in accordance with the benefit terms.

Local Retiree Life Insurance Fund

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other postemployment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position
(Continued)**

10. Pensions

Wisconsin Retirement System (WRS)

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Compensation Plan

The Commission offers its employees a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The Plan, available to all Commission employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Contributions to the Plan are entirely from employee voluntary contributions. The Commission makes no employee contributions to this Plan.

11. Net Position

Equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.

Restricted Net Position – Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – Net position that is neither classified as restricted nor as net investment in capital assets.

G. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Adoption of New Accounting Standards

In June 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*. This standard requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and as inflows of resources or outflows of resources recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this standard, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

In 2022, the Commission adopted the requirements of the guidance effective January 1, 2022 and has applied the provisions of this standard to the beginning of the period of adoption.

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NOTE 2 DETAILED NOTES

A. Cash and Investments

The Commission maintains various cash and investment accounts which are displayed on the financial statements as "Cash and Investments."

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Commission's cash and investments on December 31 is summarized below:

	2023	2022
Petty Cash and Cash on Hand	\$ 100	\$ 100
Deposits with Financial Institutions	126,224	366,866
Investments:		
Wisconsin Local Government Investment Pool	529,981	262,377
Total	<u>\$ 656,305</u>	<u>\$ 629,343</u>

Reconciliation to the financial statements:

	2023	2022
Government-Wide Statement of Net Position:		
Cash and Investments	\$ 638,105	\$ 565,532
Restricted Cash and Investments	18,200	63,811
Total	<u>\$ 656,305</u>	<u>\$ 629,343</u>

Fair Value Measurements

The Commission categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Commission currently has no investments that are subject to fair value measurement.

Deposits and investments of the Commission are subject to various risks. Presented below is a discussion of the Commission's deposits and investments and the related risks.

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MENASHA, WISCONSIN
NOTES TO FINANCIAL STATEMENTS
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NOTE 2 DETAILED NOTES (CONTINUED)

A. Cash and Investments (Continued)

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, the Commission will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Commission will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Commission does not have an additional custodial credit policy.

Deposits with financial institutions within the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution.

Deposits with financial institutions located outside the state of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the state of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2023, none of the Commission's deposits with financial institutions were in excess of federal and state depository insurance limits. Deposits that are not covered by depository insurance and are uncollateralized.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The Commission's formal investment policy limits credit risk by diversifying the investment portfolio so that losses from any one type of security or from any one individual issuer will be minimized. The Commission's investment in the Wisconsin local government investment pool is not rated.

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NOTE 2 DETAILED NOTES (CONTINUED)

A. Cash and Investments (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Commission's formal investment policy limits investment maturities to shorter-term securities, money market mutual funds, or similar investment pools and limits the average maturity of its portfolio as a means of managing its exposure to fair value losses arising from increasing interest rates. The investments held by the Wisconsin Local Government Investment Pool as of June 30, 2023 have a weighted average maturity of 28 days.

Investments

The Commission has investments in the Wisconsin Local Government Investment Pool of \$529,981 and \$262,377 at December 31, 2023 and 2022, respectively. The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023 and 2022, the fair value of the Commission's share of the LGIP's assets was substantially equal to the carrying value.

B. Restricted Assets

Restricted assets on December 31, 2023 and 2022 was \$18,200 and \$63,811, respectively, and consisted of cash and investments. The amount of \$15,361 and \$6,382 for the years ended December 31, 2023 and 2022, respectively, were held for the NR-135 Mining Reclamation program and upon termination of the program would be returned to the four-member counties (Outagamie, Shawano, Waupaca, and Winnebago) based on active acreage. The liability associated with this program's restricted assets is included with unearned revenues on the statement of net position.

Restricted assets also include \$2,839 and \$57,429 for the years ended December 31, 2023 and 2022, respectively, received in advance from grantors. If the grant program would end without fulfilling the project requirements, the unspent funds would be returned to the grantors. All grant requirements are expected to be fulfilled in 2024. The liability associated with these grants' restricted assets is included with unearned revenues on the statement of net position.

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NOTE 2 DETAILED NOTES (CONTINUED)

C. Grants and Projects Accounts Receivable

The Commission performs planning and other services for its members and certain other entities under agreements to provide these services. In addition, it performs certain services under terms of state and federal grants.

The Commission bills those receiving services and/or applies grant funds (recognizes revenues from grant proceeds) based on services performed. Unrecognized grant funds and prepaid local project services are treated as unearned revenues if expenditures for the respective grant or project have not been incurred.

The amount due from various grants and local projects on December 31, 2023 and 2022 was \$380,764 and \$395,987, respectively.

D. Capital Assets

Capital asset activity for the year ended December 31, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets, Depreciable and Amortizable:				
Vehicle	\$ 28,346	\$ -	\$ -	\$ 28,346
Computer Equipment	90,842	2,813	-	93,655
Other Equipment	133,314	-	-	133,314
Other Equipment Right-to-Use Asset	27,190	-	-	27,190
Building Right-to-Use Asset	116,182	-	-	116,182
Subtotals	395,874	2,813	-	398,687
Less Accumulated Depreciation and Amortization For:				
Vehicle	1,890	5,669	-	7,559
Computer Equipment	75,102	7,987	-	83,089
Other Equipment	75,334	9,293	-	84,627
Other Equipment Right-to-Use	10,459	6,276	-	16,735
Building Right-to-Use	73,377	42,805	-	116,182
Subtotals	236,162	72,030	-	308,192
Total Capital Assets, Depreciable and Amortizable, Net	159,712	(69,217)	-	90,495
Business-Type Capital Assets, Net	<u>\$ 159,712</u>	<u>\$ (69,217)</u>	<u>\$ -</u>	90,495
Less: Capital Related Debt - Lease Liabilities				14,003
Net Investment in Capital Assets				<u>\$ 76,492</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

D. Capital Assets (Continued)

Capital asset activity for the year ended December 31, 2022 was as follows:

	Beginning Balance	Adjustments	Increases	Decreases	Ending Balance
Capital Assets, Depreciable and Amortizable:					
Vehicle	14,839	-	28,346	14,839	28,346
Computer Equipment	107,031	(27,190)	11,001	-	90,842
Other Equipment	74,794	-	58,520	-	133,314
Other Equipment Right-to-Use Asset	-	27,190	-	-	27,190
Building Right-to-Use Asset	-	-	116,182	-	116,182
Subtotals	196,664	-	214,049	14,839	395,874
Less Accumulated Depreciation and Amortization For:					
Vehicle	14,839	-	1,890	14,839	1,890
Computer Equipment	68,839	(4,183)	10,446	-	75,102
Other Equipment	71,992	-	3,342	-	75,334
Other Equipment Right-to-Use	-	4,183	6,276	-	10,459
Building Right-to-Use	-	-	73,377	-	73,377
Subtotals	155,670	-	95,331	14,839	236,162
Total Capital Assets, Depreciable and Amortizable, Net	40,994	-	118,718	-	159,712
Business-Type Capital Assets, Net	<u>\$ 40,994</u>	<u>\$ -</u>	<u>\$ 118,718</u>	<u>\$ -</u>	159,712
Less: Capital Related Debt - Lease Liabilities					64,374
Net Investment in Capital Assets					<u>\$ 95,338</u>

E. Long-Term Obligations

The following is a summary of changes in long-term obligations of the Commission for the year ended December 31, 2023:

	Beginning Balance	Issued	Retired	Ending Balance
Lease Liabilities	<u>\$ 64,374</u>	<u>\$ -</u>	<u>\$ 50,371</u>	<u>\$ 14,003</u>

The following is a summary of changes in long-term obligations of the Commission for the year ended December 31, 2022:

	Beginning Balance	Issued	Retired	Ending Balance
Lease Liabilities	<u>\$ 26,986</u>	<u>\$ 116,182</u>	<u>\$ 78,794</u>	<u>\$ 64,374</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

E. Long-Term Obligations (Continued)

Leases

The Commission leases office space usage and a copier under long-term, noncancelable lease agreements. The lease for the space usage was canceled in 2023. The copier expires in 2026.

Total principal and interest costs for the lease was \$50,375 and \$81,875 for the years ended December 31, 2023 and 2022.

The future minimum lease payments for the copier agreement are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	5,842	433	6,275
2025	6,080	195	6,275
2026	2,081	10	2,091
Total Minimum Payments Required	<u>\$ 14,003</u>	<u>\$ 638</u>	<u>\$ 14,641</u>

Right-to-Use assets acquired through outstanding leases are shown in Note 2.D.

F. Pension Plan

Plan Description

The Wisconsin Retirement System (WRS) is a cost-sharing, multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible state of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Plan Description (Continued)

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement.

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Postretirement Adjustments (Continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2013	(9.6)	(9.0)
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	-	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the years ended December 31, 2023 and December 31, 2022, the WRS recognized \$79,439 and \$74,452, respectively, in contributions from the Commission.

Contribution rates for the 2023 reporting period are:

Employee Category	Employee	Employer
General (Including Executives, and Elected Officials)	6.80 %	6.80 %
Protective with Social Security	6.80	13.20
Protective without Social Security	6.80	18.10

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2023 and 2022, the Commission reported a liability (asset) of \$330,493 and (\$530,176), respectively, for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2021 rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net pension liability (asset) was based on the Commission's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was 0.00623842%, which was a decrease of 0.0003393% from its proportion measured as of December 31, 2021.

For the years ended December 31, 2023 and 2022, the Commission recognized pension expense (revenue) of \$168,819 and \$(48,778) respectively.

At December 31, 2023 and 2022, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 526,372	\$ 691,535
Net Differences Between Projected and Actual		
Earnings on Pension Plan Investments	561,431	
Changes in Assumptions	64,988	
Changes in Proportion and Differences Between		
Employer Contributions and Proportionate Share		
of Contributions	13,691	4,537
Employer Contributions Subsequent to the		
Measurement Date	79,439	-
Total	<u>\$ 1,245,921</u>	<u>\$ 696,072</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 856,473	\$ 61,760
Net Differences Between Projected and Actual		
Earnings on Pension Plan Investments	-	1,186,049
Changes in Assumptions	98,912	-
Changes in Proportion and Differences Between		
Employer Contributions and Proportionate Share		
of Contributions	4,443	7,987
Employer Contributions Subsequent to the		
Measurement Date	74,452	-
Total	<u>\$ 1,034,280</u>	<u>\$ 1,255,796</u>

The \$79,439 and \$74,452 reported as deferred outflows at December 31, 2023 and 2022 related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the years ending December 31, 2024 and 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension at December 31, 2024 will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>Expense</u>
2024	\$ (20,304)
2025	(98,124)
2026	(101,704)
2027	(250,280)
Total	<u>\$ (470,412)</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Actuarial Assumptions

The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2021
Measurement date of Net Pension Liability (Asset):	December 31, 2022
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	2020 WRS Experience Mortality Table
Postretirement Adjustments*	1.7%

** No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total pension liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Long-Term Expected Return on Plan Assets (Continued)

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Core Fund Asset Class:			
Public Equity	48.0 %	7.6 %	5.0 %
Public Fixed Income	25.0	5.3	2.7
Inflation Sensitive Assets	19.0	3.6	1.1
Real Estate	8.0	5.2	2.6
Private Equity/Debt	15.0	9.6	6.9
Cash	(15.0)	0.9	N/A
Total Core Fund	<u>100.0 %</u>	<u>7.4 %</u>	<u>4.8 %</u>
Variable Fund Asset Class:			
U.S. Equities	70.0 %	7.2 %	4.6 %
International Equities	30.0	8.1	5.5
Total Variable Fund	<u>100.0 %</u>	<u>7.7 %</u>	<u>5.1 %</u>

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.50%

Asset allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

The Investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

Single Discount Rate

A single discount rate of 6.80% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 4.05% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2022. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.80% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate

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NOTE 2 DETAILED NOTES (CONTINUED)

F. Pension Plan (Continued)

Single Discount Rate (Continued)

and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members.

Sensitivity of the Commission's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Commission's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80% for the current and prior year, as well as what the Commission's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	2023		
	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's Proportionate Share of the Net Pension Liability (Asset)	\$ 1,096,895	\$ 330,493	\$ (196,726)
	2022		
	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's Proportionate Share of the Net Pension Liability (Asset)	\$ 376,197	\$ (530,176)	\$ (1,182,596)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Payables to the Pension Plan

At December 31, 2023 and 2022, the Commission reported a payable of \$13,788 and \$12,447, respectively, for the outstanding amount of contributions to the pension plan for the years then ended.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits

The Commission reports OPEB related balances at December 31, 2023 and 2022 as summarized below:

	2023			
	OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense (Income)
Local Retiree Life Insurance Fund (LRLIF)	\$ 47,958	\$ 23,238	\$ 62,704	\$ (1,022)
Single-Employer Defined OPEB Plan	45,644	31,318	62,786	5,760
Total	<u>\$ 93,602</u>	<u>\$ 54,556</u>	<u>\$ 125,490</u>	<u>\$ 4,738</u>

	2022			
	OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
Local Retiree Life Insurance Fund (LRLIF)	\$ 67,372	\$ 21,657	\$ 43,022	\$ 1,819
Single-Employer Defined OPEB Plan	63,037	37,376	61,021	6,456
Total	<u>\$ 130,409</u>	<u>\$ 59,033</u>	<u>\$ 104,043</u>	<u>\$ 8,275</u>

1. Single-Employer Defined Postemployment Benefit Plan

Plan Description

The plan is a single-employer defined benefit postemployment health plan that covers retired employees of the Commission. Eligible retired employees have access to group medical coverage through the Commission's group plan. Commission paid medical benefits are paid for as indicated below. All employees of the Commission are eligible for the plan if they meet the following age and service requirements below. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided and Eligibility Requirements

The Commission provides medical (including prescription drugs) coverage for retired employees through the Commission's group health insurance plan. Employees must retire from the Commission and be eligible for Wisconsin Retirement System benefits to be eligible for this other postemployment benefit.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Employees Covered by Benefit Terms

At December 31, 2021, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	2
Active Employees	17
Total	<u>19</u>

Contributions

Certain retired plan members and beneficiaries currently receiving benefits are required to contribute 100% of the cost of insurance premiums. Commission paid medical benefits are comprised solely of the implicit rate subsidy incurred when the premium rate paid by retirees is lower than it would be if the retiree's premium was rated separately from the active employees.

Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2023 and 2022, the Commission reported a liability of \$45,644 and \$63,037, respectively. The Commission's total OPEB liability was measured as of December 31, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2021. No material changes in eligibility or benefit terms occurred between the actuarial valuation date and the measurement date.

At December 31, 2023 and 2022 the Commission reported deferred inflows of resources related to OPEB from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 5,178	\$ 43,533
Changes in Assumptions	15,750	19,253
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	-	-
Commission Contributions Subsequent to the Measurement Date	10,390	-
Total	<u>\$ 31,318</u>	<u>\$ 62,786</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

**Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and
Deferred Inflows of Resources Related to OPEB (Continued)**

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 5,918	\$ 48,124
Changes in Assumptions	17,924	12,897
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	-	-
Commission Contributions Subsequent to the Measurement Date	13,534	-
Total	<u>\$ 37,376</u>	<u>\$ 61,021</u>

The \$10,390 and \$13,534 reported as deferred outflows at December 31, 2023 and 2022, respectively, related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ended December 31, 2024 and 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB for December 31, 2024 will be recognized in OPEB expense as follows:

<u>Year Ended December 31,</u>	<u>Expense</u>
2024	\$ (5,887)
2025	(5,887)
2026	(5,887)
2027	(5,887)
2028	(5,887)
Thereafter	(12,423)
Total	<u>\$ (41,858)</u>

Actuarial Assumptions

The total OPEB liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.00%
Salary Increases, Including Inflation:	0.1% to 3.5% based on years of service plus 3%
Discount Rate:	4.25%
Healthcare Cost Trend Rates:	6.5% decreasing by 0.10% down to 5.0%, and level thereafter

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Actuarial Assumptions (Continued)

Mortality rates are based on the Wisconsin 2018 Mortality Table adjusted for future mortality improvements using the MP-2018 fully generated improvement scale (multiplied 60%). The previous valuation used the Wisconsin 2012 Mortality Table.

The actuarial assumptions used in the December 31, 2021 valuation were based on an experience study conducted in 2018 using Wisconsin Retirement System experience from 2015-17. The previous valuation used the "Wisconsin Retirement System 2012 - 2014 Experience Study" conducted in 2015.

Discount Rate

A single discount rate of 4.25% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 2.0% for the prior year. The discount rate is based on the 20-year AA Municipal Bond Index as of the measurement date.

Changes in the Total OPEB Liability

	Increase (Decrease)
	Total OPEB Liability
Balance - December 31, 2021	\$ 135,549
Changes for the Year:	
Service Cost	8,233
Interest	2,936
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	(54,139)
Changes of Assumptions	(11,198)
Benefit Payments	(18,344)
Net Changes	(72,512)
Balance - December 31, 2022	\$ 63,037
Changes for the Year:	
Service Cost	5,526
Interest	1,181
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	(1,602)
Changes of Assumptions	(8,964)
Benefit Payments	(13,534)
Net Changes	(17,393)
Balance - December 31, 2023	\$ 45,644

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.25% for 2023 and 1.00% for 2022) or 1-percentage-point higher (5.25% for 2023 and 3.00% for 2022) than the current rate:

	2023		
	1% Decrease to Discount Rate (3.25%)	Current Discount Rate (4.25%)	1% Increase to Discount Rate (5.25%)
Total OPEB Liability	\$ 49,450	\$ 45,644	\$ 42,146
	2022		
	1% Decrease to Discount Rate (1.00%)	Current Discount Rate (2.00%)	1% Increase to Discount Rate (3.00%)
Total OPEB Liability	\$ 66,928	\$ 63,037	\$ 59,340

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5% decreasing to 4.0%) or 1-percentage-point higher (7.5% decreasing to 6.0%) than the current healthcare cost trend rates:

	2023		
	1% Decrease (5.5% Decreasing to 4.0%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5.0%)	1% Increase (7.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 40,429	\$ 45,644	\$ 51,931
	2022		
	1% Decrease (5.5% Decreasing to 4.0%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5.0%)	1% Increase (7.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 57,488	\$ 63,037	\$ 69,678

OPEB Expense

For the years ended December 31, 2023 and 2022, the Commission recognized OPEB expense (revenue) of \$820 and \$6,456 respectively.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

Payable to the OPEB Plan

At December 31, 2023 and 2022, the Commission reported no outstanding contribution to the plan required for the years then ended.

2. Local Retiree Life Insurance Fund

Plan Description

The LRLIF is a cost-sharing multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides postemployment life insurance benefits for all eligible members.

Plan Description (Continued)

ETF issues a standalone Annual Comprehensive Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can be found at <https://etfonline.wi.gov/ETFGASBPublicWeb/gasb75Local.do>

The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a postretirement benefit.

Employers are required to pay the following contributions based on member contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

Contributions (Continued)

Contribution rates as of December 31, 2023 are:

Coverage Type	Employer Contribution
50% Post-Retirement Coverage	40% of Employee Contribution
25% Post-Retirement Coverage	20% of Employee Contribution

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating members must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active).

The member contribution rates in effect for the reporting period ended December 31, 2022 are as listed below:

Life Insurance Member Contribution Rates* For the Reporting Period Ended December 31, 2022		
Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30 - 34	0.06	0.06
35 - 39	0.07	0.07
40 - 44	0.08	0.08
45 - 49	0.12	0.12
50 - 54	0.22	0.22
55 - 59	0.39	0.39
60 - 64	0.49	0.49
65 - 69	0.57	0.57

*Disabled members under age 70 receive a waiver-of-premium benefit

During the years ended December 31, 2023 and 2022, the LRLIF recognized \$282 and \$243, respectively, in contributions from the Commission.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2023 and 2022, the Commission reported a liability of \$47,958 and \$67,372, respectively, for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2022 rolled forward to December 31, 2022. No material changes in assumptions or benefits terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net OPEB liability was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was .01258800%, which was an increase of .00118800% from its proportion measured as of December 31, 2021.

For the years ended December 31, 2023 and 2022, the Commission recognized OPEB expense (income) of (\$1,022) and \$1,819 respectively.

At December 31, 2023 and 2022, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 4,693
Net Differences Between Projected and Actual Earnings on OPEB Plan Investments	900	-
Changes in Assumptions	17,229	28,308
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	4,827	29,703
Employer Contributions Subsequent to the Measurement Date	282	-
Total	<u>\$ 23,238</u>	<u>\$ 62,704</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

2. Local Retiree Life Insurance Fund (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs (Continued)

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 3,427
Net Differences Between Projected and Actual Earnings on OPEB Plan Investments	878	-
Changes in Assumptions	20,356	3,266
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	180	36,329
Employer Contributions Subsequent to the Measurement Date	243	-
Total	<u>\$ 21,657</u>	<u>\$ 43,022</u>

The \$282 and \$243 reported as deferred outflows at December 31, 2023 and 2022, respectively, related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2024 and 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB for December 31, 2024 will be recognized in OPEB expense as follows:

<u>Year Ended December 31,</u>	<u>Expense</u>
2024	\$ (6,799)
2025	(7,167)
2026	(6,016)
2027	(7,733)
2028	(8,438)
Thereafter	(3,595)
Total	<u>\$ (39,748)</u>

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

2. Local Retiree Life Insurance Fund (Continued)

Actuarial Assumptions

The total OPEB liability in the January 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2022
Measurement Date of Net OPEB Liability (Asset):	December 31, 2022
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
20-Year Tax-Exempt Municipal Bond Yield:	3.72%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	3.76%
Salary Increases:	
Wage Inflation	3.00%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total OPEB liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the January 1, 2022 actuarial valuation.

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NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

2. Local Retiree Life Insurance Fund (Continued)

Long-Term Expected Return on Plan Assets

The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
U.S. Intern Credit Bonds	Bloomberg U.S. Interim Credit	50 %	2.45 %
U.S. Mortgages	Bloomberg MBS	50 %	2.83 %
Inflation			2.30 %
Long-Term Expected Rate of Return			4.25 %

The long-term expected rate of return and expected inflation rate remained unchanged from the prior year at 4.25%. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Single Discount Rate

A single discount rate of 3.76% was used to measure the total OPEB liability for the current and prior year, as opposed to a discount rate of 2.17% for the year 2021. The significant change in the discount rate was primarily caused by the increase in the municipal bond rate from 2.06% as of December 31, 2021 to 3.72% as of December 31, 2022. The plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022**

NOTE 2 DETAILED NOTES (CONTINUED)

G. Other Postemployment Benefits (Continued)

2. Local Retiree Life Insurance Fund (Continued)

Single Discount Rate (Continued)

Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the Commission's Proportionate Share of Net OPEB Liability to Changes in the Discount Rate

The following presents the Commission's proportionate share of the net OPEB liability calculated using the discount rate of 3.76%, as well as what the Commission's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.76%) or 1-percentage-point higher (4.76%) than the current rate:

	2023		
	1% Decrease to Discount Rate (2.76%)	Current Discount Rate (3.76%)	1% Increase to Discount Rate (4.76%)
Commission's Proportionate Share of the Net OPEB Liability (Asset)	\$ 65,386	\$ 47,958	\$ 34,602

	2022		
	1% Decrease to Discount Rate (2.76%)	Current Discount Rate (3.76%)	1% Increase to Discount Rate (4.76%)
Commission's Proportionate Share of the Net OPEB Liability (Asset)	\$ 31,457	\$ 23,072	\$ 16,647

Payable to the OPEB Plan

At December 31, 2023 and 2022, the Commission reported no outstanding contribution to the plan for the years then ended.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022**

NOTE 3 OTHER INFORMATION

A. Risk Management

The Commission is exposed to various risks of loss related torts; theft of, damage to, or destruction of assets; errors and omission; workers' compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

B. Contingencies

The Commission participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the Commission's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Commission expects such amounts, if any, to be immaterial.

From time to time, the Commission is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position or results of operations.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
WISCONSIN RETIREMENT SYSTEM
LAST TEN FISCAL YEARS**

<u>Measurement Period Ending</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Covered Payroll (Plan Year)</u>	<u>Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)</u>
12/31/14	0.00780149 %	\$ (191,626)	\$ 1,105,566	17.33 %	102.74 %
12/31/15	0.00801265	130,204	1,177,775	11.06	98.20
12/31/16	0.00821119	67,680	1,221,768	5.54	99.12
12/31/17	0.00833588	(247,502)	1,228,150	20.15	102.93
12/31/18	0.00824019	293,160	1,232,174	23.79	96.45
12/31/19	0.00789283	(254,500)	1,186,316	21.45	102.96
12/31/20	0.00721547	(450,471)	1,052,602	42.80	105.26
12/31/21	0.00657772	(530,176)	1,051,362	50.43	106.02
12/31/22	0.00623842	330,493	1,145,418	28.85	95.72

**SCHEDULE OF CONTRIBUTIONS
WISCONSIN RETIREMENT SYSTEM
LAST TEN FISCAL YEARS**

<u>Commission Fiscal Year Ending</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to the Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll (Fiscal Year)</u>	<u>Contributions as a Percentage of Covered Payroll</u>
12/31/15	\$ 80,089	\$ 80,089	\$ -	\$ 1,177,775	6.80 %
12/31/16	80,637	80,637	-	1,221,768	6.60
12/31/17	83,515	83,515	-	1,228,150	6.80
12/31/18	82,556	82,556	-	1,232,174	6.70
12/31/19	77,704	77,704	-	1,186,316	6.55
12/31/20	71,051	71,051	-	1,052,602	6.75
12/31/21	70,967	70,967	-	1,051,362	6.75
12/31/22	74,452	74,452	-	1,145,418	6.50
12/31/23	79,439	79,439	-	1,168,222	6.80

See accompanying Notes to Required Supplementary Information.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST TEN FISCAL YEARS**

	2023	2022	2021	2020	2019	2018
Total OPEB Liability:						
Service Cost	\$ 5,526	\$ 8,233	\$ 7,322	\$ 5,813	\$ 6,400	\$ 6,400
Interest	1,181	2,936	3,413	3,570	2,961	2,645
Changes of Benefit Terms	-	-	-	-	-	-
Differences Between Expected and Actual Experience	(1,602)	(54,139)	-	8,138	-	-
Changes of Assumptions	(8,964)	(11,198)	5,839	18,076	(4,415)	-
Benefit Payments	(13,534)	(18,344)	(2,973)	-	-	-
Net Change in Total OPEB Liability	(17,393)	(72,512)	13,601	35,597	4,946	9,045
Total OPEB Liability - Beginning	63,037	135,549	121,948	86,351	81,405	72,360
Total OPEB Liability - Ending	<u>\$ 45,644</u>	<u>\$ 63,037</u>	<u>\$ 135,549</u>	<u>\$ 121,948</u>	<u>\$ 86,351</u>	<u>\$ 81,405</u>
Covered-Employee Payroll	\$ 1,058,128	\$ 1,058,128	\$ 1,052,602	\$ 1,187,946	\$ 1,234,041	\$ 1,274,914
Commission's Total OPEB Liability as a Percentage of Covered-Employee Payroll	4.31 %	5.96 %	12.88 %	10.27 %	7.00 %	6.39 %

* The amounts presented for each fiscal year were determined as of the prior fiscal year-end. Amounts for prior years were not available.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
LOCAL RETIREE LIFE INSURANCE FUND
LAST TEN FISCAL YEARS**

<u>Measurement Period Ending</u>	<u>Proportion of the Net OPEB Liability (Asset)</u>	<u>Proportionate Share of the Net OPEB Liability (Asset)</u>	<u>Covered Employee Payroll (Plan Year)</u>	<u>Proportionate Share of the Net OPEB Liability (Asset) as a Percentage of Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability (Asset)</u>
12/31/17	0.02424000	\$ 72,928	\$ 1,164,055	6.26 %	44.81 %
12/31/18	0.02303900	59,448	1,172,123	5.07	48.69
12/31/19	0.02164100	92,152	1,139,382	8.09	37.58
12/31/20	0.01978500	108,832	1,016,477	10.71	31.36
12/31/21	0.01139900	67,372	1,051,362	6.41	29.57
12/31/22	0.01258800	47,958	1,145,418	4.19	38.81

**SCHEDULE OF CONTRIBUTIONS
LOCAL RETIREE LIFE INSURANCE FUND
LAST TEN FISCAL YEARS**

<u>Commission Fiscal Year Ending</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to the Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Employee Payroll (Fiscal Year)</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
12/31/18	\$ 441	\$ 441	\$ -	\$ 1,172,123	0.04 %
12/31/19	433	433	-	1,139,382	0.04
12/31/20	355	355	-	1,016,477	0.03
12/31/21	223	223	-	1,051,362	0.02
12/31/22	243	243	-	1,145,418	0.02
12/31/23	282	282	-	1,168,222	0.02

See accompanying Notes to Required Supplementary Information.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023 AND 2022**

NOTE 1 WISCONSIN RETIREMENT SYSTEM

Changes of Benefit Terms

There were no changes of benefit terms for any participating employer in WRS.

Changes of Assumptions

Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the EFT Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021 including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the EFT Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018 including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

The Commission is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023 AND 2022**

NOTE 2 OTHER POSTEMPLOYMENT BENEFITS

Single-employer Defined Benefit Postemployment Benefit Plan

Changes of Benefit Terms

There were no changes of benefit terms.

Changes of Assumptions

Several actuarial assumptions changed from the prior year, including updated WRS decrement assumptions, assumed discount rate and revised medical trend.

No assets are accumulated in a trust to provide for future benefits.

The Commission is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Local Retiree Life Insurance Fund

Changes of Benefit Terms

There were no changes of benefit terms for any participating employer in LRLIF.

Changes of Assumptions

In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three-year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

The amounts reported for each fiscal year were determined as of the prior fiscal year-end. The Commission is required to present the last 10 fiscal years of data; however, accounting standards allow the presentation of as many years as are available until 10 fiscal years are presented.

SUPPLEMENTARY INFORMATION

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2023**

	Approved Budget	Actual	Variance with Budget - Positive (Negative)
OPERATING REVENUES			
Intergovernmental:			
Federal Grants	\$ 1,801,490	\$ 1,318,871	\$ (482,619)
State Grants	98,535	71,514	(27,021)
Community Grants	-	16,940	16,940
Intergovernmental Charges for Services:			
Local Districts Membership Levy	625,000	625,000	-
Local Contracts	80,792	58,026	(22,766)
NR-135 Program	144,025	136,355	(7,670)
Public Charges for Services	10,000	9,475	(525)
Total Operating Revenues	<u>2,759,842</u>	<u>2,236,181</u>	<u>(523,661)</u>
OPERATING EXPENSES			
Salaries and Wages	1,285,494	1,195,943	89,551
Employee Fringes and Benefits	413,496	447,539	(34,043)
Direct Grant Expenses	682,758	436,345	246,413
Meetings and Staff Development	17,440	12,300	5,140
Supplies	5,600	6,017	(417)
Office Space and Equipment	26,976	90,311	(63,335)
Reference Materials, Subscriptions, and Dues	1,600	3,772	(2,172)
Printing and Publishing	12,500	617	11,883
Postage	500	-	500
Staff Expenses	9,000	(3,381)	12,381
Insurance and Professional Fees	42,840	55,399	(12,559)
Depreciation	130,500	72,031	58,469
Total Operating Expenses	<u>2,628,704</u>	<u>2,316,893</u>	<u>311,811</u>
OPERATING INCOME	131,138	(80,712)	(211,850)
NONOPERATING REVENUES (EXPENSES)			
Interest Income	4,000	22,075	18,075
Interest and Fiscal Charges	(7,500)	(1,097)	6,403
Total Nonoperating Revenues (Expenses)	<u>(3,500)</u>	<u>20,978</u>	<u>24,478</u>
CHANGE IN NET POSITION	127,638	(59,734)	(187,372)
Net Position - Beginning of Year	<u>1,124,988</u>	<u>1,124,988</u>	<u>(0)</u>
NET POSITION - END OF YEAR	<u>\$ 1,252,626</u>	<u>\$ 1,065,254</u>	<u>\$ (187,372)</u>

**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR FINANCIAL STATEMENTS**

DRAFT FOR REVIEW PURPOSES

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners
East Central Wisconsin Regional Planning Commission
Menasha, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated REPORT DATE.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
REPORT DATE

FEDERAL AND STATE AWARDS

DRAFT FOR REVIEW PURPOSES

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE
*STATE SINGLE AUDIT GUIDELINES***

Board of Commissioners
East Central Wisconsin Regional Planning Commission
Menasha, Wisconsin

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited East Central Wisconsin Regional Planning Commission's (the Commission) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration that could have a direct and material effect on each of the Commission's major federal and state programs for the year ended December 31, 2023. The Commission's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended December 31, 2023.

Basis for Opinion on the Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Our responsibilities under those standards, the Uniform Guidance and the *State Single Audit Guidelines* are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal and state program. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Commission's federal and state programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State Single Audit Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State Single Audit Guidelines*. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
REPORT DATE

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2023**

Federal Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Agency	Pass-Through Entity Identifying Number	Federal Expenditures	Subrecipient Payment
U.S. DEPARTMENT OF COMMERCE					
Economic Development Support for Planning Organizations	11.302	Direct program	N/A	\$ 103,679	\$ -
Economic Development Cluster					
Economic Adjustment Assistance	11.307	Direct program	N/A	31,635	-
Total U.S. Department of Commerce				135,314	-
U.S. DEPARTMENT OF TRANSPORTATION					
Federal Highway Administration:					
Highway Planning and Construction					
Metropolitan Transportation Planning-Fox Cities and Oshkosh	20.205	Wisconsin Department of Transportation	395-0095-05-79	550,651	-
Metropolitan Transportation Planning-Fond du Lac	20.205	Wisconsin Department of Transportation	395-0095-05-93	180,000	-
Regional Transportation Planning	20.205	Wisconsin Department of Transportation	395-0430-04-46	71,729	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-06	20,921	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-07	71,791	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-09	189,248	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-10	10,811	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-13	778	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-14	130	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-17	2,625	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-18	317	-
Total Highway Planning and Construction				1,099,001	-
Federal Transit Administration:					
Metropolitan and State Transportation Improvement Planning:					
Transit Development Plan for GO Transit	20.505	Wisconsin Department of Transportation	Unknown	76,976	-
Total U.S. Department of Transportation				1,175,977	-
ENVIRONMENTAL PROTECTION AGENCY					
Water Quality Management Planning	66.454	Wisconsin Department of Natural Resources	Unknown	6,000	-
Total Environmental Protection Agency				6,000	-
TOTAL EXPENDITURES OF FEDERAL AWARDS				\$ 1,317,291	\$ -

See accompanying Notes to Schedule of Expenditures of Federal and State Awards.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED DECEMBER 31, 2023**

<u>Grantor Agency/State Program Title</u>	<u>State I.D. Number</u>	<u>Pass-Through Agency</u>	<u>State Identifying Number</u>	<u>Total Expenditures</u>	<u>Subrecipient Payment</u>
DEPARTMENT OF NATURAL RESOURCES					
Local Water Quality Management Planning Aids	370.604	Direct program	Unknown	\$ 29,000	\$ -
Total Local Water Quality Management Planning Aids				29,000	-
DEPARTMENT OF TRANSPORTATION					
Planning Commission Program:					
Metropolitan Transportation Planning-Fox Cities and Oshkosh	395.202	Direct program	395-0095-05-79	27,121	-
Metropolitan Transportation Planning-Fond du Lac	395.202	Direct program	395-0095-05-93	6,427	-
Regional Transportation Planning	395.202	Direct program	395-0430-94-46	8,966	-
Total Planning Commission Program				42,514	-
TOTAL STATE PROGRAMS				<u>\$ 71,514</u>	<u>\$ -</u>

See accompanying Notes to Schedule of Expenditures of Federal and State Awards.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2023**

NOTE 1 BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal and state awards for the Commission are presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

The schedules of expenditures of federal and state awards include all federal and state awards of the Commission. Because the schedules present only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.

NOTE 2 SIGNIFICANT ACCOUNTING POLICIES

Revenues and expenditures in the schedules are presented in accordance with the full accrual basis of accounting and are generally in agreement with revenues and expenses reported in the Commission's 2023 financial statements.

The Commission has not elected to charge a de minimis rate of 10% of modified total costs.

NOTE 3 OVERSIGHT AGENCIES

The federal and state oversight agencies for the Commission are as follows:

Federal – U.S. Department of Commerce

State – Wisconsin Department of Transportation

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2023**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? _____ yes _____ x no
 - Significant deficiency(ies) identified? _____ yes _____ x none reported
3. Noncompliance material to financial statements noted? _____ yes _____ x no

Federal Awards

1. Internal control over major federal programs:
- Material weakness(es) identified? _____ yes _____ x no
 - Significant deficiency(ies) identified? _____ yes _____ x none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes _____ x no

Identification of Major Federal Programs

Assistance Listing Number(s)

20.205

Name of Federal Program or Cluster

Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

x yes _____ no

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2023**

Section I – Summary of Auditors’ Results (Continued)

State Financial Assistance

1. Internal control over state projects:

- Material weakness(es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? _____ yes x none reported

2. Type of auditors’ report issued on compliance for state projects:

Unmodified

3. Any audit findings disclosed that are required to be reported in accordance with state requirements?

_____ yes x no

Identification of Major State Projects

CSFA Number(s)

395.202

Name of State Project

Planning Commission Program

Dollar threshold used to distinguish between Type A and Type B state projects:

\$ 250,000

Section II – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section III – Findings and Questioned Costs – Major Federal and State Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
MENASHA, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2023**

Section IV – Other Issues

1. Does the auditor have substantial doubt as to the auditee's ability to continue as a going concern? No

2. Does the audit report show audit issues (i.e. material noncompliance, nonmaterial noncompliance, questioned cost, material weakness, significant deficiencies, management letter comment, excess revenue, or excess reserve) related to grant/contracts with funding agencies that require audits to be in accordance with the State Single Audit Guidelines:

Department of Natural Resources

No

Department of Transportation

No

3. Was a Management Letter or other document conveying audit comments issued as a result of this audit? No

4. Name and signature of partner:

Date of report:

Leah Lasecki, CPA, Principal
REPORT DATE

East Central Regional Planning Commission
Statement of Net Position

	2023	2022	2021	2023 \$ Change from 2022
ASSETS				
Cash and Investments	\$ 638,105	\$ 565,532	\$ 431,675	\$ 72,573
Restricted Cash and Investments	(C) 18,200	63,811	901,111	(45,611)
Accounts Receivable	380,764	395,987	420,730	(15,223)
Prepaid Items	28,300	25,724	21,644	2,576
Net Pension Asset	(A) -	530,176	450,471	(530,176)
Capital Assets - Net	(B) 90,495	159,712	40,994	(69,217)
Total Assets	1,155,864	1,740,942	2,266,625	(585,078)
DEFERRED OUTFLOWS OF RESOURCES				
Other Postemployment Related Amounts	54,556	59,033	89,494	(4,477)
Pension Related Amounts	1,245,921	1,034,280	733,155	211,641
Total Deferred Outflows of Resources	1,300,477	1,093,313	822,649	207,164
LIABILITIES				
Accounts Payable	74,438	47,847	68,510	26,591
Accrued and Other Current Liabilities	15,493	21,929	16,944	(6,436)
Accrued Vacation Leave	23,296	21,058	22,469	2,238
Unearned Revenue	(C) 18,200	63,811	901,111	(45,611)
Long-Term Obligations:				-
Due Within One Year	5,842	49,276	6,275	(43,434)
Due in More Than One Year	8,161	15,098	20,711	(6,937)
Net Pension Liability	(A) 330,493	-	-	330,493
Net Other Postemployment Benefit Liability	93,602	130,409	244,381	(36,807)
Total Liabilities	569,525	349,428	1,280,401	220,097
DEFERRED INFLOWS OF RESOURCES				
Other Postemployment Related Amounts	125,490	104,043	26,047	21,447
Pension Related Amounts	696,072	1,255,796	998,314	(559,724)
Total Deferred Inflows of Resources	821,562	1,359,839	1,024,361	(538,277)
NET POSITION				
Net Investment in Capital Assets	76,492	95,338	14,008	(18,846)
Restricted for Pension Benefits	-	530,176	450,471	(530,176)
Unrestricted	988,762	499,474	320,033	489,288
Total Net Position	\$ 1,065,254	\$ 1,124,988	\$ 784,512	\$ (59,734)

(A) East Central's proportionate share of state's pension fund based on actuarial assumptions - this can revalue as an asset/liability dependent upon the State's valuation and market conditions. It's now reported as a liability in 2023.

(B) In 2022, GASB 87 leases added the building as a right to use asset. The value nets to \$ in 2023.

(C) 2021 had large balance due to Mainstreet bounceback grant program

East Central Wisconsin Regional Planning Commission
Change in Net Position Data and Adjusted for Pension and OPEB

	2023	2022	2021	2020	2019	2023 \$ Change from 2022
Operating Revenues						
Intergovernmental grants (Federal, State, Community)	(B) 1,407,325	8,656,836	3,668,508	1,107,747	1,289,041	\$ (7,249,511)
Intergovernmental charges for services (Includes Levy)	819,381	696,135	818,537	1,013,693	1,024,819	123,246
Public charges for services	9,475	6,450	4,620	4,760	5,645	3,025
Other operating revenues	-	-	-	13	26	-
Total Operating Revenues	2,236,181	9,359,421	4,491,665	2,126,213	2,319,531	(7,123,240)
Operating Expenses						
Salaries and wages	1,195,943	1,165,468	1,076,633	1,117,986	1,202,196	30,475
Employee fringes and benefits	(c) 447,539	215,864	262,393	472,863	603,583	231,675
Direct Grant Expenses	(B) 427,697	7,414,507	2,689,540	180,905	297,585	(6,986,810)
Meetings and Staff Development	12,300	10,834	7,460	13,051	40,902	1,466
Supplies	6,017	4,929	4,059	2,290	6,068	1,088
Office Space and Equipment	(D) 90,311	48,891	124,134	142,065	144,866	41,420
Reference Materials, Subscriptions, and Dues	3,772	1,207	775	3,135	6,051	2,565
Printing and Publishing	617	1,508	88	572	10,032	(891)
Staff Expenses	5,267	5,314	994	1,575	865	(47)
Insurance and Professional Fees	55,399	54,144	43,889	36,123	22,027	1,255
Depreciation	(D) 72,031	95,331	19,360	17,329	13,665	(23,300)
Total Operating Expenses	2,316,893	9,017,997	4,229,325	1,987,894	2,347,840	(6,701,104)
Operating Income (Loss)	(80,712)	341,424	262,340	138,319	(28,309)	(422,136)
Nonoperating Revenues (Expenses)	(E) 20,978	(948)	371	722	2,389	21,926
Change in Net Position, Per Audit	(59,734)	340,476	262,711	139,041	(25,920)	(400,210)
Adjustments for other items (Decreased Expense)/Increased Expense:	(A)					
Pension	89,304	(123,348)	(125,067)	20,578	116,001	212,652
Other post-employment benefits	(10,883)	(5,515)	6,190	13,663	14,067	(5,368)
	78,421	(128,863)	(118,877)	34,241	130,068	207,284
Change in Net Position, without other items	\$ 18,687	\$ 211,613	\$ 143,834	\$ 173,282	\$ 104,148	\$ (192,926)

(A) To remove the financial impact of annually adjusting for actuarially derived asset/liability for pension and other post employment benefits, this schedule is increasing/decreasing expense to arrive at change in net position without the impact of those actuarially derived amounts.

This smooths out the comparison of change in net position year over year. All adjustments for pension and OPEB are adjusted through employee fringes and benefits.

(B) Mainstreet bounceback grant program was reported here in 2021 and 2022.

(C) Can fluctuate with the changes in GASB valuation entries from year to year (WRS and OPEB)

(D) Fluctuations in 2022 are due to GASB 87 lease accounting.

(E) Increase in 2023 due to interest income up approximately \$17k from prior year.

	Balance Sheet Totals - WRS and OPEB Amounts					
	2023	2022	2021	2020	2019	2018
Net Pension Asset (Liability)	(330,493)	530,176	450,471	254,500	(293,160)	247,502
Deferred Outflow - Pension Related Amounts	1,245,921	1,034,280	733,155	573,984	783,580	445,914
Deferred Outflow - Other post-employment benefits	54,556	59,033	89,494	63,213	7,483	8,347
Other post-employment benefits	(93,602)	(130,409)	(244,381)	(214,100)	(145,799)	(154,333)
Deferred Inflow - Pension related amounts	(696,072)	(1,255,796)	(998,314)	(768,239)	(409,597)	(496,592)
Deferred Inflow - Other post-employment benefits	(125,490)	(104,043)	(26,047)	(23,857)	(22,765)	(1,028)
	54,820	133,241	4,378	(114,499)	(80,258)	49,810

East Central Wisconsin Regional Planning Commission – March 20, 2024 Report

By Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director.

Administration:

SERDI Assessment: Staff continue to work with Jim Youngquist with SERDI on organizing the focus groups, staff input sessions, and the one-on-one interviews the last week in March. In addition, Jim will be presenting the survey results at the March Quarterly Commission meeting.

Appleton TMA Agreement: Over the past two years, East Central staff has been working with the Wisconsin Department of Transportation and the Federal Highway Administration regarding an agreement between the Metropolitan Planning Organizations that are designated a Transportation Management Area (TMA), the Wisconsin Department of Transportation and the Federal Highway Administration. The agreement focuses on additional communication and transparency regarding the Surface Transportation Block Grant – Urban and Transportation Alternatives (TA Set-aside) Programs. Staff are continuing to work with the partner organizations to finalize the draft of this agreement.

2023 Annual Report: Staff are working to develop the 2023 Annual Report, to be presented to the Board at the May meeting.

Former Commissioner News: Former Commissioner Neal Strehlow passed away in January, 2024. Neal served on the Commission board for several years as a Waushara County representative.

Economic Development Program

EDA 3 Year Planning Partnership Grant: East Central staff received the Notice of Award from the Economic Development Administration regarding the Planning Partnership Grant.

The Economic Development Administration Act of 2024 (S. 3891) has been introduced in Congress by a Bipartisan coalition of legislators which would reauthorize the Economic Development Administration (EDA) for the first time in nearly 20 years. The U.S. Senate Committee on Environment hearing on the legislation was held on Wednesday, June 21st on the legislation, at which the National Association of Development Organizations' President, Chris Fetzer, testified.

A summary of the bill is available [here](#).

A section by section of the bill is available [here](#).

The full text of the bill is available [here](#).

Transportation Planning Program

Appleton (Fox Cities) MPO Certification Review: Staff continue to work with Venable, LLP staff regarding the development process of the new Policy Board for the Appleton (Fox Cities) and Oshkosh MPOs. In addition, staff is developing bylaws for the MPO, a draft redesignation agreement, and MPO Orientation Materials for the new policy board. Staff have not received the certification review letter and summary report and will provide those documents to the Executive Committee once we have received them.

Congestion Management Process and Metropolitan Transportation Plans: Staff have developed scoping documents and timelines for the Congestion Management Process and the Metropolitan Transportation Plans.

Oshkosh MPO EV Readiness Plan: ECWRPC and the City of Oshkosh continue to work with the contracted consultant (SRF) on the EV Readiness Plan.

Fond du Lac MPO Bicycle and Pedestrian Plan: The Fond du Lac MPO Bicycle and Pedestrian Plan has been approved by the Fond du Lac MPO Policy Board at their March meeting. East Central staff will be finalizing the document.

Updating the Small Urban Areas: East Central staff recently worked with the Wisconsin Department of Transportation to assist the following communities: City of New London, the City of Shawano, the City of Waupaca, and the City of Ripon to update their urban area boundary. Final approvals should be moving forward within the next couple of weeks and the next steps would be to update the functional classification network.

Regional Safe Routes to School

Winter Walk to School Month: Toolkits were provided to 43 schools this year, and we had a record number of schools participate in the weekly challenges.

Gap Analysis Study: Staff have been working with Kimberly School District to collect data at the roundabout at Midway Road and County Highway N to determine the need for a crossing guard. The gap analysis study is one factor in the scoring criteria that is used to determine if or where crossing guards are needed.

Bike Safety Presentations: Fifty-two schools in the region requested bike safety presentations for this school year. Staff have been able to get several presentations scheduled and are still working with schools to schedule presentations for the spring.

Shawano Safe Routes to School Action Plan: Staff have been working with the Shawano School District, the City, and partners on a Safe Routes to School Action Plan. Observations were completed at the schools and staff are currently engaging the school community through surveys and Social pinpoint together information. The Action Plan should be completed by mid-May.

NR-135 Non-Metallic Mining Program

Staff are continuing to process the annual operator reports were sent out at the end of December. With the warmer weather, staff have been able to begin conducting field reviews for various mines within the region.

Water Quality Management Program

Sewer Service Areas Plans: East Central staff have begun to update the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2024. The Wisconsin Department of Natural Resources (WDNR) engaged with staff to address a series of edits to the Fox Cities SSA Plan Update that the Commission approved last July and submitted to DNR. These edits primarily focus on technical adjustments and do not significantly alter the essence of the Fox Cities SSA plan.



Federal Highway Administration
525 Junction Rd, Suite 8000
Madison, WI 53717-2157

Federal Transit Administration
200 W. Adams Street, Suite 320
Chicago, IL 60606-5232

March 12, 2024

Jeff Nooyen, Chair
East Central Wisconsin Regional Planning Commission
400 Ahnaip St., Suite 100
Menasha, WI 54952

Subject: 2023 Appleton (Fox Cities) TMA Federal Certification Review

Dear Mr. Nooyen:

This letter notifies you that the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a Federal Certification Review of the transportation planning process for the Appleton (Fox Cities) Transportation Management Area (TMA) on August 23-24, 2023. The overall conclusion is that the planning process for the Appleton TMA meets Federal planning requirements, subject to it successfully addressing the corrective actions outlined in the enclosed *Summary Report*.

The report documents the various components of the Appleton TMA review. It provides an overview of the metropolitan planning organization (MPO) certification process; summarizes the various discussions from the site visit; provides a series of review findings; and issues the FHWA and FTA joint certification action. The report has been transmitted concurrently to the MPO, Wisconsin DOT and Valley Transit.

The Federal Review Team found that the transportation planning process conducted in the Appleton MPO has experienced some challenges since the previous review in 2019. Five items require action in order for the Appleton MPO to be in compliance with federal planning laws and regulations under 23 USC 134 and 49 USC 5303.

1. ECWRPC needs to redraw the MPO boundaries to include the entire urbanized area. MPO decision-making bodies must then be evaluated on the basis of the new Metropolitan Planning Area (MPA) boundaries to assure compliance with statutory requirements for the Policy Board to represent all major modes of transportation and local governments that combined make up at least 75 percent of the MPA population. The re-established Policy Board should be convened by September 3, 2024 or in time to act on MPO products for calendar year (CY) 2025, including the Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP).
2. The MPO needs to update the Congestion Management Process (CMP) to meet the requirements set forth in 23 CFR 450.322. There is no specific, stand-alone date for CMP completion, but because the results of the CMP inform the Metropolitan Transportation Plan (MTP) update (due October 2025) and other deliverables, the MPO needs to begin the update promptly. The CMP needs to be refocused on congestion, clearly and concisely defining the CMP network and providing quantitative goals. The MPO needs to define base and horizon year CMP network

deficiencies clearly and concisely. In addition to Level of Service (LOS), the MPO should consider using data elements such as a high number of crashes or deficiency in certain modes such as freight, transit, or non-motorized. CMP outputs (maps and listings of base and horizon year CMP deficiencies) should be included in the CMP document to better illustrate findings and should also be included in the MTP. All assumptions made in plan development need to be documented by describing what they are and how they were derived.

3. The MPO needs to revise and expand the *State of the System* reports to incorporate federally required performance measures. By March, 2025, the MPO needs to provide baseline and the latest available data in coordination with state and local partners (so trends over time can be monitored and tracked), and continue publication of system performance reports on a regular basis to support Transportation Performance Management (TPM) and Performance Based Planning and Programming (PBPP) efforts.
4. The next Metropolitan Transportation Plan (MTP) update must include: (1) a financial plan that meets of the requirements of 23 U.S.C. 134 (2)(E); (2) a deficiency analysis for the MPA based on Level of Service (LOS) for the base and horizon years of the MTP, utilizing the current and most up to date Travel Demand Model available and the updated Congestion Management Plan (CMP) as required under 23 CFR 450.324(f)(1); and (3) Management and Operations (M&O) goals, objectives, and specific performance measures meeting all of the requirements of 23 CFR 450.324(f)(5).
5. The next TIP update must include: (1) a financial assessment of the costs associated with the Management and Operations (M&O) of the existing transportation system and the revenue sources available to fund those costs per 23 CFR 450.326(j); (2) a description of how the MPO is meeting its FHWA-required performance targets per 23 CFR 450.326(d); and (3) how a performance based planning and programming (PBPP) process and performance targets drive project selection per 23 CFR 450.326(f).

There are also 13 recommendations that would improve the planning process and a commendation listed in the report.

Many of the corrective actions build upon one another and are based on planning deliverables that have their own timelines. FHWA and FTA are already working closely with ECWRPC and Wisconsin DOT on these issues. ECWRPC has taken the initiative to begin prioritizing, developing and implementing actions that will bring the Appleton MPO into federal compliance; Wisconsin DOT is prioritizing and providing resources as needed to help move these items forward.

FHWA and FTA conditionally certify that the planning process for the Appleton TMA meets Federal planning requirements, subject to it successfully addressing the corrective actions outlined in this report. Our staff will be meeting on a quarterly basis with ECWRPC and WisDOT. A progress report with deadlines for successful corrective action progress and proposed completion will be submitted to FHWA and FTA for review by July 1, 2024. A follow-up progress report will be due December 31, 2024.

Mary Forlenza (FHWA) and Bill Wheeler (FTA) attended the January 24, 2024 Quarterly Commission Board meeting to brief Commission leadership on the TMA Certification process, the report, its findings and next steps. They have also met with staff and WisDOT for several working sessions.

Finally, we would like to thank Executive Director Melissa Kraemer Badtke and her staff for their time and assistance in planning and conducting the review, along with the work they have already begun. The Federal Review Team also appreciates the time you and Board Vice-Chair Alice Connors spent with the group the first morning of the site visit.

If you have any questions regarding the Certification Review process, the Certification action, and/or the enclosed report, please direct them to Mary Forlenza, FHWA at (608) 829-7517, or Bill Wheeler, FTA at (312) 353-2639.

Sincerely yours,



Glenn D. Fulkerson
Division Administrator
Federal Highway Administration

Sincerely yours,



Kelley Brookins
Regional Administrator
Federal Transit Administration

enclosure



U.S. Department
of Transportation

Federal Highway
Administration

Federal Transit
Administration

Transportation Management Area Planning Certification Review

Appleton (Fox Cities) Transportation Management Area



**August 23-24, 2023
Summary Report**



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1.0 EXECUTIVE SUMMARY

On August 23-24, 2023, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conducted the certification review of the transportation planning process for the Appleton (Fox Cities) (listed moving forward as “Appleton”) metropolitan planning organization (MPO). The East Central Wisconsin Regional Planning Commission (ECWRPC) is designated as the Appleton MPO. ECWRPC, FHWA and FTA are required to jointly review and evaluate the transportation planning process for each urbanized area over 200,000 in population at least every four years to determine if the process meets the Federal planning requirements.

Certification is based on routine FHWA and FTA interaction in day-to-day Appleton MPO operations, participation in planning studies and the development of required planning products, periodic meetings with staff, topical review activities, and a detailed quadrennial review of the overall transportation planning process. Specific review activities conducted as the basis for this determination relative to the MPO included a desk review of its planning products and processes conducted in May-early August of 2023, an on-site field review meeting with staff from ECWRPC, Valley Transit and Wisconsin Department of Transportation (WisDOT) on August 23-24, 2023, an in-person public meeting at the Menasha Public Library on the evening of August 23, 2023, and a public comment period from August 24 to September 24, 2023.

Based on the findings from the certification review, the FHWA and FTA jointly notified ECWRPC and WisDOT by letter dated March 11, 2024 that the Appleton TMA’s planning process meets

Federal planning requirements, subject to the corrective actions outlined in this report being successfully addressed.

1.1 Previous Findings and Disposition

The last certification for the Appleton TMA was issued by FHWA/FTA on October 7, 2019, with the site visit conducted May 29-31, 2019. The previous Certification Review findings and their disposition are summarized in the table below.

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
MPO Structure and Agreements 23 U.S.C. 134(d), 23 CFR 450.314	Recommendation	The MPO and ECWRPC should consider revising the ECWRPC's by-laws to clarify the MPO's purpose, the MPO's relation to the ECWRPC, and the membership structure, decision making authority, roles, and responsibilities of the MPO Policy Board and committees.	ECWRPC by-laws were updated in 2019 to reflect this change and have been modified to include the roles and responsibilities.
MPO Structure and Agreements 23 U.S.C. 134(d), 23CFR 450.314	Recommendation	Once the MPO structure has been updated in the by-laws, updates should be made to the website, MTP, and all other documents referring to the MPO's structure to ensure consistency and clarity. Inclusion of an improved discussion regarding the MPO structure in the appropriate planning documents should be made no later than the document's next scheduled update (i.e. the upcoming 2020 MTP update).	In 2020 the ECWRPC Commission board developed a reorganization and strategic plan. The plan identified a review of the MPO structure for the Appleton MPO be completed. This was initially delayed seeing if there would be agglomeration between the Appleton and Oshkosh MPOs with the new 2020 U.S. Census Bureau Data. The MPO hired a consultant to review the structure and they have made recommendations regarding the how to update the structure for the MPO. The MPO will review the MPO structure recommendations and discuss them with the MPO Executive Committee and Commission Board in the near future.

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
MPO Structure and Agreements 23 U.S.C. 134(d), 23CFR 450.314	Recommendation	The review team encourages WisDOT and the MPO, along with other TMAs, to coordinate and create a written plan or agreement that reflects the agreed upon estimated amounts of STBG obligation limitation to be made reasonably available. This plan should cover the entire 5-year period of the FAST Act and be updated to reflect actual obligation limitation amounts made available for the most recently completed fiscal year. It should also be updated to reflect more accurate obligation limitation estimates for the future fiscal year(s). The state and appropriate TMAs should sign the plan and submit it to the FHWA Wisconsin Division Office for review to evaluate if the WisDOT is on track to fulfill its section 133(e) and 134(k)(4) requirements of 23 U.S.C.	ECWRPC has been working with WisDOT, FHWA and the other TMAs for two years on an agreement that reflects agreed upon estimated amounts of STBG and TA Set-aside obligation limitation to be made reasonably available. While there has been some recent progress, the agreement and related processes are still incomplete. In addition, the ECWRPC requests that WisDOT local program solicitations align with the development of the MPO TIP.
Metropolitan Planning Area Boundaries 23 U.S.C. 134(e), 23 CFR 450.312(a)	None	The establishment of the MPO's boundaries are in accordance with federal requirements.	N/A
Unified Planning Work Program (UPWP) 23 CFR 450.308 & 420	Recommendation	Determine the MPO's planning priorities and document them in the UPWP.	ECWRPC has begun to meet with local communities to develop program deliverables and priorities for the work program. This is in addition to the items that WisDOT requests the TMA to work on throughout the year. ECWRPC has also included detailed project deliverables with deadlines.
Unified Planning Work Program (UPWP) 23 CFR 450.308 & 420	Recommendation	Ensure that tasks in the UPWP support Federal requirements and/or MPO priorities.	ECWRPC reviews the federal requirements when developing the UPWP to ensure program deliverables are within the federal rules. In addition, if the MPO has have questions regarding projects or program deliverables it reaches out to WisDOT for concurrence.

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Unified Planning Work Program (UPWP) 23 CFR 450.308 & 420	Recommendation	Ensure that tasks in the UPWP are descriptive so that the reader can determine if a task is a routine annual task, or a task that has a definite conclusion. Include expected planning products so that FHWA, FTA, WisDOT, and the public can easily determine the MPO's progress.	ECWRPC has added which month the task will be completed and if it is ongoing. Moving forward, it will put the tasks in the order of the deadlines so they are easier to read. In addition, completed tasks are identified in the progress reports that are provided to WisDOT at the end of each quarter. Link to UPWP - https://www.ecwrpc.org/wp-content/uploads/2022/11/2023-Transportation-Work-Program-Amended.pdf
Metropolitan Transportation Plan (MTP) 23 U.S.C. 134(c),(h)&(i), 23 CFR 450.324	Recommendation	It is encouraged that the MPO find opportunities to improve the MTP's readability through document formatting and data visualization improvements. Although the MTP is an extremely thorough and useful reference document, it is challenging to read the document and ascertain the long-term vision for transportation in the MPA.	ECWRPC has diligently worked to create consistency between the transportation plans for the Appleton MPO by linking goals, implementation recommendations and performance measures throughout each of the plans. In addition, ECWRPC has become very intentional about when plans are developed and if they can be developed in tandem with related efforts. ECWRPC has also enhanced visualization techniques with the transportation hub and the <i>State of the System</i> reports.
Metropolitan Transportation Plan (MTP) 23 U.S.C. 134(c),(h)&(i), 23 CFR 450.324	Recommendation	Financial plan should identify transit and bicycle/pedestrian projects needed to implement regional goals and objectives and identify unmet needs.	ECWRPC has avoided adding specific costs in the bicycle and pedestrian plan, and transit and roadways projects, because projected costs have changed so quickly. Link to MTP - https://www.ecwrpc.org/wp-content/uploads/2021/07/LRTP-Appleton-2020.pdf
Transit Planning 49 U.S.C. 5303 23 U.S.C. 134 23 CFR 450.314	None	The MPO coordinates with Valley Transit and considers transit needs as part of the planning process.	N/A

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Transportation Improvement Program 23 U.S.C. 134(c),(h)&(j), 23 CFR 450.326	Recommendation	Improve financial plan by providing a narrative that explains the key data, assumptions, and conclusions in support of the summary of Federal funds programmed and available (as shown in Table 2 of the MPO's 2019 TIP).	ECWRPC is currently working on adding this narrative for the 2024 Transportation Improvement Program (TIP).
Transportation Improvement Program 23 U.S.C. 134(c),(h)&(j), 23 CFR 450.326	Recommendation	Improve financial plan by providing system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways and public transportation.	Since the pandemic, labor and material costs for roadway, transit and bicycle and pedestrian facilities have increased dramatically. ECWRPC has tried to update the financial plan to the best of its ability but this has been difficult. Link to TIP - https://www.ecwrpc.org/wp-content/uploads/2022/11/2023-Fox-Cities-TIP.pdf
Public Participation 23 U.S.C. 134(i)(6) 23 CFR 450.316	Commendation	The Federal Review Team commends the MPO for their innovative approach to educating the public about the MPO, its planning initiatives, and the area's transportation assets.	ECWRPC continues to expand the public participation program by recently adopting an Equitable Engagement Guidebook for the MPO and its communities. This tool provides various engagement techniques on how to implement community engagement at the beginning of the process. The Public Participation Plan has been updated and will be considered by the Board in October. ECWRPC holds community events to conduct engagement related to transportation plans (i.e. Comprehensive Safety Action Plan). In addition, it continues to partner with non-traditional organizations (i.e. public health, community foundation, Fox Valley THRIVES, etc.) to assist in community engagement. Link to PPP - https://www.ecwrpc.org/wp-content/uploads/2019/04/Appleton-Fox-Cities-and-Oshkosh-MPO-2018-Public-Participation-Plan.pdf

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Civil Rights Title VI Civil Rights Act, 23 U.S.C. 324, Age Discrimination Act, Sec. 504 Rehabilitation Act, Americans with Disabilities Act	Recommendation	It is recommended that the MPO inventory ADA transition plans within its MPA and assist or coordinate training for communities yet to develop an ADA transition plan.	In 2023, ECWRPC co-hosted FHWA's Resource Center for ADA Training with the Madison MPO. The training was not as useful as the ECWRPC would have liked (based on feedback from the partner organizations and ECWRPC staff). Many communities are not aware of the ADA transition plans and ECWRPC would like to work with FHWA and WisDOT to assist on the education of this requirement. One specific resource that has been discussed is a MPO ADA Transition Plan, which would be a coordinated effort and would be resource for communities and Valley Transit.
Civil Rights Title VI Civil Rights Act, 23 U.S.C. 324, Age Discrimination Act, Sec. 504 Rehabilitation Act, Americans with Disabilities Act	Commendation	The Federal Review Team commends ECWRPC on its external and internal efforts to ensure nondiscrimination.	Title VI plan has been updated and will be considered by the Board in October. ECWRPC has an internal equity strategy that has been revised and updated and will be incorporated into the UPWP with program deliverables. This strategy also includes components of the Equitable Engagement Guidebook. Link to Title VI Plan - https://www.ecwrpc.org/wp-content/uploads/2021/02/ECWRPC-Title-VI-Non-Discrimination-Limited-English-Proficiency-Program.pdf
Consultation and Coordination 23 U.S.C. 134(g)&(i), 23 CFR 450.316 & 450.324(g)	Commendation	The Federal Review Team commends the MPO and ECWRPC's on its comprehensive and creative coordination and networking efforts.	Over the past three years, connections have been made to other state/federal agencies and programs administered by these agencies. This includes WI's Water Quality Management Program. Roadway reconstruction projects frequently need new or upgraded sewer and water. In addition, ECWRPC has worked with public health agencies, partners from across the state including other regional planning commissions and MPOs along with National partners including but not limited to equity and inclusion experts, other MPOs and RPCs from across the country.

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Freight 23 U.S.C. 134(h), 23 CFR 450.306	Recommendation	Continue to support freight related activities including the Oshkosh transload and Port of Green Bay intermodal projects.	The Northeast Intermodal Freight Facility Study was developed in coordination with WisDOT, New North, Green Bay MPO, the Port of Green Bay, and Bay Lake RPC. ECWRPC continues to work with the Green Bay MPO and the partner organizations listed above for development of Phase 2 for the project. Link to Study - https://www.ecwrpc.org/wp-content/uploads/2022/05/NE-Wisconsin-Intermodal-Study-Final-Report.pdf
Environmental Mitigation / Planning and Environmental Linkages 23 U.S.C. 134(i)(2)(D), 23 CFR 450.324(f)(10), 23 U.S.C. 168 Appx. A 23 CFR Part 450	Recommendation	It is recommended that the MPO address stormwater goals in their next MTP update.	This has not been addressed in the MTP update and is something ECWRPC is working to figure out how best to incorporate. ECWRPC is working with the Water Quality Management Program to identify potential infrastructure projects that may include new or upgraded sewer and water. ECWRPC manages the Water Quality Management (also known as the Sewer Service Area Program for the WDNR) within its area. If a new sewer or an upgrade to a sewer lateral is made, it triggers a 208 conformance review. In addition, staff reviews the project to ensure that the new sewer is located within the Sewer Service Planning area. ECWRPC would appreciate additional guidance on how to incorporate stormwater goals within the MTP and then in the STBG program criteria.

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Transportation Safety & Security Planning 23 U.S.C. 134(h)(1)(B)&(h)(2) 23 CFR 450.306(b)(2)&(d)2 3 CFR 450.324(h) 23 U.S.C. 134(h)(1)(C) 23 CFR 450.306(b)(3)	Recommendation	The MPO should consider the development of an ITS plan for the MPA.	Due to significant ECWRPC staff transitions over the last three years (over 75% have left or transitioned to other positions), development of an ITS plan has not been completed.
Transportation Safety & Security Planning 23 U.S.C. 134(h)(1)(B)&(h)(2) 23 CFR 450.306(b)(2)&(d) 23 CFR 450.324(h) 23 U.S.C. 134(h)(1)(C) 23 CFR 450.306(b)(3)	Recommendation	The MPO should consider the development of a vulnerability study that may include flood plain mapping and stormwater management, evacuation procedures, and infrastructure resiliency.	Due to significant ECWRPC staff transitions over the last three years (over 75% have left or transitioned to other positions), a vulnerability study has not been completed.
Nonmotorized Planning / Livability 23 U.S.C. 134(h) & 217(g) 23 CFR 450.306 & 450.324(f)(2)	None	The MPO meets Federal laws and regulations for providing the MPA with comprehensive transportation planning and developing plans that consider all roadway users and their safety.	N/A
Integration of Land Use and Transportation 23 U.S.C. 134(g)(3)&(h)(1)(E) 23 CFR 450.306(b)(5)	None	The MPO meets Federal laws and regulations for providing the MPA with comprehensive transportation planning and developing plans that consider all roadway users and their safety.	N/A
Travel Demand Forecasting 23 CFR 450.324(f)(1)	None	The MPO is meeting requirements set forth in 23 CFR 450.324(f)(1).	N/A

Certification Topic	Action	Corrective Action/ Recommendation/Commendation	Disposition
Congestion Management Process / Management and Operations 23 U.S.C. 134(k)(3) 23 CFR 450.322 23 CFR 450.324(f)(5)	Recommendation	Notwithstanding the current absence of congestion in the region, development and implementation of a comprehensive CMP is still a requirement for TMAs and, absent any legislative changes, the upcoming update of the CMP must include a framework for tracking the implementation of strategies and measuring their effectiveness.	The MPO's CMP was updated and approved in 2021. The MTP, TIP, CMP and the <i>State of the System</i> reports are aligned together with various metrics to track progress and implementation. Link to CMP - https://www.ecwrpc.org/wp-content/uploads/2021/11/Appleton-TMA-Congestion-Management-Plan-2021.pdf
Performance Based Planning and Programming 23 U.S.C 134(h)(2) 23 CFR 450.306(d), 450.314(h), 450.324(f), 450.326(d) & 450.340	Recommendation	It is recommended that the MPO periodically issue a summary or report identifying adopted performance measures, their baseline when adopted, how the measures are incorporated into project selection, and progress to date.	<i>State of the System</i> reports are developed every two years with performance measures incorporated into the report. In addition, ECWRPC also monitors other transportation metrics within the report to analyze progress of the development of the transportation network. Link to Report - https://www.ecwrpc.org/wp-content/uploads/2023/05/Fox-Cities-MPO-State-of-the-System-Report-2022.pdf

1.2 Summary of Current Findings

The current review found that the metropolitan transportation planning process conducted in the Appleton urbanized area meets federal planning requirements with corrective actions.

FHWA and FTA are certifying the transportation planning process conducted by the Wisconsin Department of Transportation (WisDOT), East Central Wisconsin Regional Planning Commission (ECWRPC) and Valley Transit, subject to addressing the identified corrective actions. The review found 5 corrective actions, 14 recommendations that warrant close attention and follow-up and 1 commendation that is a noteworthy practice. FHWA and FTA are available to assist ECWRPC and WisDOT as needed.

The following are corrective actions that ECWRPC must take to comply with Federal Regulations. Several of these actions build upon one another, and cover multiple planning deliverables:

Corrective Action: ECWRPC needs to redraw the MPO boundaries to include the entire urbanized area. MPO decision-making bodies must then be evaluated on the basis of the new Metropolitan Planning Area (MPA) boundaries to assure compliance with statutory requirements for the Policy Board to represent all major modes of transportation and local governments that combined

make up at least 75 percent of the MPA population. The re-established Policy Board should be convened by September 3, 2024 or in time to act on MPO products for calendar year (CY) 2025, including the Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP).

Corrective Action: The MPO needs to update the Congestion Management Process (CMP) to meet the requirements set forth in 23 CFR 450.322. There is no specific, stand-alone date for CMP completion, but because the results of the CMP inform the Metropolitan Transportation Plan (MTP) update (due October 2025) and other deliverables, the MPO needs to begin the update promptly. The CMP needs to be refocused on congestion, clearly and concisely defining the CMP network and providing quantitative goals. The MPO needs to define base and horizon year CMP network deficiencies clearly and concisely. In addition to Level of Service (LOS), the MPO should consider using data elements such as a high number of crashes or deficiency in certain modes such as freight, transit, or non-motorized. CMP outputs (maps and listings of base and horizon year CMP deficiencies) should be included in the CMP document to better illustrate findings and should also be included in the MTP. All assumptions made in plan development need to be documented by describing what they are and how they were derived.

Corrective Action: The MPO needs to revise and expand the *State of the System* reports to incorporate federally required performance measures. By March, 2025, the MPO needs to provide baseline and the latest available data in coordination with state and local partners (so trends over time can be monitored and tracked), and continue publication of system performance reports on a regular basis to support Transportation Performance Management (TPM) and Performance Based Planning and Programming (PBPP) efforts.

Corrective Action: The next Metropolitan Transportation Plan (MTP) update must include: (1) a financial plan that meets of the requirements of 23 U.S.C. 134 (2)(E); (2) a deficiency analysis for the MPA based on Level of Service (LOS) for the base and horizon years of the MTP, utilizing the current and most up to date Travel Demand Model available and the updated Congestion Management Plan (CMP) as required under 23 CFR 450.324(f)(1); and (3) Management and Operations (M&O) goals, objectives, and specific performance measures meeting all of the requirements of 23 CFR 450.324(f)(5).

Corrective Action: The next TIP update must include: (1) a financial assessment of the costs associated with the Management and Operations (M&O) of the existing transportation system and the revenue sources available to fund those costs per 23 CFR 450.326(j); (2) a description of how the MPO is meeting its FHWA-required performance targets per 23 CFR 450.326(d); and (3) how a performance based planning and programming (PBPP) process and performance targets drive project selection per 23 CFR 450.326(f).

The following are recommendations that would improve the transportation planning process:

Recommendation: The MPO should address stormwater goals in its next Metropolitan Transportation Plan (MTP) update, per 23 CFR 450.306.

Recommendation: The MPO should focus the next Metropolitan Transportation Plan (MTP) update on document formatting that promotes readability for the general user, and emphasize what the MPO is doing to meet requirements rather than the requirement itself.

Recommendation: The MPO should more thoroughly detail strategies and efforts for achieving land use goals in the next update to the Metropolitan Transportation Plan (MTP), including consideration of projects and strategies that will promote consistency between transportation improvements and State and local housing patterns.

Recommendation: During the planning process, the MPO should consult with officials responsible for other types of planning activities in the Metropolitan Planning Area (MPA), including those responsible for housing. The MPO should consider developing a housing coordination plan, and provide housing officials and other housing organizations and other stakeholders a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP).

Recommendation: The MPO should update its project selection criteria for Surface Transportation Block Grant (STBG), and Transportation Alternatives (TA)-Set Aside projects to provide more clarity on exactly how projects are chosen and how they fit within the TMA's Metropolitan Transportation Plan (MTP) goals and objectives. In addition, it needs to establish selection criteria for Carbon Reduction Program (CRP) projects.

Recommendation: The MPO should continue to ensure that tasks in the Unified Planning Work Program (UPWP) are descriptive so that the reader can determine if an activity is a routine annual task, or an activity that has a definite conclusion. Include expected planning products so that FHWA, FTA, WisDOT, and the public can easily determine the MPO's progress.

Recommendation: The MPO should incorporate how it will address Federal performance measures and emphasis areas in each Unified Planning Work Program (UPWP) work program activity.

Recommendation: The MPO should develop a separate TMA web presence with a prominent link to the MPO on the front page of the ECWRPC website. The TMA-specific webpage should include all information specific to the MPO clearly listed and linked, with documents consistently updated. The MPO should use its visualization tools to tell the MPO's story and how its efforts and products all work together to meet the region's urban goals.

Recommendation: The MPO should continue to assist and/or coordinate training regarding the development of Americans with Disabilities Act (ADA) transition plans for communities within its Metropolitan Planning Area (MPA).

Recommendation: The MPO should ensure the interrelated Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans with Disabilities Act (ADA) and public participation information/documents are more prominent on the MPO website. A dedicated website tab or link in the website footer will allow for easier access to the information. Providing links to this information in public notices will also increase ease of access.

Recommendation: The MPO should better document Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans with Disabilities Act (ADA) and public participation efforts and analysis in main text of the MPO's core documents (Transportation Improvement Program [TIP], Long Range Transportation Plan [LRTP] and Unified Planning Work Program [UPWP]). The MPO puts significant effort into these activities and should better highlight them.

Recommendation: The MPO should continue to support NE Region freight-related activities, and work with the Green Bay MPO and partner organizations to develop Phase 2 of the Northeast (WI) Intermodal Freight Facility project.

Recommendation: The Federal Team reiterates that the MPO should develop an Intelligent Transportation System (ITS) Plan for the region that identifies areas for ITS data improvement in local roads, rail, transit, and nonmotorized transportation, as well as undertake Vulnerability Studies that address regional infrastructure needs to mitigate the effects of flooding, heat waves, air quality events, and other threats as locally determined, on the transportation system and its users. The MPO should participate in the development of statewide plans to make sure local priorities are incorporated and be sure to reference these plans in the MPO's core documents.

The following is a noteworthy practice that the Appleton MPO is doing particularly well in the transportation planning process:

Commendation: The Federal Team commends the MPO on the development of the Equitable Engagement Toolkit, which serves as an exemplary foundation for building more inclusive and productive public engagement in transportation planning. It is a great example of the MPO's creative and inclusive approach to public involvement.

Details of the certification findings for each of the above items are contained in this report.

2.0 INTRODUCTION

2.1 Background

Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the metropolitan transportation planning process in Transportation Management Areas (TMAs) at least every four years. A TMA is an urbanized area, as defined by the U.S. Census Bureau, with a population of over 200,000. In general, the reviews consist of three primary activities: a site visit, a review of planning products (in advance of and during the site visit), and preparation of a Certification Review Report that summarizes the review and offers findings. The reviews focus on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the State DOT(s), and public transportation operator(s) in the conduct of the metropolitan transportation planning process. Joint FTA/FHWA Certification Review guidelines provide agency field reviewers with latitude and flexibility to tailor the review to reflect regional issues and needs. As a consequence, the scope and depth of the Certification Review reports will vary significantly.

The Certification Review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process. Other activities provide opportunities for this type of review and comment, including Unified Planning Work Program (UPWP) approval, the MTP, metropolitan and statewide Transportation Improvement Program (TIP) findings, air-quality (AQ) conformity determinations (in nonattainment and maintenance areas), as well as a range of other formal and less formal contact provide both FHWA/FTA an opportunity to comment on the planning process. The results of these other processes are considered in the Certification Review process.

The review process is individually tailored to focus on topics of significance in each metropolitan planning area. Federal reviewers prepare Certification Reports to document the results of the review process. The reports and final actions are the joint responsibility of the appropriate FHWA and FTA field offices, and their content will vary to reflect the planning process reviewed whether or not they relate explicitly to formal “findings” of the review.

2.2 Purpose and Objective

Since the enactment of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, the FHWA and FTA, are required to jointly review and evaluate the transportation planning process in all urbanized areas over 200,000 population to determine if the process meets the Federal planning requirements in 23 U.S.C. 134, 40 U.S.C. 5303, and 23 CFR 450. The Safe, Accountable,

Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), extended the minimum allowable frequency of certification reviews to at least every four years.

The East Central Wisconsin Regional Planning Commission (ECWRPC) serves as the governing body for the Appleton urbanized area. The Wisconsin Department of Transportation (WisDOT) is the responsible state agency and Valley Transit is the responsible public transportation operator. Current membership of the Appleton MPO consists of elected officials, officials of public agencies, public transportation representation, and state officials from the political jurisdictions in the Appleton urbanized area. The Appleton TMA includes the cities of Appleton, Neenah, Menasha, and Kaukauna; the villages of Kimberly, Combined Locks, Greenville, Harrison, Little Chute, and Sherwood; the towns of Buchanan, Grand Chute, Kaukauna, Menasha, Neenah, Vandenbroek; and the counties of Calumet, Outagamie, and Winnebago.

Certification of the planning process is a prerequisite to the approval of Federal funding for transportation projects in such areas. The certification review is also an opportunity to provide assistance on new programs and to enhance the ability of the metropolitan transportation planning process to provide decision makers with the knowledge they need to make well-informed capital and operating investment decisions.

3.0 SCOPE AND METHODOLOGY

3.1 Review Process

The last certification review of the Appleton TMA was conducted in May 2019. A summary of the status of findings from the last review is provided in Section 1.1. This report details the August 23-24, 2023 review, which consisted of a formal site visit and public involvement opportunity.

Participants in this review included representatives of FHWA, FTA, ECWRPC, Valley Transit, and WisDOT. A full list of participants who attended the on-site meeting is included in Appendix A.

A desk audit of current documents and correspondence was completed prior to the site visit. In addition to the formal review, routine oversight mechanisms provide a major source of information upon which to base the certification findings.

The certification review covers the transportation planning process conducted cooperatively by the MPO, State, and public transportation operators. Background information, current status, key findings, and recommendations are summarized in the body of the report for the following subject areas selected by FHWA and FTA staff for on-site review:

- Metropolitan Planning Area Boundaries
- MPO Structure and Agreements
- Congestion Management Process / Management and Operations

- Transportation Performance Management / Performance Based Planning and Programming
- Travel Demand Modeling/Forecasting
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Unified Planning Work Program
- Transit Planning
- Public Participation
- Civil Rights (Title VI, EJ, LEP, ADA)
- Consultation
- Freight Planning
- Transportation Safety and Security Planning
- Non-motorized Planning / Livability
- Integration of Land Use and Transportation

3.2 Documents Reviewed

The following MPO documents were evaluated as part of this planning process review:

- East Central Wisconsin Regional Planning Commission Annual Report, 2022
- Appleton Policy Board Restructure Documentation, 2020
- East Central Wisconsin Regional Planning Commission By-Laws, as amended, April 2023
- 2021-2023 ECWRPC Strategic Plan, January 2021
- 2023-2026 Transportation Improvement Program (TIP) and Self Certification Fox Cities TMA, 2023
- Public Participation Plan, October 2018
- CY 2023 Transportation Work Program & Budget for the Appleton/Fox Cities MPO
- Appleton (Fox Cities) Transportation Management Area: Long Range Transportation/Land Use Plan, October 2020
- Congestion Management Process (CMP) Plan, Appleton (Fox Cities), October 2021
- Northeast Regional Travel Demand Model MOU (WisDOT, Bay Lake RPC, ECWRPC, Brown County Planning Commission, November 2019.
- Appleton (Fox Cities) *State of the System* Report, 2022
- Appleton (Fox Cities) TMA and Oshkosh MPO Complete Streets Policy, October 2018
- Wisconsin DOT, Appleton/Fox Cities, Valley Transit Transportation Planning Cooperative Agreement, 2017
- Valley Transit – Transit Development Plan (TDP), City of Appleton 2020
- Title VI Non-Discrimination and Limited English Proficiency Program Plan, October 2020
- Northeast Wisconsin Intermodal Freight Facility Study Final Report, May 2022
- Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan and Safe Routes to School, 2021

- East Central Wisconsin Regional Planning Commission Bicycle & Pedestrian Facilities Guide Book, 2022

4.0 PROGRAM REVIEW

4.1 Metropolitan Planning Area Boundaries

4.1.1 Regulatory Basis

23 U.S.C. 134(e) and 23 CFR 450.312(a) state the boundaries of a Metropolitan Planning Area (MPA) shall be determined by agreement between the MPO and the Governor. At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the MTP.

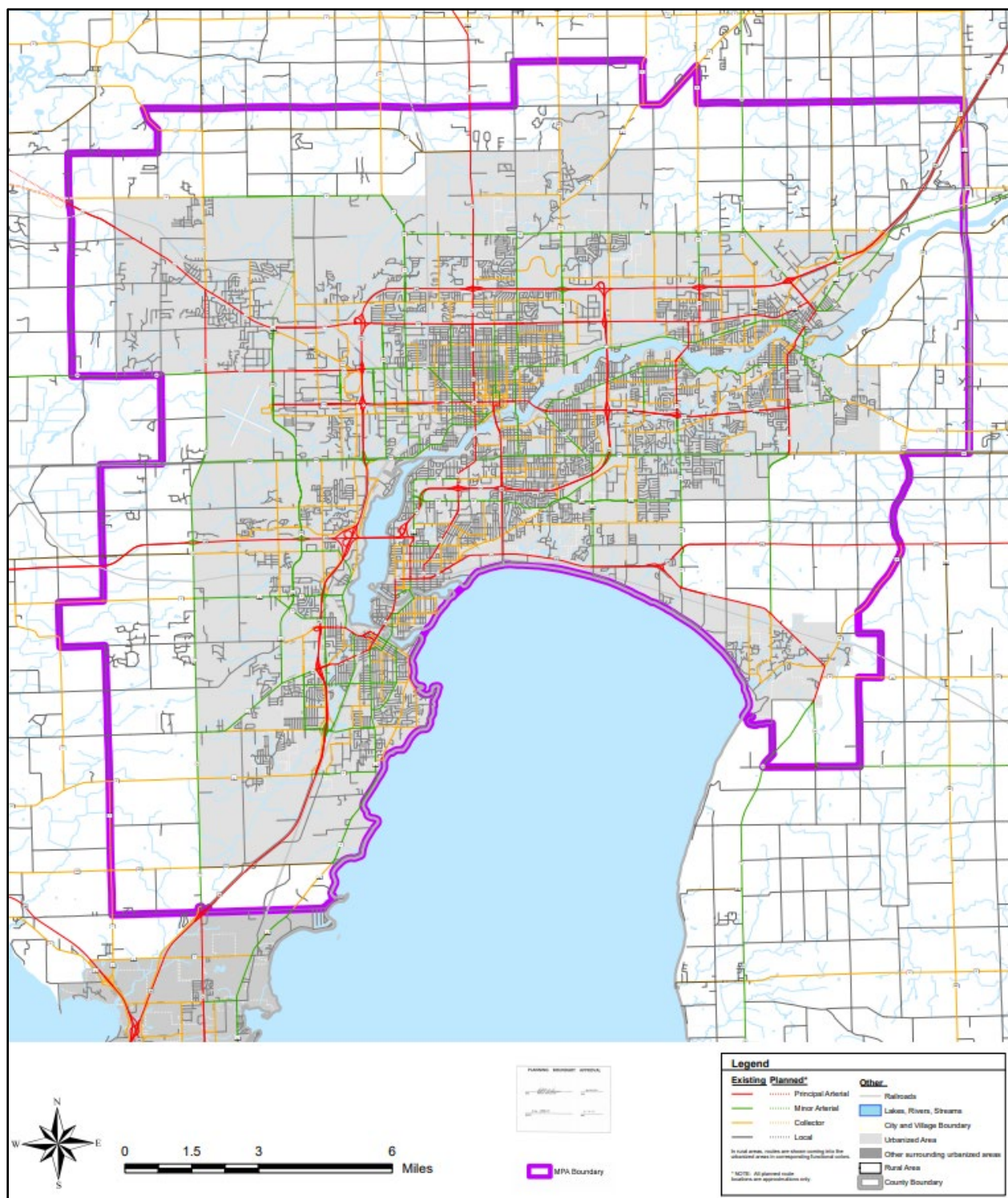
4.1.2 Current Status

The Appleton urbanized area was designated by FHWA and FTA as a Transportation Management Area (TMA) on July 18, 2012 based on the 2010 Census, which found the population of the Appleton UZA, shown in Figure 1, to be greater than 200,000 persons.

Figure 1 also illustrates the Appleton Metropolitan Planning Area (MPA) boundary that was approved by the MPO in April 2013, and by WisDOT in June 2014.

On December 29, 2022, the Census Bureau published a notice in the Federal Register announcing the qualifying urban areas from the 2020 Census. FTA and FHWA subsequently announced on June 5, 2023 that all urbanized areas (UZA) with populations greater than 200,000, as determined by the 2020 Census, are identified as Transportation Management Areas (TMA). Appleton was again deemed a TMA, registering a population of 230,967. The MPO is in the process of adjusting/updating their Urban Area Boundary based on the 2020 Census information, and then will subsequently update their MPA boundary once the Urban Area Boundary (UAB) is finalized.

Figure 1: Appleton Metropolitan Planning Area



4.1.3 Findings

The establishment of the MPO's boundaries, based on the 2010 Census, are in accordance with federal requirements. ECWRPC expected significant expansion of the urbanized area once the 2020 Census data was released, with the possibility that the Appleton and Oshkosh urbanized areas might be agglomerated into one contiguous urbanized area. This did not happen. With the 2020 Census, a small portion of the Oshkosh urbanized area was included that encroached into the existing Appleton MPA, but both urbanized areas remained separate. The timeline established by FHWA to finalize Urban Area Boundary (UAB) adjustments is the end of 2024. MPA updates are required by FHWA to be updated before the next regularly scheduled metropolitan transportation plan (MTP) update, after October 1, 2023, or within four years of the designation of the new urban area boundary (i.e., December 29, 2026), whichever occurs first. For Appleton, this deadline is October 2025. Existing MPOs need to expand their MPAs to include all territory in urban areas with populations more than 50,000, as determined by the Census Bureau and the results of the 2020 Census. Therefore, it is incumbent upon ECWRPC to adjust both its UABs and its MPAs for Appleton (and its small MPOs (Oshkosh and Fond du Lac) within the given time periods and well before the Appleton metropolitan transportation plan update is due in October of 2025. MPA boundaries need to be redrawn to include the entire urbanized area and be used to meet the statutory requirement for the composition of the Policy Board (see MPO Structure and Agreements).

There was discussion about process, necessary timing and balance of available resources for these deliverables. ECWRPC requested WisDOT work with them to prioritize their region, particularly for the Appleton MPO activities, including functional class if possible. The MPO also identified how helpful it would also be to have WisDOT's Local Programs area incorporate these updates prior to the rollout of its next program solicitations.

Recommendation:

The MPO should successfully update its boundaries within stated requirements and timelines.

4.2 MPO Structure and Agreements

4.2.1 Regulatory Basis

23 U.S.C. 134(d) and 23 CFR 450.314(a) state the MPO, the State, and the public transportation operator shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State, and the public transportation operator serving the MPA. Further, 23 CFR 450.314(h) states that the MPO, the State, and the public transportation operator shall jointly develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of

performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plans for the National Highway System.

23 CFR 450.310 outlines MPO designation and redesignation. 23 CFR 450.310(d)(1) states that each metropolitan planning organization that serves a designated TMA shall consist of: (i) Local elected officials; (ii) Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and (iii) Appropriate State officials. (2) An MPO may be restructured to meet the requirements of this paragraph (d) without undertaking a redesignation. Further, 23 CFR 450.310(h) states that an existing MPO may be redesignated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census). Additionally, 23 CFR 450.310(i) states that for the purposes of redesignation, units of general purpose local government may be defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the existing MPO.

4.2.2 Current Status

East Central Wisconsin Regional Planning Commission (ECWRPC) was designated as the fiscal agent for the Appleton MPO by Governor Patrick Lucey on January 15, 1974. ECWRPC was created as a regional planning commission by Executive Order No. 41, issued by Governor Lucey on June 29, 1972. The MPO is housed within ECWRPC.

As reflected in its by-law changes from April 2023, the ECWRPC Policy Commission serves as the MPO Policy Board. The ECWRPC commission is comprised of 36 commissioners representing nine counties, along with two ex-officio members representing WisDOT's Northeast Region Office and the local transit operator (Valley Transit). The basic representation on the Commission's policy body consists of a minimum of three commissioners from each county as follows:

1. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.
2. One elected official from the largest city, if the member County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the Decennial Census, the member County may appoint a County Supervisor to the Commission Board.
3. In addition to the representation specified in subsections A. and B., above, Counties with a population greater than 50,000 based on the Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described in subsection B., above. (For purposes of

illustration only, a County with a population of 180,000 would be entitled to 2 additional members to the Commission Board under this subsection C.)

4. One ex-officio member of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
5. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. *[Note: This position will be held by the Transit Manager for Valley Transit].*

ECWRPC commissioners are scheduled to meet quarterly throughout the calendar year, and host an additional annual meeting. Special meetings can also be called at any time by the Chair or at the request of three or more commissioners. The Commission is informed of MPO business by MPO staff and committees. Information and recommendations from staff and committees is provided to commissioners electronically ahead of commission meetings. The MPO has the following committees:

- **Transportation Committee:**
Is comprised of ten Commission members, one representative from each County with two representatives from Fond du Lac County. The Committee directs and monitors the transportation program element and maintains liaison with the Transportation Policy Advisory Committees and the Transportation Technical Advisory Committee. The Transportation Committee makes recommendations to the full Commission.
- **Transportation Policy Committee (TPC):**
Facilitates regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process. The TPC is composed of elected officials and board members of local governments and transportation agencies within the East Central Wisconsin Region; plus representatives from the Federal Highway Administration, Federal Transit Administration and Wisconsin Department of Transportation. The TPC serves as an advisory body to the Transportation Committee and the Commission on transportation related issues.
- **Technical Advisory Committee (TAC):**
Facilitates regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process. The TAC is composed of planners, engineers, and operators of local governments and transportation agencies within the East Central Wisconsin Region; plus representatives from Federal Highway Administration, Federal Transit Administration and Wisconsin Department of Transportation. The TAC serves as an advisory body to the TPC.

While the MPO TACs are specific to their respective geographic areas, the Policy Committee that is making decisions within the TMA is currently regional and includes decisionmakers from outside the TMA boundary.

4.2.3 Findings

ECWRPC's bylaws were updated in 2019 and 2023. In 2020, there was a reorganization and a realignment occurred with the board. One of the items to examine was the Policy Board structure for the Appleton TMA area. As explained under the Metropolitan Area Boundaries section, ECWRPC expected significant expansion of the urbanized area once the 2020 Census data was released, with the possibility that the Appleton and Oshkosh urbanized areas might be agglomerated into one contiguous urbanized area. This did not happen. With the 2020 Census, a small portion of the Oshkosh urbanized area was included that encroached into the existing Appleton MPA, but both urbanized areas remained separate.

These results provided a timely opportunity to now examine the structure with local leaders. ECWRPC hired a consultant in 2020 to look at national best practices; the recommendation was to consider that the Appleton MPO structure be changed to a separate Policy Board from the current make-up. It is anticipated ECWRPC leadership is to consider these recommendations in March 2024. ECWRPC Board Chair Jeff Nooyen and Vice-Chair Alice Connors joined this portion of the meeting in person to hear the TMA certification review conversation on this topic.

Corrective Action:

ECWRPC needs to redraw the MPO boundaries to include the entire urbanized area. MPO decision-making bodies must then be evaluated on the basis of the new Metropolitan Planning Area (MPA) boundaries to assure compliance with statutory requirements for the Policy Board to represent all major modes of transportation and local governments that combined make up at least 75 percent of the MPA population. The re-established Policy Board should be convened by September 3, 2024 or in time to act on MPO products for calendar year (CY) 2025, including the Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP).

4.3 Congestion Management Process

4.3.1 Regulatory Basis

23 U.S.C. 134(k)(3) and 23 CFR 450.322 set forth requirements for the congestion management process (CMP) in TMAs. The CMP is a systematic approach for managing congestion through a process that provides for a safe and effective integrated management and operation of the multimodal transportation system. TMAs designated as non-attainment for ozone must also provide an analysis of the need for additional capacity for a proposed improvement over travel demand reduction, and operational management strategies.

23 CFR 450.324(f)(5) requires the Metropolitan Transportation Plan (MTP) include Management and Operations (M&O) of the transportation network as an integrated, multimodal approach to optimize the performance of the existing transportation infrastructure. Effective M&O strategies include measurable regional operations goals and objectives and specific performance measures to optimize system performance.

4.3.2 Current Status

The MPO has a documented CMP which was adopted in October 2021. This was the second iteration of the CMP as the previous plan was adopted in October 2013 shortly after the MPO was designated as a TMA in July 2012. The CMP was adopted approximately a year after the MTP update in October 2020.

4.3.3 Findings

The CMP is deficient or misses major components that are required in the CFRs, including 23 CFR 450.322(d) 1, 3, 5, and 6. For example, per 23 CFR 450.322(d) 1& 3, the CMP includes methods to monitor and evaluate the performance of the multimodal transportation system and contains a plan for a coordinated program for data collection and system performance monitoring including motorized and non-motorized data and other performance measures, but the plan and data analysis has not been implemented or been analyzed. There is some information showing how the implementation of actions might occur, but this evaluation on the effectiveness of the implemented actions has not been done. Per 23 CFR 450.322(d) (6), there needs to be implementation of a process for periodic assessment of the effectiveness of CMP strategies, in terms of the area's established performance measures. The results of this evaluation need to be provided to decision makers and the public to provide guidance on selection of effective strategies for future implementation. Per 23 CFR 450.322(d) (5), there needs to be an implementation schedule, implementation responsibilities, and possible funding sources for each strategy proposed (or combination of strategies) contained in the CMP.

Additionally, the CMP goals and objectives and overall plan need to be tied back to its function as evaluating and addressing congestion management of the MPO's transportation system. There is little to no discussion in the CMP to identify the underlying causes of recurring and non-recurring congestion in the MPA, and the CMP network is poorly defined. There needs to be a clear definition of the CMP network and goals. For example, the MPO could describe a goal that the CMP network (which is clearly defined) maintain the system wide LOS at a D level. Some of the data and performance measures provided in the CMP do not appear to tie to congestion management or need to be more thoroughly described in the narrative why it is pertinent and connected to congestion of the transportation system. For example, pavement quality is discussed, but there is no narrative provided why that is important to the CMP or reducing congestion. Developing maps and listings of current deficiencies on the CMP network will help illustrate the results of the CMP. Lastly, there is no direct link to how the CMP connects to project selection.

It is recommended that ECWRPC follow the CMP 8-step process:

1. Develop Congestion Management Objectives;
2. Identify Area of Application;
3. Define System or Network of Interest;
4. Develop Performance Measures;
5. Institute System Performance Monitoring Plan;
6. Identify and Evaluate Strategies;
7. Implement Selected Strategies and Manage Transportation System; and
8. Monitor Strategy Effectiveness.

Corrective Action:

The MPO needs to update the Congestion Management Process (CMP) to meet the requirements set forth in 23 CFR 450.322. There is no specific, stand-alone date for CMP completion, but because the results of the CMP inform the Metropolitan Transportation Plan (MTP) update (due October 2025) and other deliverables, the MPO needs to begin the update promptly. The CMP needs to be refocused on congestion, clearly and concisely defining the CMP network and providing quantitative goals. The MPO needs to define base and horizon year CMP network deficiencies clearly and concisely. In addition to Level of Service (LOS), the MPO should consider using data elements such as a high number of crashes or deficiency in certain modes such as freight, transit, or non-motorized. CMP outputs (maps and listings of base and horizon year CMP deficiencies) should be included in the CMP document to better illustrate findings and should also be included in the MTP. All assumptions made in plan development need to be documented by describing what they are and how they were derived.

4.4 Transportation Performance Management / Performance Based Planning and Programming

4.4.1 Regulatory Basis

Because FTA and FHWA have some similar, yet different requirements under this section, separate summaries are included.

Federal Transit Administration (FTA)

Section 1203 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) mandated the development of performance measures to increase accountability and transparency of the Federal-aid highway program and improve project decision-making through Performance-Based Planning and Programming (PBPP). 23 CFR 490 specifies the federal performance rules and their associated requirements.

FTA's Transit Asset Management (TAM) performance management requirements, outlined in 49 USC 625 Subpart D, and Public Transit Agency Safety Plan (PTASP) requirements, outlined in 49 USC 673 and the FTA National Public Transportation Safety Plan, represent a minimum standard for transit operators. Providers with more data and sophisticated analysis expertise can add performance measures and utilize those advanced techniques in addition to the required national performance measures.

MPOs must establish targets specific to the MPO planning area for the same performance measures for all public transit providers in the MPO planning area within 180 days of when the transit provider establishes its targets. MPO's TAM targets for the planning area were required to be established by 2018. The MPO's PTASP targets for the planning area were required to be established by July 20, 2021.

Federal Highway Administration (FHWA)

23 U.S.C. 150(b) identifies the following national goals for the focus of the Federal-aid highway program: Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement and Economic Vitality, Environmental Sustainability, and Reduced Project Delivery Delays. Under 23 U.S.C. 134(h)(2), the metropolitan planning process shall provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals, including the establishment of performance targets.

23 CFR 450.306(d) states that each MPO shall establish performance targets to support the national goals and track progress towards the attainment of critical outcomes. Each MPO shall coordinate with the relevant State to ensure consistency, to the maximum extent practicable, and establish performance targets not later than 180 days after the State or provider of public transportation establishes its performance targets. The selection of performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated to the maximum extent practicable, with public transportation providers to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Additionally, each MPO shall integrate the goals, objectives, performance measures, and targets from other performance-based plans and programs integrated into the metropolitan transportation planning process.

23 CFR 450.314(h) states that the MPO, the State, and the public transportation operator shall jointly develop specific written Performance Based Planning and Programming (PBPP) provisions, which can either be documented as part of the metropolitan planning agreements or in some other means.

23 CFR 450.324(f) states that metropolitan transportation plans (MTP) shall include descriptions of the performance measures and performance targets used in assessing the performance of the transportation system, a system performance report evaluating the condition and performance of the transportation system with respect to the performance targets, and progress achieved in

meeting the performance targets in comparison with system performance recorded in previous reports.

23 CFR 450.326(d) states that the TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the programmed investments with respect to the performance targets established in the MTP, the anticipated future performance target achievement of the programmed investments, and a written narrative linking investment priorities to those performance targets and how the other PBPP documents are being implemented to develop the program of projects.

4.4.2 Current Status

Some requirements and timelines vary between agencies. The MPO has implemented a *State of the System* report that is intended to cover both FTA and FTA programs.

FTA

As required, Valley Transit has developed and updated their TAM Plan and PTASP with the requisite elements in the required timeframes. Valley Transit is considered a Tier II provider for TAM with a total revenue service fleet of 29 vehicles. The Valley Transit TAM Plan has been updated annually, including in 2022. In terms of the PTASP, Valley Transit is a large urban 5307 recipient provider required to establish a Safety Committee that approves the PTASP and any updates. To date, there have been no compliance issues related to Valley Transit's TAM or PTASP development and management raised to FTA.

The MPO makes the relevant measures and metrics for the Appleton TMA available through various publications and online tools. The Appleton Fox Cities Long Range Transportation Plan 2050 was approved in 2020 and included a description of the TAM and PTASP rules and the setting of targets for TAM. The next LRTP update will need to include established PTASP targets.

The Appleton Fox Cities TIP included TAM Targets in 2020 as well as baseline asset condition information. Each subsequent annual TIP has included updated TAM targets and baseline data, including more narrative information on performance and progress in each year. The TAM information in the TIP is relevant and easy to understand. The 2022 TIP was the first to incorporate PTASP targets. The 2023 added baseline data to accompany the PTASP targets and includes a discussion of progress toward achievement of the targets.

The MPO and Valley Transit have used PBPP to program projects that have reduced the percentage of transit revenue vehicles beyond their useful life from a baseline of 50% in 2019, to 0% in 2022. In addition, the partners are tracking the condition of individual transit facility and equipment assets and programming replacement projects accordingly. The target set for 2023 is 0% of transit rolling stock and non-revenue vehicles to be operating beyond useful life and the

agency is on track to meet these targets. This demonstrates exemplary coordination in PBPP and these efforts should continue. Projects relating to PTASP targets have included staffing and training for safety and compliance, driver barriers, and safety messaging and outreach as discussed in the TIP. The MPO should continue to expand on transit safety-related PBPP actions and also connect TAM-centered projects to relevant PTASP goals.

FHWA

The MPO has formally adopted the targets set by WisDOT for the National Performance Measures and has included them in their TIP and MTP. The MPO has created and published a *State of the System* report, after it was recommended during the previous 2019 Certification Review that the MPO periodically issue a summary or report identifying adopted performance measures, their baseline when adopted, how the measures are incorporated into project selection, and progress to date. The MPO stated the intention of the *State of the System* reports are that they be developed every two years with the performance measures incorporated into the report. In addition, the MPO stated that they monitor other transportation metrics within the report to analyze the progress of the development of the transportation network.

4.4.3 Findings

FTA

MPOs are required to publish a system performance report in conjunction with the MTP, evaluating the condition and performance of the transportation system with respect to the applicable federally required performance measures and targets, along with current data to demonstrate progress toward meeting targets. The system performance report may also set locally defined performance measures in coordination with state and local partners. The system performance reports should demonstrate data collection coordination and be published on a regular basis throughout the LRTP performance period.

The *State of the System* report included links to interactive mapping tools, relevant planning documents, and external resources along with highlighting performance metrics using attractive visuals, graphs, density maps, and easy to understand narrative summaries. The reports cover a wide variety of transportation system elements from safe routes to school to freight to local air traffic. The transit performance measures are all locally derived, including miles of transit routes, ridership, and percentage of population and community resources within ½ mile of a transit stop. While these are good contextual measures that should be kept, however, the report does not include or relate back to the federally required TAM and PTASP measures.

FHWA

For the Federal-aid system, the MPO has formally adopted the targets set by WisDOT for the National Performance Measures and has included them in its TIP. However, the TIP has minimal

discussion of programmed projects and how they are related to some of the federal targets. The discussion on how the TIP will aid in the achievement of performance targets mainly focuses on the safety targets (PM1). There is no project discussion for PM3 and Bridge PM2, and only two projects are mentioned for how the TIP programmed projects will aid in the achievement of the PM2 Pavement targets. Per 23 CFR 450.326, the TIP needs to include (to the maximum extent practicable) a description of the anticipated effect of the TIP toward achieving the Federally required performance targets identified in the MTP, linking investment priorities to those performance targets. Additionally, per 23 CFR 450.326(d), there should be a written narrative linking investment priorities to the performance targets and how the other PBPP documents are being implemented to develop the program of projects. The MPO needs to outline how the performance targets are driving project prioritization and selection. Transportation performance management (TPM) is a data driven cycle: develop policy and goals, analyze the impact, then adjust policy to better align with goals.

23 CFR 450.324(f) states that MTPs shall include descriptions of the performance measures and performance targets used in assessing the performance of the transportation system, a system performance report evaluating the condition and performance of the transportation system with respect to the performance targets, and progress achieved in meeting the performance targets in comparison with system performance recorded in previous reports. The MPO has formally adopted the targets set by WisDOT for the National Performance Measures and has included these in their MTP.

The MPO's *State of the System* report published in 2022 was the first iteration that the MPO completed. The report is done in a readable and more bulletin style format and includes graphics and links to more data and resources, including to the MPO's *Transportation Hub*, an online mapping application hosted by the MPO used to assist in performance measure monitoring. In its *State of the System* report, six components of the MPO's transportation system are monitored: roadways, transit, the bicycle and pedestrian network, the Safe Routes to School program, airports, and freight. However, none of the National Performance Measures data and targets are referenced or tracked in the *State of the System* report. As this was the MPO's first iteration of the *State of the System*, there is no comparison with the system performance in previous reports or the progress to date. Relatively few of the measures and data included in the report track how they are changing over time.

Corrective Action:

The MPO needs to revise and expand the *State of the System* reports to incorporate federally required performance measures. By March, 2025, the MPO needs to provide baseline and the latest available data in coordination with state and local partners (so trends over time can be monitored and tracked), and continue publication of system performance reports on a regular basis to support Transportation Performance Management (TPM) and Performance Based Planning and Programming (PBPP) efforts.

4.5 Travel Demand Modeling/Forecasting

4.5.1 Regulatory Basis

23 CFR 450.324(f)(1) requires that the Metropolitan Transportation Plan include the projected transportation demand of persons and goods in the Metropolitan Planning Area over the period of the transportation plan. Travel demand forecasting models are used in the planning process to identify deficiencies in future year transportation systems and evaluate the impacts of alternative transportation investments. In air quality non-attainment and maintenance areas, they are also used to estimate regional vehicle activity for use in mobile source emission models that support air quality conformity determinations.

4.5.2 Current Status

The MPO cooperatively maintains the travel demand model for northeast Wisconsin with WisDOT and four other MPOs located within the region. The Northeast Region Model is a standard four-step model that considers trip generation, trip distribution, traffic assignment and mode choice, as the model includes transit services operating in the region. The model utilizes data from the US Census, National Household Travel Survey, collected traffic counts, and existing and projected socio-economic data from various sources to develop a base model that represents the existing transportation network and future year travel forecasts that consider committed and planned transportation projects.

Major model updates are scheduled in 10-year increments to coincide with the release of the decennial US Census. Minor updates to the model occur continuously as outdated or missing data is identified by using the model for various transportation planning tasks. Minor updates to the model in the Appleton MPA are typically coordinated between WisDOT and the MPO to develop concurrence with the proposed changes. Due to the 2020 Census, the Northeast Region Model is undergoing a major update.

The governance of the Northeast Region Model is outlined in the WisDOT Northeast Region Travel Demand Model Memorandum of Understanding (MOU) which was signed into agreement by ECWRPC on November 11, 2019. ECWRPC staff worked with representatives from WisDOT, Green Bay MPO, and Bay Lake RPC to update and finalize the MOU in 2019.

In the MOU, WisDOT is responsible for and shall be considered the lead agency overseeing the development and use of the travel demand model. WisDOT will closely coordinate with and seek input from the MPO/TMAs in the development of the model to ensure that the MPO/TMAs needs for the model are being met. WisDOT shall provide and/or assist with transportation system data collection, including roadway traffic count and operations information relevant to model development. WisDOT will also assist with data gathering for travel demand modeling, including data gathering amongst various authorized proprietary socio-economic datasets, including and

not limited to employment, commodities, safety, security and other factors relative to all modes that provide the transportation of people, goods and services that might enhance the calibration and validation of the model. The MPOs/TMAs shall work with WisDOT to provide or assist with data collection and review land use and socioeconomic data with the assistance of aerial photography, land use inventories, existing and proposed land use plans and other best practice methodologies to ensure the quality and fitness of the information.

WisDOT does not typically perform local road forecasts; this policy change was implemented prior to the signed 2019 MOU. According to the MOU, when the MPO/TMAs do prepare forecasts for local system roads, they shall work with WisDOT to ensure the forecasting methodology employed is consistent with the methods utilized by the WisDOT Traffic Forecasting Section in creating forecast reports. Local road plans or projects significantly impacting State Highways or designated connecting highways will be reviewed by WisDOT. WisDOT has created and made available a guidance document and a forecasting template for local road forecasters, incorporating it into its overall guidance document in Chapter 9 of WisDOT's Transportation Planning Manual¹.

4.5.3 Findings

ECWRPC noted that it has a staff person who is responsible for local road forecasts and for running the travel demand model for corridor scenario planning, traffic impact analysis, and determining long-range transportation strategies, among other things. Staff also assist WisDOT with travel demand model updates and validation according to the MOU agreement. The model's transit component allows the MPO to test headways, frequencies, and route changes. Transit ridership is based on households and calibrated with actual ridership data.

23 CFR 450.324(f)(1) requires that the Metropolitan Transportation Plan include the projected transportation demand of persons and goods in the Metropolitan Planning Area over the period of the transportation plan. A deficiency analysis, commonly used to meet this requirement, is not included in the Metropolitan Transportation Plan. Therefore, the MPO is not meeting the requirements set forth in 23 CFR 450.324(f)(1).

Recommendation:

¹Wisconsin Department of Transportation, Transportation Planning Manual, Chapter 9: Traffic Forecasting, Travel Demand Models and Planning Data. May 2023 <https://wisconsin.dot.gov/Documents/projects/data-plan/planning-res/tpm/9.pdf>

None.

4.6 Metropolitan Transportation Plan

4.6.1 Regulatory Basis

23 U.S.C. 134(c), (h) & (i) and 23 CFR 450.324 set forth requirements for the development and content of the Metropolitan Transportation Plan (MTP). Among the requirements are that the MTP address at least a 20 year planning horizon and that it includes both long and short range strategies that lead to the development of an integrated and multi-modal system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The MTP is required to provide a continuing, cooperative, and comprehensive multimodal transportation planning process. The plan needs to consider all applicable issues related to the transportation systems development, land use, employment, economic development, natural environment, and housing and community development.

23 CFR 450.324(c) requires the MPO to review and update the MTP at least every four years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to reflect current and forecasted transportation, population, land use, employment, congestion, and economic conditions and trends.

Under 23 CFR 450.324(f), the MTP is required, at a minimum, to consider the following:

- Projected transportation demand
- Existing and proposed transportation facilities
- Operational and management strategies
- Congestion management process
- Capital investment and strategies to preserve transportation infrastructure and provide for multimodal capacity
- Design concept and design scope descriptions of proposed transportation facilities
- Potential environmental mitigation activities
- Pedestrian walkway and bicycle transportation facilities
- Transportation and transit enhancements
- A financial plan

4.6.2 Current Status

The Appleton MPO adopted its current MTP² in October 2020, which was a minor plan update after completing and adopting the last full Long Range Transportation Plan (LRTP) in October 2015. The horizon year for the current MTP is 2050. The MPO will be starting a significant update of the existing MTP in 2024; this update is due in October 2025.

4.6.3 Findings

During the in-person review, ECWRPC staff noted that the current MTP was updated and adopted through the initial phases of the Covid-19 pandemic when it was severely understaffed. Due to this, ECWRPC acknowledged that the MTP did not include everything that was desired or needed. The MTP notably did include and consider public health, a significant priority for the MPO. Other MTP emphasis areas include Safe Routes to School and multimodal transportation. The MTP also contains a Performance Measure discussion and targets as federally required.

There were numerous aspects, however, where the MTP did not meet federal requirements. Per 23 U.S.C. 134 (2)(E), in general, the MTP must include a financial plan that—(I) demonstrates how the adopted transportation plan can be implemented; (II) indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan; and (III) recommends any additional financing strategies for needed projects and programs. The MTP discussed at a very high level the federal, state, and local funds required to implement the plan for highway projects, but did not include costs for projects included in the plan. ECWRPC stated it has avoided adding specific costs because projected costs have changed so quickly. The MPO should use the best information available, define and follow a solid process, and clearly and concisely document its assumptions. Since the MTP is updated every five years, current conditions can be documented and there is opportunity to update prior assumptions.

Per 23 U.S.C. 134(i)(2)(D), in general, a long-range transportation plan shall include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan. The MTP has a section devoted to environmental mitigation recommendations for projects to reduce environmental impacts where practical and feasible. Overarching recommendations from the plan to mitigate negative environmental impacts to the transportation planning process included:

² East Central Wisconsin Regional Planning Commission. Appleton (Fox Cities) Transportation Management Area: Long Range Transportation / Land Use Plan. October 2020. <https://www.ecwrpc.org/wp-content/uploads/2021/07/LRTP-Appleton-2020.pdf>

- Continuous coordination with local, state and federal planning agencies and non-profits. for sharing information/best practices on region specific transportation projects.
- Development of context specific corridor frameworks (i.e. highway/freight, road, rail and bicycle/pedestrian examples) to evaluate each mode as needed.
- Monitor/research new data visualization techniques, specifically using the capabilities of geographic information systems (GIS) for mapping and modeling. Additional details were not included.

During the last Certification Review in 2019, it was recommended that the MPO address stormwater goals in its next MTP update, however this was not addressed. ECWRPC stated that this something it is still trying to figure out how to incorporate. Staff mentioned it has been working internally with the Water Quality Management Program to identify potential infrastructure projects that may include sewer upgrades or new sewer. ECWRPC manages the Water Quality Management (the Sewer Service Area Program for the Wisconsin DNR) in its area. It reviews projects to ensure that new sewer is located within the Sewer Service Planning area. It was suggested ECWRPC might find it helpful to speak with the Southeastern Wisconsin Regional Planning Commission (SEWRPC), which has an extensive environmental program.

It was discussed in 2015 that the 2020 MTP update should focus on document formatting that promotes readability. The 2015 MTP provided a significant amount of data that could be useful for the transportation planner, but may be considered cumbersome for the general public. The 2020 MTP is still challenging to read, as figures are often located in the Appendix and the narrative is minimal, frequently discussing the MTP requirements instead of what the MPO is doing to meet them. It is also difficult to ascertain the existing and long-term vision for transportation in the MPA.

23 CFR 450.324(f)(1) requires that the MTP include the projected transportation demand of persons and goods in the Metropolitan Planning Area (MPA) over the period of the transportation plan. A deficiency analysis, commonly used to meet this requirement, is not included in the MTP.

23 CFR 450.324(f)(5) requires that for Management and Operations (M&O), the MTP include measurable regional operations goals and objectives, and specific performance measures to optimize system performance of the transportation network as an integrated, multimodal approach to optimize the performance of the existing transportation infrastructure. This is not included in the MTP.

A stated priority for the MPO is to systematically update and document its processes and products to better align documents that build upon and connect with one another. This includes making sure the CMP, MTP and TIP are all interconnected, along with Title VI and the PPP. This includes creating more effective system processes and data standards. In addition, ECWRPC is

looking to develop a Transportation Planning Manual for the MPO with WisDOT's assistance, and plans to share it with other MPOs.

Corrective Action:

The next Metropolitan Transportation Plan (MTP) update must include: (1) a financial plan that meets of the requirements of 23 U.S.C. 134 (2)(E); (2) a deficiency analysis for the MPA based on Level of Service (LOS) for the base and horizon years of the MTP, utilizing the current and most up to date Travel Demand Model available and the updated Congestion Management Plan (CMP) as required under 23 CFR 450.324(f)(1); and (3) Management and Operations (M&O) goals, objectives, and specific performance measures meeting all of the requirements of 23 CFR 450.324(f)(5).

Recommendation:

The MPO should address stormwater goals in its next Metropolitan Transportation Plan (MTP) update, per 23 CFR 450.306.

Recommendation:

The MPO should focus the next Metropolitan Transportation Plan (MTP) update on document formatting that promotes readability for the general user, and emphasize what the MPO is doing to meet requirements rather than the requirement itself.

4.7 Integration of Land Use and Transportation

4.7.1 Regulatory Basis

23 U.S.C. 134(g)(3) encourages MPOs to consult with officials responsible for other types of planning activities that are affected by transportation in the area (including State and local planned growth, economic development, environmental protection, airport operations, and freight movements) or to coordinate its planning process, to the maximum extent practicable, with such planning activities.

23 U.S.C. 134 (h)(1)(E) and 23 CFR 450.306(a)(5) set forth requirements for the MPO Plan to protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

4.7.2 Current Status

The MPO has integrated land use related objectives into transportation planning goals within its MTP. These land use objectives describe the need to develop a transportation system that

supports current and desired patterns of land use development, while making land use decisions in consideration of existing transportation facilities. They also suggest the promotion of compact land use patterns and mixed-used site designs to aid in the development of an efficient transit system and convenient bicycle and pedestrian system. Specific transportation planning goals from the MTP are:

- Promote mixed-use development land use and zoning policies.
- Promote transit-oriented development land use and zoning policies.
- Promote right-of-way policies which support active transportation by all modes and users of transportation (motorized and non-motorized transportation-bicycle/pedestrian).
- Support land use policies to reduce sprawl which can place a strain on public infrastructure and utilities.
- Support land use policies to encourage infill redevelopment over developing on new land on the outskirts of the planning area.

4.7.3 Findings

During the on-site meeting, the MPO discussed several areas related to land use where it made strides and other areas where additional work needs to be done to link land use and transportation. The MPO noted it has leveraged its Transportation/Water Quality/Economic Development divisions and discussed mapping proposed STBG projects against water quality management plans and environmental/land use maps linking the capital improvement projects' land use and transportation elements. The MTP includes current and future land use maps in the MPA. The MPO has approved a Complete Streets plan which was adopted by its Commission in October 2018. The MPO also noted a need to link housing and transportation more thoroughly in their MTP, especially considering the additional requirements contained within the Bipartisan Infrastructure Law (BIL). The BIL makes several changes to include housing considerations in the MTP process, including:

- Updating the policy to include, as items in the national interest, encouraging and promoting the safe and efficient management, operation, and development of surface transportation systems that will better connecting housing and employment; [§ 11201(d)(1); 23 U.S.C. 134(a)(1)].
- Adding officials responsible for housing as officials with whom the Secretary shall encourage each MPO to consult; [§ 11201(d)(2); 23 U.S.C. 134(g)(3)(A)].
- Requiring the metropolitan transportation planning process for a metropolitan planning area to provide for consideration of projects and strategies that will promote consistency between transportation improvements and State and local housing patterns (in addition to planned growth and economic development patterns); [§ 11201(d)(3); 23 U.S.C. 134(h)(1)(E)].
- Adding assumed distribution of population and housing to a list of recommended components to be included in optional scenarios developed for consideration as part of development of the metropolitan transportation plan; [§ 11201(d)(4)(A); 23 U.S.C. 134(i)(4)(B)].

- Adding affordable housing organizations to a list of stakeholders MPOs are required to provide a reasonable opportunity to comment on the metropolitan transportation plan; and [§ 11201(d)(4)(B); 23 U.S.C. 134(i)(6)(A)].
- Within a metropolitan planning area that serves a TMA, permitting the transportation planning process to address the integration of housing, transportation, and economic development strategies through a process that provides for effective integration, including by developing a housing coordination plan. [§ 11201(d)(5); 23 U.S.C. 134(k)].

Recommendation:

The MPO should more thoroughly detail strategies and efforts for achieving land use goals in the next update to the Metropolitan Transportation Plan (MTP), including consideration of projects and strategies that will promote consistency between transportation improvements and State and local housing patterns.

Recommendation:

During the planning process, the MPO should consult with officials responsible for other types of planning activities in the Metropolitan Planning Area (MPA), including those responsible for housing. The MPO should consider developing a housing coordination plan, and provide housing officials and other housing organizations and other stakeholders a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP).

4.8 Transportation Improvement Program

4.8.1 Regulatory Basis

23 U.S.C. 134(c),(h) & (j) set forth requirements for the MPO to cooperatively develop a Transportation Improvement Program (TIP). The MPO is required, under 23 CFR 450.326, to develop a Transportation Improvement Program (TIP) in cooperation with the State and public transit operators. Specific requirements and conditions, as specified in the regulations, include:

- The TIP shall cover a period of at least four years, must be updated at least every four years, and must be approved by the MPO and the governor. If the TIP is updated more frequently, the cycle must be compatible with the State Transportation Improvement Program (STIP) development and approval process. [23 CFR 450.326(a)]
- There shall be reasonable opportunity for comment by all reasonable parties in accordance with 23 CFR 450.316(a); in nonattainment TMAs, there must be an opportunity for at least one formal public meeting during the TIP development process. [23 CFR 450.326(b)] In addition, the TIP must be published or otherwise be made readily available for public review, including in electronically available accessible formats, to the maximum extent practicable.

- The TIP shall include (to the maximum extent practicable) a description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP, linking investment priorities to those targets.
- The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation alternatives; associated transit improvements; Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects; HSIP projects; trails projects; accessible pedestrian walkways; and bicycle facilities), except the following that may be included:
 - Safety projects funded under 23 U.S.C. Section 402 and 49 U.S.C. Section 31102;
 - Metropolitan planning projects funded under 23 U.S.C. 104(d), and 49 U.S.C. 5305(d);
 - State planning and research projects funded under 23 U.S.C. Section 505 and 49 U.S.C. 5305(e);
 - At the discretion of the State and MPO, metropolitan planning projects funded with STBG funds;
 - Emergency relief projects (except those involving substantial functional, locational, or capacity changes);
 - National planning and research projects funded under 49 U.S.C. Section 5314; and
 - Project management oversight projects funded under 49 U.S.C. Section 5327.
- All regionally significant transportation projects for which FHWA or FTA approval is required should also be included and, for informational purposes, so should all regionally significant projects to be funded from Federal sources not administered by FHWA or FTA as well as non-Federal sources [23 CFR 450.326(f)]. The TIP should include only projects that are consistent with the Metropolitan Transportation Plan. [23 CFR 450.326(i)]
- The following information shall be provided for each project included in the TIP: sufficient descriptive material to identify the project or phase; estimated total cost; amount of Federal funds proposed to be obligated during each program year; proposed source of Federal and non-Federal funds; identification of funding recipient/project sponsor; in nonattainment and maintenance areas, identification of TCMs and sufficiently detailed description for conformity determination. [23 CFR 450.326(g)]
- The TIP shall be financially constrained by year and shall include a financial plan identifying projects that can be implemented using current revenue sources and projects requiring proposed additional sources. The State and the transit operators must provide the MPO with estimates of Federal and State funds available for the transportation system serving the metropolitan area. [23 CFR 450.326(j)]

- Projects that the State and the MPO do not consider to be of appropriate scale for individual identification in a given program year may be grouped by function, geographical area, and work type. [23 CFR 450.326(h)]
- Suballocation of STBG to individual jurisdictions or modes shall not be used unless it can be clearly demonstrated that the distribution is based on considerations addressed as part of the planning process. [23 CFR 450.326(m)]
- As a management tool for monitoring progress in implementing the MTP, the TIP should identify the criteria and process for prioritizing the implementation of MTP elements through the TIP, list major projects implemented from the previous TIP, and identify significant delays in implementation. [23 CFR 450.326(n)] FHWA and FTA must jointly find that the TIP is consistent with the MTP. [23 CFR 450.330(a)]
- Projects included in the first four years of the TIP may be advanced in place of another project, subject to project-selection requirements specified in 23 CFR 450.332 (see below).

Several other regulations govern different aspects of TIP development and implementation:

- 23 CFR 450.328 addresses modification of the TIP, stating that the TIP can be modified at any time, subject to the following conditions:
 - In nonattainment or maintenance areas, the adding or deleting of projects that affect emission levels requires a new conformity determination;
 - Changes that affect fiscal constraint require amendment of the TIP;
 - Public involvement opportunities are provided consistent with requirements for complete information, timely notice, full public access to key decisions, and other relevant provisions; however, these procedures are not required for administrative modifications; and
 - After approval by the MPO and the governor, the TIP shall be included by reference and without change in the STIP.
- 23 CFR 450.332 addresses project selection from the TIP as follows:
 - The first year of an approved TIP constitutes an “agreed to” list of projects unless Federal funds available are significantly less than authorized amounts or there is significant shifting of projects between years. [23 CFR 450.332(a)]
 - In TMAs, all Title 23 and Federal Transit Act-funded projects not included in the first year of the TIP as an “agreed to” list of projects (except for NHS projects and those funded under bridge, interstate maintenance, and Federal Lands Highway programs) shall be selected from the approved metropolitan TIP by the MPO in consultation with the State and transit operators. [23 CFR 450.332(c)]

4.8.2 Current Status

The TIP is a staged, multi-year program of both capital and operating projects designed to implement both the long-range element of the MPO's MTP and the shorter-range transportation system management (TSM) element. It is prepared annually by the MPO for projects within the Appleton TMA, covering a period of four years. Future year projects are listed as illustrative. In preparing the TIP, the MPO works with the WisDOT Northeast Region, transit operators, and local governmental jurisdictions to compile a list of projects from their capital improvement programs and budgets for the four-year period that is covered by the TIP. The list of programmed and candidate projects are reviewed for consistency with the MPO's MTP, prioritized, and recommended by transportation Technical Advisory Committees for the urbanized area. TAC recommendations are in turn reviewed by the Transportation Policy Committee (TPC) and Transportation Committee, who provide final action by recommending these projects to WisDOT for inclusion in the STIP.

4.8.3 Findings

During the in-person review, the clarity of the annually developed and adopted TIP document and some of its processes were discussed. The process and criteria for evaluating, scoring and selecting TMA Surface Transportation Block Grant (STBG) projects, for example, is not as well-defined as it should be. A clear process that people could better understand would improve the TIP, and help MPO staff clearly document and implement funding decisions. The Transportation Alternatives (TA)-Set Aside process appears to be open ended and is somewhat unclear, and there is no stated criteria for project evaluation and selection under the Carbon Reduction Program (CRP). The review team inquired about the communication between WisDOT and the MPO for proposed state projects within the MPO area and how that occurs. The MPO indicated it typically gets a list from the Northeast Region; the timing of these requests are sometimes difficult for the MPO to accommodate while meeting Federal requirements for public comment. The MPO also confirmed the majority of amendments coming through the MPO are on state projects.

For TIP amendments, ECWRPC just had a link on its website to the listing of projects. The process would be much improved by providing an explanation and context for the proposed action(s). This is an opportunity to share at what meeting these projects will be approved, how to attend, who and how to contact people with questions or complaints, links to documents or where to get a copy of the item under review, etc.

Per 23 CFR 450.326(j), for the purposes of transportation system operations and maintenance, the financial plan for the TIP must contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways and public transportation. This was a recommendation from the 2019 Certification Review that the MPO has yet to complete. The MPO indicated that it has had on-going challenges improving the financial plan, primarily due to escalating materials and labor costs.

The review team suggested some areas for the MPO to demonstrate how well it is reaching the public. For example, it could consider including a summary of the public participation process in the TIP's main text (what did they do, how many people they reached, summary of questions, etc.) The MPO might consider putting meeting materials, presentations, questions, notices, social media posts, website screen shots (interactive mapping) in an appendix to better show public involvement efforts.

ECWRPC identified its TIP process as a primary focus for streamlining and overall improvement. The current process depends on one extensive Excel file, making it extremely difficult to manipulate data, or link data to GIS. The MPO is looking to update how it is entering and managing TIP projects. Staff want to work with WisDOT, their federal partners and fellow MPOs to explore customized TIP software packages that could be useful, along with process improvements to manage the timing of program solicitations and projects coming better collectively to the MPO (particularly from WisDOT). For all TIP updates, but amendments in particular, ECWRPC is looking for an open, transparent process for all business areas involved, along with clear documentation. Staff has begun working with WisDOT NE Region leadership to identify current processes and establish an approach to improve communications and actions starting in their area. This topic has been raised by several other Wisconsin MPOs, and WisDOT Central Office Planning will be working with other WisDOT business areas, FHWA and FTA, and MPOs statewide on these issues.

Corrective Action:

The next TIP update must include: (1) a financial assessment of the costs associated with the Management and Operations (M&O) of the existing transportation system and the revenue sources available to fund those costs per 23 CFR 450.326(j); (2) a description of how the MPO is meeting its FHWA-required performance targets per 23 CFR 450.326(d); and (3) how a performance based planning and programming (PBPP) process and performance targets drive project selection per 23 CFR 450.326(f).

Recommendation:

The MPO should update its project selection criteria for Surface Transportation Block Grant (STBG), and Transportation Alternatives (TA)-Set Aside projects to provide more clarity on exactly how projects are chosen and how they fit within the TMA's Metropolitan Transportation Plan (MTP) goals and objectives. In addition, it needs to establish selection criteria for Carbon Reduction Program (CRP) projects.

4.9 Unified Planning Work Program

4.9.1 Regulatory Basis

23 CFR 450.308 and 420 sets the requirement that planning activities performed under Titles 23 and 49 U.S.C. be documented in a Unified Planning Work Program (UPWP). The MPO, in cooperation with the State and public transportation operator, shall develop a UPWP that includes a discussion of the planning priorities facing the MPA and the work proposed for the next one- or two-year period by major activity and task in sufficient detail to indicate the agency that will perform the work, the schedule for completing the work, the resulting products, the proposed funding, and sources of funds.

4.9.2 Current Status

The MPO's UPWP is developed on an annual basis in coordination with the MPO technical and policy committees and includes discussions with Valley Transit and WisDOT on planning needs and activities. Development and implementation of the work program is reviewed by WisDOT, FHWA, and FTA during annual work program development meetings and midyear MPO reviews. The UPWP provides information needed to support Federal eligibility and costs.

Like many current Wisconsin MPO UPWPs, ECWRPC identifies it will implement federal performance measures and federal emphasis areas as general statements, but does not provide any specific information as to how this will be accomplished. This approach does not define specifics as to how the MPO is actually working to meet these requirements through its individual work program activities.

4.9.3 Findings

The MPO indicated that transportation funding for the Appleton TMA and the Oshkosh and Fond du Lac MPOs make up half of the ECWRPC office budget and its activities are fundamental to the Commission's annual efforts.

The MPO has a well-established solicitation, evaluation, approval and management process that begins annually in early June and culminates in the October approval of the UPWP for the following calendar year. Communication and outreach strategies are well established; the MPO looks to be strategic in making connections across its potential and existing initiatives. The MPO leadership team meets weekly to discuss project status and deliverables, and aligning the UPWP with other efforts for resource allocation.

The MPO has also been strategic in its increased use of consultants as significant staff turnover in recent years has continued to be a challenge.

Recommendation:

The MPO should continue to ensure that tasks in the Unified Planning Work Program (UPWP) are descriptive so that the reader can determine if an activity is a routine annual task, or an activity that has a definite conclusion. Include expected planning products so that FHWA, FTA, WisDOT, and the public can easily determine the MPO's progress.

Recommendation:

The MPO should incorporate how it will address Federal performance measures and emphasis areas in each Unified Planning Work Program (UPWP) work program activity.

4.10 Transit Planning

4.10.1 Regulatory Basis

49 U.S.C. 5303 and 23 U.S.C. 134 require the transportation planning process in metropolitan areas to consider all modes of travel in the development of their plans and programs. Federal regulations cited in 23 CFR 450.314 state that the MPO in cooperation with the State and operators of publicly owned transit services shall be responsible for carrying out the transportation planning process.

4.10.2 Current Status

Valley Transit, the transit provider for the Fox Cities Region is actively involved in the planning process. Ronald McDonald, Valley Transit General Manager, is an ex-officio member of the Policy Board. Valley Transit and the MPO worked together to update the Transit Development Plan in 2020, which is a 5-year Plan that sets priorities for the transit agency based on identified community needs. Valley Transit and the MPO worked together along with other local agencies to update the Public Transportation/Human Service Transportation Coordination Plan, which is a requirement of FTA's Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program. The MPO conducts the solicitation of Section 5310 projects every two years.

4.10.3 Findings

The MPO and Valley Transit are in constant collaboration and coordination. They are working together on a ridership survey that will help inform the MTP update. The COVID pandemic impacted Valley Transit's ridership in 2020. Due to staffing shortages, Valley Transit reduced transit service during the height of the pandemic. Their ridership is now back to 70% of pre-pandemic levels. Valley Transit continues to work with Go Transit (Oshkosh) to better coordinate transit service.

Valley Transit has many projects that have been implemented or planned since the last certification review. Valley Transit replaced the buses for its entire fleet (28 buses) during this period. They are currently in Phase I of renovating their Administrative Office. Valley Transit is also seeking funds for a joint development project that would renovate and expand their multi-modal center in downtown Appleton.

Recommendation:

None.

4.11 Public Participation

4.11.1 Regulatory Basis

Sections 134(i)(5), 134(j)(1)(B) of Title 23 and Section 5303(i)(5) and 5303(j)(1)(B) of Title 49, require a Metropolitan Planning Organization (MPO) to provide adequate opportunity for the public to participate in and comment on the products and planning processes of the MPO. The requirements for public involvement are detailed in 23 CFR 450.316(a) and (b), which require the MPO to develop and use a documented participation plan that includes explicit procedures and strategies to include the public and other interested parties in the transportation planning process.

Specific requirements include giving adequate and timely notice of opportunities to participate in or comment on transportation issues and processes, employing visualization techniques to describe metropolitan transportation plans and TIPs, making public information readily available in electronically accessible formats and means such as the world wide web, holding public meetings at convenient and accessible locations and times, demonstrating explicit consideration and response to public input, and a periodically reviewing of the effectiveness of the participation plan.

4.11.2 Current Status

The MPO adopted its current Public Participation Plan (PPP) in October 2018. It is set to be updated in late 2023. The 2018 PPP includes performance goals and evaluation criteria, as well as strategies for fostering diverse public engagement. However, tracking and publishing these PPP performance evaluations on a consistent basis has not been completed.

The MPO continues to advance in its utilization of interactive online maps and visualization tools. Outside of the main website, the MPO maintains a Facebook page, Linked-in page, and an Online ArcGIS application, which are updated regularly and provide interactive opportunities and access to MPO activities and meetings. Social Pinpoint was piloted as a new engagement platform for the High Cliff Connection project in 2021-2022. The platform conglomerated maps, photos,

planning documents, and project updates on an interactive web page. A map allowed users to see public comments pinned to specific geographic locations to identify specific areas of safety challenges, routing opportunities, and project ideas from a bike/ped perspective. Nearly a hundred public comments were pinned in the online map using color coded markers and the site had over a thousand visitors. The MPO demonstrates a high capacity for advanced project design visualization and presentations, which has proven to be a powerful asset for its regional stakeholders.

4.11.3 Findings

The MPO continues several ongoing efforts to foster greater community engagement in transportation planning activities. Advocacy groups that the MPO has worked with recently include Casa Hispana, Fox Valley Advocacy Coalition, World Relief, the Multicultural Coalition, and other diversity focused organizations. The MPO has access to these organizations for event participation and public engagement opportunities, and draws from their members for focus groups and input. In addition, the MPO regularly attends community events, festivals, sports and bicycling events and farmers markets, has utilized multimedia in a variety of creative ways with youth, and provides opportunities for inclusion and equity training for staff and partners. The Safe Routes to School program continues to provide an important connection to area school communities.

In January 2023, the MPO published the Equitable Engagement Toolkit, a comprehensive guidebook for the MPO and its partners to incorporate new outreach strategies focused on productively engaging historically marginalized and underserved communities in transportation project planning. The Toolkit has a useful summary of information and data about the local context and history of these communities which need to be better understood in planning for greater inclusion. The toolkit and interactive worksheets are centered around research, scoping, stakeholder identification, inclusive communication and events, and continued follow-up and relationship building throughout the project lifecycle and beyond. Strategies outlined and promoted include ambassador programs, innovative community organization partnerships, on the ground surveys and canvassing, focus groups and citizens committees and temporary demonstration projects and interactive visualizations.

The MPO's activities can be difficult to find on the ECWRPC website. This dilutes the effectiveness of the MPO's message. ECWRPC's public participation activities as they relate to the Appleton, Oshkosh and Fond du Lac MPOs should be sufficiently separated out, differentiated and highlighted on the website.

Commendation:

The Federal Team commends the MPO on the development of the Equitable Engagement Toolkit, which serves as an exemplary foundation for building more inclusive and productive public

engagement in transportation planning. It is a great example of the MPO's creative and inclusive approach to public involvement.

Recommendation:

The MPO should develop a separate TMA web presence with a prominent link to the MPO on the front page of the ECWRPC website. The TMA-specific webpage should include all information specific to the MPO clearly listed and linked, with documents consistently updated. The MPO should use its visualization tools to tell the MPO's story and how its efforts and products all work together to meet the region's urban goals.

4.12 Civil Rights (Title VI, EJ, LEP, ADA)

4.12.1 Regulatory Basis

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 U.S.C. 2000d states that "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." In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection. These statutes include the following: Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324), Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) of 1990. ADA specifies that programs and activities funded with Federal dollars are prohibited from discrimination based on disability.

Executive Order #12898 (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. In compliance with this Executive Order, USDOT and FHWA issued orders to establish policies and procedures for addressing environmental justice in minority and low-income populations. The planning regulations, at 23 CFR 450.316(a)(1)(vii), require that the needs of those "traditionally underserved" by existing transportation systems, such as low-income and/or minority households, be sought out and considered.

Executive Order # 13166 (Limited-English-Proficiency) requires agencies to ensure that limited English proficiency persons are able to meaningfully access the services provided consistent with and without unduly burdening the fundamental mission of each federal agency.

Under the ADA (28 CFR § 35.105) and Section 504 (49 CFR § 27.11), public entities must ensure that all programs, activities, and services are examined to identify barriers to access for persons with disabilities. States and municipalities are required by Section 504 and by the ADA to

complete a self-evaluation and an ADA transition plan. The self-evaluation is an inventory of an entity's facilities (e.g., sidewalks, curb ramps, and detectable warnings) that identifies barriers in policies (e.g., public meetings in inaccessible locations), programs (e.g., sidewalks and curb ramps that are either inaccessible to persons with disabilities, or missing), and other activities or services that prevent access for those with disabilities.

Executive Order # 14008, "Tackling the Climate Crisis at Home and Abroad" created a government wide policy, the Justice40 Initiative, that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. Justice40 also requires Executive agencies, such as the U.S. Department of Transportation (USDOT) to develop a methodology for identifying disadvantaged communities and benefits of programs subject to Justice40. These methodologies must be consistent with guidance from the Office of Management and Budget (OMB) and relevant statutory authorities.

The Justice40 Initiative is also aligned with the goals of EO 13985, "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government," and will be implemented as part of the USDOT's broader equity agenda.

4.12.2 Current Status

As the MPO is housed within the ECWRPC, the MPO follows the policies within the ECWRPC's Title VI Non-Discrimination Plan & Limited English Proficiency (LEP) Program (Title VI Plan) that was adopted in October 2020.

4.12.3 Findings

The Title VI Plan contains the ECWRPC's nondiscrimination policy and procedures used to identify the mobility needs of minority and low-income populations in its region. In addition, the document discusses its public participation plan's goals, objectives, and techniques including outreach to populations with limited-English proficiency. External partners ECWRPC engages to enhance equity and community engagement is listed in the plan. A Public Outreach and Involvement Activities table documents an extensive array of outreach activities including topics addressed, staff involved, dates, and type of outreach. The Title VI Plan also summarizes related training that is provided to staff concerning the nondiscrimination responsibilities, available language assistance available to the public, and how to handle complaints. ECWRPC staff noted that the plan was being updated at the time of the certification.

In 2016, ECWRPC created the Equity and Opportunity Work Group, which is comprised of transportation, economic development, community development, planning, and GIS staff. The vision of the work group is to ensure that all residents and organizations have equitable access to all work programs, plans, and activities that ECWRPC is associated with. Every year the Equity and Opportunity Work Group prepares an annual report that is included in the Work Program for

ECWRPC. Training and outreach activities, Title VI complaints, annual accomplishments, future goals and objectives, and any amendments to this plan are included in the annual report.

Finally, it is noted that ECWRPC continues the best practice of referencing specific nondiscrimination activities that demonstrate compliance with the various laws in their self-certification statement.

Recommendation: The MPO should continue to assist and/or coordinate training regarding the development of Americans with Disabilities Act (ADA) transition plans for communities within its Metropolitan Planning Area (MPA).

Recommendation: The MPO should ensure the interrelated Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans with Disabilities Act (ADA) and public participation information/documents are more prominent on the MPO website. A dedicated website tab or link in the website footer will allow for easier access to the information. Providing links to this information in public notices will also increase ease of access.

Recommendation: The MPO should better document Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans with Disabilities Act (ADA) and public participation efforts and analysis in main text of the MPO's core documents (Transportation Improvement Program [TIP], Long Range Transportation Plan [LRTP] and Unified Planning Work Program [UPWP]). The MPO puts significant effort into these activities and should better highlight them.

4.13 Consultation

4.13.1 Regulatory Basis

23 U.S.C. 134(g) & (i)(5)-(6) and 23 CFR 450.316(b-e) set forth requirements for consultation in developing the MTP and TIP. Consultation is also addressed specifically in connection with the MTP in 23 CFR 450.324(g)(1-2) and in 23 CFR 450.324(f)(10) related to environmental mitigation.

In developing the MTP and TIP, the MPO shall, to the extent practicable, develop a documented process that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies as described below:

- Agencies and officials responsible for other planning activities (state, local, economic development, environmental protection, airport operations, freight, housing organizations, etc.)
- Other providers of transportation services
- Indian Tribal Government(s)
- Federal land management agencies

4.13.2 Current Status

Transportation planning is a collaborative process that involves government agencies, non-profit organizations, elected officials, advocacy and special interest groups, the business community and the public. The MPO understands how each transportation mode has a role in the short and long term development of the region. The MPO facilitates and encourages a collaborative approach to planning by involving local, regional, and state representation in plan development and decision making – the 3C (continuing, comprehensive, and cooperative) planning process.

The MPO is part of the ECWRPC which covers a 10-county area including two other MPOs in the region and engages in a broad array of planning areas including land use, water/sewer, and transportation. As a regional planning commission, the ECWRPC and the MPO are well positioned to facilitate integrated and comprehensive planning on a regional scale and this is demonstrated in the MPO's documented activities concerning its planning products and public involvement efforts.

4.13.3 Findings

The MPO continues to have an effective and resilient 3-C planning process. This is evident with how it maintained relationships with local agencies and governments throughout the COVID-19 pandemic. The MPO has successfully re-connected with schools and prioritized the Safe Routes to School (SRTS) Program.

In addition, the MPO coordinates with emergency response agencies (such as local Police) and Community Development Organizations to ensure essential services are not compromised during construction and after a project is complete. The MPO also coordinates with Water Quality Management Organizations when planning projects confirm sewer service is available or needed. As part of the SRTS Program, the MPO works with school districts and individual schools to develop customized action plans that meet the needs of individual schools. A representative from the Public Health Community serves on the TAC, and they are often consulted on projects such as the College Avenue Corridor Study.

The MPO maintains a listserv of organizations and individuals to distribute information and manage its coordination efforts, and seeks input from their coordination partners to ensure that the listserv is up to date.

Recommendation:

None.

4.14 Freight Planning

4.14.1 Regulatory Basis

MAP-21 established in 23 U.S.C. 167 a policy to improve the condition and performance of the national freight network and achieve goals related to economic competitiveness and efficiency; congestion; productivity; safety, security, and resilience of freight movement; infrastructure condition; use of advanced technology; performance, innovation, competition, and accountability, while reducing environmental impacts.

In addition, 23 U.S.C. 134 and 23 CFR 450.306 specifically identify the need to address freight movement as part of the metropolitan transportation planning process.

4.14.2 Current Status

The MPO's MTP includes a general discussion of truck, rail, water and air freight, with goals and strategies for policymakers to consider. These goals and strategies align with the State's most recent Long-Range Transportation Plan, *Connections 2050* and Wisconsin's State Freight Plan. Highway freight movements are also modeled using truck count data and are considered in the MPO's CMP (See CMP section for more information).

4.14.3 Findings

ECWRPC has continued to work closely as both the Appleton MPO and across its region with the Green Bay MPO and other organizations throughout northeastern Wisconsin on the possibility of establishing an Intermodal Freight Facility in the greater region. Most recently, it brought together economic development and transportation entities to identify existing and potential linkages, conducted county input sessions with all of the economic development partners, including New North and Wisconsin Manufacturers and Commerce (WMC) about intermodal freight and where there might be new collaboration ideas that had not yet been explored. Issues related to proprietary information such as intermodal commodity flow data continue, but ECWRPC and the Green Bay MPO are working together with WisDOT's Economic Development and Rail business areas to improve the current Request for Proposal (RFP) for Phase Two of the project.

Recommendation:

The MPO should continue to support freight-related activities, and work with the Green Bay MPO and partner organizations to develop Phase Two of the Northeast (WI) Intermodal Freight Facility project.

4.15 Transportation Safety and Security Planning

4.15.1 Regulatory Basis

23 U.S.C. 134(h)(1)(B) requires MPOs to consider safety as one of ten planning factors. As stated in 23 CFR 450.306(a)(2), the planning process needs to consider and implement projects, strategies, and services that will increase the safety of the transportation system for motorized and non-motorized users.

In addition, SAFETEA-LU established a core safety program called the Highway Safety Improvement Program (HSIP) (23 U.S.C. 148), which introduced a mandate for states to have Strategic Highway Safety Plans (SHSPs). 23 CFR 450.306 (d) requires the metropolitan transportation planning process should be consistent with the SHSP, and other transit safety and security planning.

23 U.S.C. 134(h)(1)(C) requires MPOs to consider security as one of ten planning factors. As stated in 23 CFR 450.306(a)(3), the Metropolitan Transportation Planning process provides for consideration of security of the transportation system.

The regulations state that the degree and consideration of security should be based on the scale and complexity of many different local issues. Under 23 CFR 450.324(h), the MTP should include emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate.

4.15.2 Current Status

Transportation Safety and Security are a present focus of planning activities and well-emphasized in publications of the MPO. With heightened awareness due to a high-profile shooting incident at the transit center, as well as lingering impacts and perceptions of transportation safety post-pandemic, the community's priorities around safety and security have grown and changed. Despite prior year high turnover and staffing challenges, the MPO has committed to renewed staff time dedicated to safety initiatives and reporting. The MPO has been closely involved in transit safety initiatives and discussions, including evacuation planning, budgeting for new transit center security personnel, and incorporating a new police substation into plans for the new transit center. Health in transportation continues to be a foundational focus of the MPO with health equity goals built into the MTP. The MPO has maintained close contact with county and municipal public health departments on transportation alternatives planning, safety initiatives, and facility design, and is working to rebuild those collaborative relationships after pandemic-related staffing challenges.

The ECWPRC's SRTS program continues to prove a robust model of regional collaboration, enjoying widespread support and engagement of area families and students in bicycle and

pedestrian safety initiatives, free workshops, and student-led projects. The MPO publishes advanced vehicular crash and bike/ped accident analysis data, visualizations, and mapping on their GIS website. The multitude of data is kept up to date across five years and used to highlight intersection safety issues and key locations for bike/ped safety improvements.

4.15.3 Findings

The MPO's 2019 Certification Review identified a need for a more comprehensive inventory of available state and regional Intelligent Transportation System (ITS) resources, comparative analysis, a centralized data hub, and identification of local gaps in ITS coverage for future investment. The 2019 Certification Review recommended the MPO to consider the development of a comprehensive ITS plan for the MPA. The MPO continues to coordinate with the State regarding ITS infrastructure on the State Highway Network, but has not made progress on ITS planning and investment prioritization for the region to date.

The previous 2019 Certification Review also identified a need for further transportation system threat and vulnerability analysis. As climate change is increasing the intensification and prevalence of extreme weather events, flooding, heat waves, and air quality dangers, it is imperative for MPOs to develop and maintain resources and assessments of transportation infrastructure resilience. The MPO reports that increased staff transitions over the pandemic have limited progress on new transportation vulnerability studies.

Recommendation:

The Federal Team reiterates that the MPO should develop an ITS Plan for the region that identifies areas for ITS data improvement in local roads, rail, transit, and nonmotorized transportation, as well as undertake Vulnerability Studies that address regional infrastructure needs to mitigate the effects of flooding, heat waves, air quality events, and other threats as locally determined, on the transportation system and its users. The MPO should participate in the development of statewide plans to make sure local priorities are incorporated and be sure to reference these plans in the MPO's core documents.

4.16 Nonmotorized Planning/Livability

4.16.1 Regulatory Basis

23 U.S.C. 217(g) states that bicyclists and pedestrians shall be given due consideration in the comprehensive transportation plans developed by each MPO under 23 U.S.C. 134. Bicycle transportation facilities and pedestrian walkways shall be considered, where appropriate, in conjunction with all new construction and reconstruction of transportation facilities.

23 CFR 450.306 sets forth the requirement that the scope of the metropolitan planning process will increase the safety for motorized and non-motorized users; increase the security of the transportation system for motorized and non-motorized users; and protect and enhance the environment, promote energy conservation, improve the quality of life. 23 CFR 450.324(f)(2) states the MTP shall include existing and proposed transportation facilities, including nonmotorized facilities, that should function as an integrated metropolitan transportation system.

4.16.2 Current Status

The MPO meets Federal laws and regulations for providing the MPA with comprehensive transportation planning and developing plans that consider all roadway users and their safety. This is apparent in the MPO's MTP, bicycle and pedestrian plan, trail wayfinding guidebook, Complete Streets policy, and Safe Routes to School Program.

4.16.3 Findings

The MPO continues to be proactive in its approach to promoting non-motorized transportation into the planning process. The COVID Pandemic deferred some of the programs and initiatives, but the MPO is refocusing efforts to work with school districts to renew efforts to promote the Safe Routes to School Program (SRTS) and active transportation in general. Forty-five SRTS Plans have been developed since 2009. They initiated Project RADAR (Reminding All Drivers About Responsibility). Part of Project RADAR includes providing students with devices to track how long it takes vehicles to stop during icy conditions. The Walking School Bus Program has gained popularity since creating a route "supervisor" to develop and lead the route to a school.

Bicycle and Pedestrian Facilities Design Guidelines were adopted and continue to evolve. The Guidelines provide ideas, benefits, and challenges for jurisdictions to follow as they plan to make streets safer for pedestrians and bicyclists. The Appleton Bicycle and Pedestrian Plan was updated in 2021. The MPO continues to offer technical assistance to all jurisdictions that are developing pedestrian and bicycle plans. The pedestrian/bicycle planning process includes identification of underserved populations, and gaps between those populations and necessities such as medical care and food.

The MPO has a Complete Streets policy for the Appleton TMA, and serves as a framework for local communities to adopt their own policies. The Complete Streets policies adopted by ECWRPC serve as additional performance measures for the Bicycle and Pedestrian Plan.

Recommendation:

None.

5.0 CONCLUSION AND RECOMMENDATIONS

The FHWA and FTA review found that the metropolitan transportation planning process conducted in the Appleton urbanized area meets Federal planning requirements, subject to addressing the identified corrective actions.

APPENDIX A - PARTICIPANTS

The following individuals were involved in the Appleton urbanized area on-site review:

FHWA Wisconsin Division

Mary Forlenza, Planning & Prog. Develop. Team Leader
Karl Buck, Transportation Program Planner
Jason Nordberg, Transportation Program Planner

FTA Region 5

Bill Wheeler, Community Planner
Evan Gross, Transportation Program Specialist

Wisconsin Department of Transportation

Alex Gramovot, Planning Program & Policy Chief
Jim Kuehn, Central Office Planning
Matt Schreiber, Central Office Planning
Chris Chritton, Central Office Traffic Forecasting
Nick Weber, Northeast Region Planning

ECWRPC (Appleton MPO)

Melissa Kraemer Badtke, Executive Director
Craig Moser, Deputy Director
Kim Biedermann, Principal Planner
Jennie Mayer, Senior Planner
Chris Colla, Associate Planner
Mike Zuege, GIS Manager
Jeff Nooyen, Board Chair (Outagamie County)
Alice Connors, Board Vice Chair (Calumet County)

Valley Transit

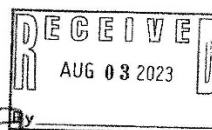
Ron McDonald, General Manager
Debra Ebben, Administrative Services Manager
Dave Vickman, Transit Operations Specialist

APPENDIX B – PUBLIC COMMENTS

A public listening session was held August 23, 2024 at 5:00 pm at the Menasha Public Library, 440 First Street in Menasha, WI. The meeting was advertised in the local newspaper (see media affidavit below), and through social media and the MPO's standard contact list. There was one attendee at the listening session. No comments were received from the public through U.S. mail or e-mail.



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State of Wisconsin
County of Brown

Subscribed and sworn to before on July 30, 2023

Notary Public State of Wisconsin, County of Brown

4-6-27

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of Affidavits: 1
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DENISE ROBERTS
Notary Public
State of Wisconsin

PUBLIC OPEN HOUSE AND
COMMENT ON METROPOLITAN
TRANSPORTATION
SYSTEM PLANNING IN THE
APPLETON METROPOLITAN
PLANNING AREA

All interested parties are invited to comment on the metropolitan transportation system planning conducted by the East Central Wisconsin Regional Planning Commission (ECWRPC), Wisconsin Department of Transportation (WisDOT), Valley Transit, and local units of government in the Appleton Metropolitan Planning Area.

Under federal law, the ECWRPC serves as the Metropolitan Planning Organization (MPO) for the Appleton Urbanized Area. In coordination with WisDOT, Valley Transit Metro, and local units of government in the Appleton Metropolitan Planning Area, the ECWRPC is responsible for conducting a continuing, cooperative, and comprehensive transportation planning program in accordance with provisions of federal transportation law.

The U.S. Department of Transportation (USDOT) is conducting a planning certification review of the metropolitan transportation planning process in the Appleton Metropolitan Planning Area. This review is conducted every four years. Public comments received will be incorporated in the review and considered together with other USDOT oversight activities to determine if the transportation planning process meets applicable requirements of federal transportation law.

Comments are sought pertaining to the MPO's transportation planning processes, public involvement procedures, transportation system plans, and transportation improvement program.

Public comments are invited and encouraged and may be submitted in writing or in person at a public open house meeting to be held at 5:00 p.m. on Wednesday, August 23, 2023 at:

Menasha Public Library
Company Room E
440 First Street
Menasha, Wisconsin

East Central staff and representatives of the Federal Highway Administration, Federal Transit Administration, and Wisconsin Department of Transportation will be available in an "open house" format to individually respond to questions and provide information regarding the transportation system planning process. Verbal comments may be provided or written comments may be submitted at any time during this open house meeting.

IT CENTRAL WI PLANNING COMM
Re: 5776422

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PO BOX 23430
GREEN BAY, WI 54305-3430

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APPENDIX C - LIST OF ACRONYMS

ADA: Americans with Disabilities Act
BIL: Bipartisan Infrastructure Law
CAA: Clean Air Act
CFR: Code of Federal Regulations
CMP: Congestion Management Process
CO: Carbon Monoxide
DOT: Department of Transportation
EJ: Environmental Justice
FAST: Fixing America's Surface Transportation Act
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HSIP: Highway Safety Improvement Program
ITS: Intelligent Transportation Systems
LEP: Limited-English-Proficiency
LOS: Level of Service
M&O: Management and Operations
MAP-21: Moving Ahead for Progress in the 21st Century
MPA: Metropolitan Planning Area
MPO: Metropolitan Planning Organization
MTP: Metropolitan Transportation Plan
NAAQS: National Ambient Air Quality Standards
NO₂: Nitrogen Dioxide
O₃: Ozone
PM₁₀ and PM_{2.5}: Particulate Matter
PTASP: Public Transit Agency Safety Plan
SHSP: Strategic Highway Safety Plan
SRTS: Safe Routes to School
STIP: State Transportation Improvement Program
TAM: Transit Asset Management
TDM: Travel Demand Management
TPM: Transportation Performance Management
TIP: Transportation Improvement Program
TMA: Transportation Management Area
U.S.C.: United States Code
UPWP: Unified Planning Work Program
USDOT: United States Department of Transportation



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COMMISSION BOARD APPOINTMENT PROCESS OVERVIEW

Per the Commission's Articles of Organization and the By-Laws, there are currently 28 Commission Board members, which consist of the following from the seven member counties:

- **County Board Chair**
- **County Executive/County Board Supervisor** – If the member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.
- **Elected Official from Largest City/County Board Supervisor** - One elected official from the largest city, if the County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a third member to the Commission Board.
- **Additional County Board Appointments** - Counties with population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described above.
- **Wisconsin Department of Transportation** - One ex-officio representative from the Wisconsin Department of Transportation.
- **Valley Transit** - One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization. This position is always held by the Transit Manager for Valley Transit.

COUNTY BOARD APPOINTMENTS

The Commission will send letters to the following positions at each of the member Counties during the last week in March:

- County Executive or County Administrator
- County Board Chair
- County Clerk

The letter will explain the Commission Board Appointment process, who is eligible to serve on the Commission Board as well as how many positions the County appoints, and the Commission Board Appointment form that will need to be returned to the Commission. The County Clerk, County Board Chair, or the County Executive/County Administrator will need to submit the Commission Board Appointment form no later than close of business on **Thursday, May 2nd, 2024**.

It is expected that all member Counties will approve their County Board appointments at the County reorganization meetings that are held on the third Tuesday of April. Menominee County will approve Commission Board Appointments at their reorganization meeting in the year that they hold their election (in the odd numbered year, i.e. 2025). All other member Counties will approve their appointments in the even numbered year (i.e. 2024).

Commission staff will contact each of the new Board Appointments, provide a brief overview of the Commission, invite them to the upcoming May Commission and Annual Meetings, and provide them with paperwork that will need to be filled out in order to receive payment for attending Commission meetings.

A formal orientation will be provided to Commissioners in May.

ROLE OF THE NOMINATING COMMITTEE

Prior to the Nominating Committee meeting, the Executive Director and the Commission Chair will review a list of potential appointments for the Nominating Committee. Once the Commission Chair has reviewed and approved the prospective appointments, the Executive Director confirms with each appointment their willingness to serve on the Nominating Committee. In January, the Commission Chair appoints the Nominating Committee at the 1st Quarter Commission meeting. No officer may serve on the Nominating Committee.

The Nominating Committee will meet the last week in March to discuss the appointment process, nominate a Chair and Vice Chair for the Commission for the subsequent term, and draft preliminary Standing/Special Committee recommendations. The Nominating Committee will reconvene the week of May 6th to review and confirm their nominations for Chair and Vice Chair and Standing/Special Committee recommendations based on the updated county appointments to the Commission following the April elections. The Nominating Committee will provide their nominations and recommendations to the Executive Committee for their review at the May 15th meeting. The Chair and Vice Chair will be elected at the Commission's Annual meeting, based on the nominations of the Nominating Committee. The newly elected Commission Chair will then appoint Standing/Special Committee members, based on the recommendations of the Nominating Committee.

2024 Nominating Committee Appointments

- Calumet County – Nick Kesler
- Fond du Lac County – Sam Kaufman
- Menominee County – Gene Caldwell
- Outagamie County – Jake Woodford
- Shawano County – Tom Kautza
- Waupaca County – DuWayne Federwitz
- Winnebago County – Mark Rohloff

COMMISSION CHAIR AND VICE CHAIR

As part of the revisions to the By-Laws in 2021, the Commission's Chair and Vice Chair terms were revised from a one-year term to a two-year term. County appointments also serve a two-year term on the Commission Board.

STANDING/SPECIAL COMMITTEE ASSIGNMENTS

The Executive Committee will be comprised of the County Board Chairs from each of the member Counties.

Commission Board members will be appointed to the following Standing Committees:

- Economic Development Committee
- Transportation Committee
- Environmental Management Committee
- Regional Aviation Development Fund Committee (Special)

Ex-officio members are automatically assigned to the Transportation Committee as they provide additional representation for the Appleton Transportation Management Area (TMA). The Commission currently serves as the Appleton (Fox Cities) Transportation Management Area (TMA) Policy Board.

TIMELINE FOR COMMISSION BOARD APPOINTMENTS AND NOMINATING COMMITTEE PROCESS FOR 2024

Timeline for Commission Board Appointments for 2023-2024 and Nominating Committee Process	
Week of March 25th	
Thursday, March 28 th	Nominating Committee meeting
Friday, March 29 th	Letter and information regarding County Appointments to the Commission Board is sent out to the County Board Chair, County Executive/Administrator, and County Clerk (Materials will be sent to Menominee County, Outagamie County, Winnebago, and Fond du Lac Counties in the odd years due to County Executive and Menominee County terms)
Week of April 3rd	
Tuesday, April 2 nd (first Tuesday)	Local Municipal and County Elections
Week of April 17th	
Tuesday, April 16 th (third Tuesday)	County Reorganization Meetings (Held the third Tuesday of April per Wis. Statutes)
Week of May 6th	
	New Commission Appointments are contacted by East Central staff
TBD	Nominating Committee meets to finalize recommendations for Chair/Vice Chair/Standing Committee Appointments
Week of May 13th	
Wednesday, May 15 th	Executive Committee meets to review Nominating Committee recommendations
Thursday, May 23 rd	Commission Board Annual Meeting (Chair/Vice Chair/Committee Appointments are considered by the Commission Board)

COMMISSION BOARD APPOINTMENT FORM TEMPLATE

<<Insert County Name>> – Commission Board Appointments

The following appointments have been made by the governing body of <<Insert County Name>> in accordance with the County's membership with the East Central Wisconsin Regional Planning Commission. Appointments to the Commission Board will serve a two-year term. Please return this form to Leann Buboltz, Administrative Coordinator at lbuboltz@ecwrpc.org no later than **Thursday, May 2nd, 2024**.

County Board Chair	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

County Executive OR County Board Appointment	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

Mayor of the Largest City (County population is over 50,000) - <<Insert City Name>> OR County Board Appointment	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

Additional County Board Appointment(s) (County population is over 100,000)	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

I certify the appointments herein listed have been approved by the governing body of the <<Insert
County Name>>, a member of the East Central Wisconsin Regional Planning Commission, on this
____ day of ____.

Signed:
Title:
Printed Name:

Table 1: 2024 - 2026 Commission Board Appointments						
Member County	Population 2010**	Population 2020 **	Commission Board Appointment	Name	ECWRPC Term Expires	Office Term Expires
Calumet County	48,971	52,442	County Board Chair	Alice Connors	April, 2026	April, 2026
			County Board Supervisor	Nick Kesler	April, 2026	April, 2026
			Mayor of the Largest City - Chilton	Tom Reinl (Contested) / Alt. David DeTroye	April, 2026	April, 2026
Fond du Lac County	101,633	104,154	County Executive	Sam Kaufman	April, 2025	April, 2025
			County Board Chair	Steve Abel	April, 2026	April, 2026
			County Board Appt. #1	Brenda Schneider	April, 2026	April, 2026
			Mayor of the Largest City - Fond du Lac	Keith Heisler / Alt. Joe Moore	April, 2026	April, 2026
Menominee County*	4,232	4,255	County Board Chair	Elisabeth Moses / Alt. Jeremy Johnson	April, 2025	April, 2025
			County Board Supervisor	Denise Gilane	April, 2025	April, 2025
			County Board Appt. #1	Gene Caldwell	April, 2025	April, 2025
Outagamie County	176,695	190,705	County Executive	Thomas Nelson / Alt. Kevin Englebert	April, 2026	April, 2027
			County Board Chair	TBD - (Jeff Nooyen)	April, 2026	April, 2026
			County Board Appt. #1	TBD - (Nadine Miller)	April, 2026	April, 2026
			County Board Appt. #2	Lee Hammen	April, 2026	April, 2026
			Mayor of the Largest City - Appleton	Jake Woodford	April, 2026	April, 2028
Shawano County	41,949	40,881	County Board Chair	Tom Kautza	April, 2026	April, 2026
			County Board Supervisor	Steve Gueths (Contested)	April, 2026	April, 2026
			County Board Appt. #1	Ken Capelle	April, 2026	April, 2026
Waupaca County	52,410	51,812	County Board Chair	TBD - (Dick Koeppen)	April, 2026	April, 2026
			County Board Supervisor	DuWayne Federwitz	April, 2026	April, 2026
			Mayor of the Largest City - Waupaca	Brian Smith / Alt. Aaron Jenson	April, 2026	April, 2026
Winnebago County	166,994	171,730	County Executive	Jon Doemel / Alt. Jerry Bougie	April, 2025	April, 2025
			County Board Chair	Tom Egan Alt. TBD - (Dave Albrecht)	April, 2026	April, 2026
			County Board Appt. #1	Robert Keller (Contested)	April, 2026	April, 2026
			County Board Appt. #2	Bob Schmeichel	April, 2025	April, 2025
			Mayor of the Largest City - Oshkosh	Matt Mugerauer / Alt. Mark Roloff	April, 2025	April, 2025
Ex-Officio Members	NA	NA	Valley Transit Manager	Ron McDonald	April, 2026	NA
			WisDOT - NE Region - Green Bay	Scott Nelson	April, 2026	NA

*Menominee County elections fall on the odd numbered years (i.e. 2023)

**Population Data provided by the 2010 and 2020 U.S. Census.

***Per the Commission's By-laws, once a member County reaches 50,000 in population the Mayor of the largest City serves on the Commission Board. For every 50,000 in population thereafter the member County will receive one additional representative on the Commission Board.

Table 2: Proposed 2024 -2026 Commission Committee Appointments

Standing Committee	Committee Member Number	County	Appointment Position	Name
Executive Committee	Committee member #1	Calumet County	County Bd Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Bd Chair	Steve Abel
	Committee member #3	Menominee County	County Bd Chair	Elizabeth Moses/ Alt. Jeremy Johnson
	Committee member #4	Outagamie County	County Bd Chair	TBD
	Committee member #5	Shawano County	County Bd Chair	Tom Kautza
	Committee member #6	Waupaca County	County Bd Chair	TBD
	Committee member #7	Winnebago County	County Bd Chair	Tom Egan
Environmental Management Committee	Committee member #1	Calumet County	Mayor of Largest City - Chilton	Tom Reinl (Contested) / Alt. David DeTroye
	Committee member #2	Fond du Lac County	County Board Appt. #1	Brenda Schneider
	Committee member #3	Menominee County	County Board Chair	Elizabeth Moses / Alt. Jeremy Johnson
	Committee member #4	Outagamie County	County Board Chair	TBD
	Committee member #5	Outagamie County	County Executive	Thomas Nelson / Alt. Kevin Englebert
	Committee member #6	Shawano County	County Bd. Appt.	Ken Capelle
	Committee member #7	Waupaca County	Mayor of the Largest City - Waupaca	Brian Smith / Alt. Aaron Jenson
	Committee member #8	Winnebago County	County Board Chair	Tom Egan
	Committee member #9	Winnebago County	County Board Appt #2	Bob Schmeichel
Economic Development Committee	Committee member #1	Calumet County	County Board Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Executive	Sam Kaufman
	Committee member #3	Outagamie County	Mayor of Largest City - Appleton	Jake Woodford / Alt.Kara Homan
	Committee member #4	Outagamie County	County Board Appt. #1	TBD
	Committee member #5	Menominee County	County Board Supervisor	Gene Caldwell
	Committee member #6	Waupaca County	County Board Supervisor	DuWayne Federwitz
	Committee member #7	Shawano County	County Board Supervisor	Steve Gueths (Contested)
	Committee member #8	Winnebago County	County Executive	Jon Doemel / Alt. Jerry Bougie
	Committee member #9	Winnebago County	Mayor of Largest City - Oshkosh	Matt Mugerauer / Alt. Mark Rohloff
Transportation Committee <i>*County contains a portion of a Metropolitan Planning Area</i>	Committee member #1	Calumet County*	County Board Supervisor	Nick Kesler
	Committee member #2	Fond du Lac County*	County Board Chair	Steve Abel / Alt. John Zorn (Contested)
	Committee member #3	Fond du Lac County	City Council President	Keith Heisler / Alt. Joe Moore
	Committee member #4	Menominee County	County Bd. Appt.	Denise Gilane
	Committee member #5	Outagamie County*	County Board Appt. #2	Lee Hammen
	Committee member #6	Shawano County	County Board Chair	Tom Kautza
	Committee member #7	Waupaca County	County Board Chair	TBD
	Committee member #8	Winnebago County*	County Board Appt. #1	Robert Keller (Contested)
	Committee member #9	Ex-Officio	Valley Transit	Ronald McDonald
	Committee member #10	Ex-Officio	WisDOT-NE Region	Scott Nelson
Special Committee	Committee Member Number	County/Organization	Appointment Position	Name
Regional Aviation Development Fund Committee	Committee member #1		Executive Committee Rep	
	Committee member #2		Economic Development Committee Rep	
	Committee member #3		Transportation Committee Rep	
	Committee member #4	Outagamie County	Outagamie Commissioner	
	Committee member #5		Business Community Rep	
	Committee member #6	Air Wisconsin	Airport/Aviation Community Rep	
	Committee member #7		Travel/Tourism Community Rep	
	Committee member #8	Ex-Officio (Non-Voting)	Appleton Airport Director	Abe Weber
	Committee member #9	Ex-Officio (Non-Voting)	CVB/Tourism/Economic Development Rep	Pam Seidl
	Committee member #10	Ex-Officio (Non-Voting)	ECWRPC Executive Director	Melissa Kraemer Badtke

TO: Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director

DATE: March 20, 2024

RE: Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Amendment with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha

The Commission's current lease agreement with Gilbert Development Company, LLC for office space at 400 Ahnaip Street in Menasha terminates on July 31, 2024. However, the current lease agreement includes an option to extend the lease term for three years, through July 31, 2027.

The Executive Director, in close consultation with the Executive Committee, has evaluated available options for alternative space. This process included engagement with a commercial real estate broker familiar with the current commercial office landscape in the area. This due diligence approach resulted in the determination that exercising the lease extension option at the current location and preserving the early termination option is in the best interest of the Commission at this time.

The lease amendment proposal provided by Gilbert Development Company, LLC extends the lease term through July 31, 2027 and adjust the rent, as follows:

YEAR	MONTHLY RENT	ANNUAL RENT
1	\$ 6,431	\$ 77,175
2	\$ 6,624	\$ 79,490
3	\$ 6,823	\$ 81,875

It is important to note that when the Commission renegotiated the lease agreement in 2020, the rent was reduced at that time from \$8,243 to \$6,300 per month. The adjusted rate schedule is still very favorable relative to the prior lease agreement.

In addition, the lease amendment provides for the following improvements at landlord's expense:

- Carpet cleaning
- Painting
- Front entrance concrete repair
- Patio stairs concrete repair
- Signage above front entrance
- Landscaping improvements

The early termination clause remains in the lease agreement providing flexibility to the Commission prior to the expiration of this lease extension.

Staff Recommendation: Staff recommends approval of Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease

Amendment with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha.

PROPOSED RESOLUTION NO. 18-24

AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO AN OFFICE LEASE EXTENSION WITH THE GILBERT DEVELOPMENT COMPANY, LLC FOR OFFICE SPACE AT 400 AHNAIP STREET, SUITE 100, MENASHA, WI

WHEREAS, the East Central Wisconsin Regional Planning Commission approved Resolution 09-06: Authorizing the Commission to enter into a lease agreement with Gilbert Boilerhouse Property Located in Menasha, Wisconsin on April 28th, 2006;

WHEREAS, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has leased office space owned by the Gilbert Development Company, LLC at 400 Ahnaip Street, Suite 100; Menasha, WI since September 13, 2007, and;

WHEREAS, the Commission extended the lease on August 3, 2011; July 20, 2016; and December 21, 2020 with the Gilbert Development Company, LLC, and;

WHEREAS, the Commission renegotiated the lease and entered into a new lease agreement effective August 1, 2021, and;

WHEREAS, the renegotiated lease agreement reduced the rent from \$8,243 to \$6,300 per month, and;

WHEREAS, the lease agreement is a three-year lease beginning August 1, 2021 and terminating July 31, 2024, and;

WHEREAS, the lease for the 6,300 square feet of rentable area at 400 Ahnaip Street, Suite 100 in Menasha expires on July 31, 2024 but contains an option to extend the term of the lease an additional three (3) years, and;

WHEREAS, the Executive Director, in consultation with the Executive Committee, has evaluated options for alternative space and determined exercising the lease extension option at the current location is in the best interest of the Commission at this time and negotiated office improvements into the lease extension, and;

WHEREAS, a lease amendment has been received from Gilbert Development Company, LLC which extends the term of the lease through July 31, 2027 and adjusts the rent as follows:

YEAR	MONTHLY RENT	ANNUAL RENT
1	\$ 6,431	\$ 77,175
2	\$ 6,624	\$ 79,490
3	\$ 6,823	\$ 81,875

WHEREAS, the Commission's counsel has reviewed the lease agreement, provided revisions to the lease agreement, and the revisions have been incorporated into the lease agreement, and;

WHEREAS, the landlord has agreed to improvements to the office space as outlined in the lease amendment, so;

PROPOSED RESOLUTION NO. 18-24

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION;

Section 1. That the Commission approves the terms and conditions of the lease extension which is attached to, and made part of, this Resolution.

Section 2. That the Executive Director is authorized to enter into a lease extension with the Gilbert Development Company, LLC for Office Space at 400 Ahnaip Street, Suite 100; Menasha, WI.

Effective Date: March 28, 2024
Submitted By: Executive Committee
Prepared By: Melissa Kraemer Badtke

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

GILBERT DEVELOPMENT COMPANY, LLC
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

FIRST LEASE AMENDMENT

THIS FIRST AMENDMENT TO LEASE (this “Amendment”) is entered into and effective as of _____, 2024, by and between **GILBERT DEVELOPMENT COMPANY, LLC** as landlord (“Landlord”), and **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**, as tenant (“Tenant”).

W I T N E S S E T H:

WHEREAS, Landlord and Tenant entered into a Lease Agreement dated December 21, 2020 (the “Lease”) pursuant to which Tenant leases from Landlord approximately 6,300 rentable square feet of office space in the building located at 400 Ahnaip Street, Menasha, Wisconsin, as more particularly described in the Lease; and

WHEREAS, Landlord and Tenant agree that the Lease provided Lease Commencement Date of August 1, 2021; and

WHEREAS, Landlord and Tenant desire to amend the Lease in order to extend the Lease Term; and

WHEREAS, Landlord and Tenant desire to amend the Lease to extend the early termination option in the Lease; and

WHEREAS, Landlord and Tenant agree that Landlord, at Landlord's expense, shall perform certain maintenance and repairs including: 1. Clean Suite 100 carpeting. 2. Repair Suite 100 Paint. 3. Repair concrete at front entrance. 4. Repair patio stairs concrete. 5. Replace signage above front entrance. 6. Repair landscaping and monument signage,

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **Incorporation of Recitals; Capitalized Terms.** The foregoing recitals are incorporated herein as though fully set forth herein. All capitalized terms used but not defined herein shall have the same meanings as set forth in the Lease.

2. **Extended Term.** Tenant has elected to exercise the Lease extension option pursuant to Section 4 of the Lease. The parties hereby confirm and agree that the Lease Term is hereby extended for the term of three (3) years which shall extend the Termination Date of the Lease to July 31, 2027 subject to the earlier termination as set forth herein. The Extended Term shall be upon the same terms and conditions as set forth in the Lease, except that Rent shall be adjusted as set forth below:

<u>Year</u>	<u>Monthly</u>	<u>Annual</u>
1	\$6,431	\$77,175
2	\$6,624	\$79,490
3	\$6,823	\$81,875

3. Extended Early Termination. Tenant shall have the right to terminate the extension the Lease at any time after the first day of the twenty-fourth (24) month of the Extended Term. In such event, Tenant shall provide Landlord with written notice of Tenant's intent to terminate the Lease not less than six (6) months before the termination date of the extended Lease term.

4. Authority. The individuals executing this Amendment on behalf of the parties represent and warrant that they have been duly authorized to do so.

5. Miscellaneous. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Lease. In the event of a conflict between the terms of this Amendment and the terms of the Lease, the terms of this Amendment shall control. This Amendment may be executed in counterparts, each of which is an original and all of which constitute one instrument.

6. Ratification. Except as expressly modified and amended hereby, all other terms and conditions of the Lease shall remain in full force and effect. Landlord and Tenant hereby ratify and confirm the Lease as amended hereby.

IN WITNESS WHEREOF, the parties have executed and delivered this Amendment as of the day and year first above written.

LANDLORD:

GILBERT DEVELOPMENT COMPANY, LLC

By: _____

Name: _____

Title: _____

TENANT:

EAST CENTRAL WISCONSIN

REGIONAL PLANNING COMMISSION

By: _____

Name: _____

Title: _____

TO: Executive Committee
FROM: Casey Peters, GIS Analyst I
DATE: March 14, 2024
RE: Proposed Resolution 19-24: Authorizing the Executive Director to Enter into Contract for Professional Services with HNTB Corporation for Travel Demand Model Training

In the Transportation Work Program and Budget under **1313A – Funding Extension for the Appleton (Fox Cities) and Oshkosh MPO NE Region Travel Demand Model Program**, it is written that in 2024 East Central Wisconsin Regional Planning Commission will engage with a consultant to complete a training regimen and develop a manual to aid in the use of the North East Region Travel Demand Model (NERTDM). The NERTDM is a traffic forecasting model which encompasses parts or all of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oconto, Shawano, Waupaca, and Winnebago counties. ECWRPC operates the NERTDM as part of an operating agreement with the Wisconsin Department of Transportation (WisDOT) in order to provide technical assistance to communities in regards to transportation planning using data acquired from the model.

ECWRPC issued a Request for Proposals (RFP) to solicit a consultant to provide up to 13 training sessions on an array of topics intrinsic to the understanding and operation of the NERTDM. In addition to the training sessions, the consultant would also be responsible for compiling a manual detailing all activities discussed during the sessions for future training and documentation. The consultant would also be utilized to assist with ongoing forecast requests received by the Commission to assist new staff.

There were two proposals received following the issuance of the RFP. Of the two proposals, HNTB Corporation was determined by the Selection Committee to have provided the most qualified proposal. The proposed contract would enter HNTB Corporation into service with the Commission up to the amount of \$60,000.00 for the services previously described.

Staff Recommendation: Staff recommends approval of Proposed Resolution 19-24, which authorizes the Executive Director to enter into a contract with HNTB Corporation.



East Central Regional Planning Commission Contract for Consultant Services from: HNTB Corporation

EC Project ID Number: 1313-024A-01

Catalog of Federal Domestic Assistance (CFDA) Number: 20.205

March 31, 2024

Jerry Schadewald
10 West Mifflin Street, Ste. 300
Madison, WI 53703
jshadewald@hntb.com
608-294-5000

SUBJECT: AUTHORIZATION TO BEGIN WORK ON THE CONSULTANT CONTRACT between East Central WI Regional Planning Commission (COMMISSION) and HNTB Corporation(CONSULTANT)

The consultant is hereby authorized to begin work on the following subject contract.

EC Project Number: 1313-024A-01 Authorized Amount: \$ 60,000.00

The total cost of this authorization will not exceed the amounts listed for each project unless the COMMISSION issues a revised authorization letter to the CONSULTANT. This and subsequent authorizations may not exceed the contract upper limit. The CONSULTANT must include the EC Project Number on invoices submitted to the COMMISSION for payment.

A copy of the executed CONTRACT is enclosed.

If you have any questions concerning the CONTRACT, please contact Casey Peters, GIS Analyst I, at (920) 751-4770 or cpeters@ecwrpc.org.

Sincerely,

Melissa Kraemer Badtke
Executive Director

Cc: Sara Otting, CPA
Casey Peters, GIS Analyst I

Enclosure

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CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)
AND HNTB (CONSULTANT)

FOR PROJECT NUMBER: 1313-024A-01

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and HNTB Corporation (CONSULTANT), provides for those services described in detail herein and is for the purpose of the following:

The COMMISSION deems it advisable to engage the CONSULTANT to provide certain services and has authority to contract for these services under Article 7, Section 1 of East Central's bylaws and under East Central's competitive bid policy.

The CONSULTANT will be compensated by the COMMISSION for services provided under this CONTRACT on the following actual cost basis:

- a) An ACTUAL COST **up to \$60,000.00** paid in monthly installments for work completed between March 31, 2024 and October 31, 2024 **(see Appendix B, Section 9, Item 9 for a complete payment schedule).**
- b) *The **final invoice** can be submitted once the **final services and materials have been submitted to the COMMISSION** and **both parties are in agreement** that the report is the final product and the **project has been completed.***
- c) The CONSULTANT services will be completed by October 31, 2024, with various phases completed within the timeframes identified in the Scope of Services (Appendix A). Compensation for all services provided by the CONSULTANT under the terms of this contract is on an ACTUAL COST basis and **shall not exceed \$60,000.00** in total.

The CONSULTANT represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services.

The CONSULTANT Representative and billing contact person is Jerry Schadewald, whose work address/e-mail and telephone number are as follows:

Jerry Schadewald
10 West Mifflin Street, Ste. 300
Madison, WI 53703
jshadewald@hntb.com
608-294-5000

The COMMISSION Representative is Casey Peters, whose work address/e-mail address and telephone number are as follows:

Casey Peters
400 Ahnaip Street
Suite 100
Menasha, WI 54952
cpeters@ecwrpc.org
920.751.4770

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of thirty-two (32) pages, including all appendices.

For the CONSULTANT

**For the East Central Wisconsin Regional
Planning Commission**

By:

By:

Ashley F. Booth
Senior Vice President
HNTB Corporation

Melissa A. Kraemer Badtke
Executive Director
East Central WI Regional Planning
Commission

Date:

Date:

APPENDIX A: SCOPE OF SERVICES AND BUDGET FOR PROJECT NUMBER: 1313-024A-01

East Central Wisconsin Regional Planning Commission

HNTB Proposal to Provide: Travel Demand Model Training

HNTB
10 West Mifflin Street, Ste. 300
Madison, WI 53703

Purpose:

As part of an operating agreement with the Wisconsin Department of Transportation (WisDOT), East Central Wisconsin Regional Planning Commission (ECWRPC) maintains the North East Region Travel Demand Model (NERTDM), a traffic forecasting model encompassing the following counties: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oconto, Shawano, Waupaca, and Winnebago. This system is run through CUBE modeling software created by Bentley Systems, and is utilized to forecast travel impacts of new development within the region.

HNTB will develop training materials and facilitate training sessions for general operating and utilization of the NERTDM. This training is intended for an audience unfamiliar with traffic forecasting and CUBE modeling software. These trainings and documents will be utilized to onboard new staff at ECWRPC and prepare them to handle forecast requests from our communities.

Scope of Work and Deliverables

The project includes conducting CUBE training sessions, developing a training manual document, and providing model on-call support related to the Northeast Region Travel Demand Model (NERTDM) for the ECWRPC.

Task 1: Conduct Training Sessions

Up to 13 training sessions will be conducted by HNTB for ECWRPC staff relating to the use of CUBE travel demand modeling software in the refinement and application of the NERTDM, along with ESRI's GIS platform, to view, edit, and analyze model input and output. These training sessions will build on the 2-hour training session that HNTB will provide as part of the Consultant Support project in early 2024. Sessions will include a wide variety of topics described further in this section. The topics in these sessions can be guided by ECWRPC staff if additional or different topics are desired. It's anticipated that one to two HNTB staff will prepare and present the sessions. Two to three HNTB staff will attend each session. Sessions will be recorded for future use and reference by ECWRPC staff. Below is a listing of the proposed training sessions in the approximate order that they would be given. They are listed in a general order that allows for knowledge gained from the previous session to be used in future sessions.

Session #0 – Training Session from the Previous Consultant Support Contract

The 2-hour training session that is part of the previous Consultant Support contract for ECWRPC is planned for the February/March 2024 timeframe. This session is still being developed, but is expected to include, but not limited to, topics such as an overview of

the NERTDM model interface, NERTDM file structure, congestion deficiency determination, existing and future socio-economic data topics, and a brief overview of CUBE software tools and functions. This training session #0 is from the previous Consultant Contract and is not part of this proposal, but the following thirteen training sessions that are part of this proposal will build upon the training sessions of the previous ECWRPC training session (Session #0).

Session #1: Introductions – Questions and General Overview

This session will involve introductions between ECWRPC staff and HNTB staff. A general discussion of ECWRPC's experience with the NERTDM and with CUBE is anticipated. ECWRPC staff can provide a general vision of this project and identify the knowledge and tools that are desired to be acquired through the project process. HNTB will provide a general overview of the training session plan and timeline. A general overview and discussion of the travel demand modeling process will be given by HNTB.

Session #2: CUBE Software Overview and File Structure Discussion

A general overview of CUBE software tools and capabilities will be given. This will include walking through the software interface, attribute window, network node/link creation and editing, attribute creation and editing, labeling, mapping tools, manipulating views, saving files and preferences, etc. The NERTDM model's network and attributes will be identified and reviewed. NERTDM attributes such as roadway functional classes, area types, number of lanes, and signal density will be described and how they impact model input speed and capacity.

Session #3: Modifying Network File

HNTB will describe how to modify the NERTDM network file. This will include how to create links and segments, split links, move nodes, and input attribute data. HNTB will introduce the scripting process, input files, output files, and catalog features.

Session #4: Modifying Demographic Data

The demographic and socioeconomic data will be discussed. All of the data fields within the socioeconomic file will be described including the households, employment, and the various cross-classification data. Discussion will include how to collect existing and future demographic data. The NERTDM TAZ structure will be discussed. Methods to modify or add additional TAZs will be discussed. External stations and external trips will be discussed. TAZ centroids and centroid connectors will be discussed.

Session #5: Modification and Interpretation of Transit Route Data

This session will focus on the NERTDM transit network. This includes identifying the transit route network, bus stops, and routes. The session will also include how to modify the transit route network and create new transit lines and bus stops.

Session #6: Running Scenarios without Changes and Establishing Control Variables

NERTDM model files will be identified. The various input files, lookup tables, and output files will be identified and described in more detail than in Session #3. The process to run the NERTDM model will be demonstrated, including assignment-only model runs that are shorter in duration than full model runs. Organization of various scenarios will be identified. The user interface will be described. Attributes, files, and operational options in the user interface will be described and operation of user interface files will be discussed. This session will also include how to code in future network changes under committed and planned scenarios and under alternative design scenarios.

Session #7: Integration of GIS Data and Statewide Model

Integration of the ESRI platform in the NERTDM will be discussed. Other topics covered will be exporting network to shapefiles for use in GIS software. Streetlight data and Replica data sets will also be discussed and how to utilize their data into the modeling process. Additionally, discussion of integrating the Statewide Model data with NERTDM model data will be covered.

Session #8: Trip Generation, Trip Distribution, and Mode Choice

This session includes a discussion of the trip generation, trip distribution, and mode choice steps of the modeling process. Discussion will include how to adjust the trip generation, trip distribution, and mode choice parameters, including when tweaking the parameters is necessary. The session will also include the inputs that feed the trip generation, trip distribution, and mode choice steps and how to read their output files.

Session #9: Interpreting Results and Model Calibration

This session will cover interpreting model results and assessing model calibration and validation. Model results include traffic volume assignments, congested speeds and times, transit ridership, intrazonal trips, vehicle-miles traveled, vehicle-hours traveled, and trip lengths, which can be assessed for reasonability and calibration. There are specific spreadsheets that are set up to clearly show the NERTDM calibration model results. This session will also explain how to populate the calibration information in these spreadsheets to assess model validation. Methods of how to improve model calibration will be covered.

Session #10: Troubleshooting and Common Errors

This session includes a discussion of troubleshooting model run errors. Model run log files will be reviewed to find error codes and initiate diagnosis. Additionally, troubleshooting unexpected model assignment results is presented. Common coding and network errors are also explored in this session.

Session #11: Traffic Forecasting – General Background and Best Practices

HNTB will discuss the generally accepted traffic forecasting process according to the WisDOT Transportation Planning Manual. Examples will be given regarding how to forecast traffic based on traffic counts and model assignments.

Session #12: Special CUBE tools

This session covers special CUBE tools and other topics that can be used for analysis and display. Topics covered include subarea analysis, polygon uses, intersection turns, and display tools such as printing, adjusting print layouts, legends, and titles.

Session #13: Additional Opportunities and Other Topics

This session will cover additional topics not yet covered previously. This can include helpful presentation graphics such as difference plots, select link analysis, and shortest paths. This session can also cover other topics that had been covered previously but that the ECWRPC staff would like to review in more detail.

Task 2: Training Manual

A training manual will be developed that documents all the training sessions. The training manual will include documentation of CUBE software tools and functionality that was covered in each of the training sessions, including NERTDM applications and uses. Screenshots of CUBE software windows and the NERTDM network and attributes will be included to enhance and clarify the documentation. A listing of common errors will also be included.

Task 3: Technical Support

HNTB will provide up to 60 hours of technical support to ECWRPC. Technical support **will be in addition** to the training sessions and can include any modeling assistance that is required by ECWRPC in editing or implementing the NERTDM. Additionally, monthly 30-minute meetings will be conducted to provide on-going support, communication, and coordination between ECWRPC and HNTB.

In the course of this project, it is anticipated that through the training sessions and training manual ECWRPC staff will achieve a very good understanding of CUBE software and the ability to maintain and use the NERTDM for a number of purposes including developing future traffic projections and supporting other uses such as construction/work zone traffic management planning, traffic operations, and transit planning.

Validation spreadsheets for the NERTDM are available to view the performance of the model compared to observed data such as traffic counts. The user interface also provides tools including post-processing network combining and turn movement exporting.

The proposed workplan for this project is in Table 2 shown later in the proposal. It includes the various tasks and training sessions with the number of hours anticipated for each task and the number of hours each HNTB staff member is anticipated to spend on each task. The approximate date of each task is also included.

Total Project Cost

\$60,000.00

APPENDIX B:
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
SHORTFORM FOR FEDERALLY FUNDED CONTRACTS

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1. Federal Policies

The CONSULTANT agrees to meet all federal requirements including 2 CFR 200 and 23 CFR 450 related to the PL funding for this project.

23 CFR 450.308 Funding for transportation planning and unified planning work programs.

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart

23 CFR 450.336 Self-certifications and Federal certifications.

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303 and 5304 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 (Bipartisan Infrastructure Law) (Pub. L. 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 23 U.S.C. 324, 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.

2. Scope of Services

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT, provided however, that CONSULTANT shall not be required to perform out-of-scope or change order work unless such work and any applicable change has been approved in writing by change order or amendment to the Agreement or subject task order executed by both parties.
2. The CONSULTANT shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the COMMISSION.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The CONSULTANT shall from time to time during the progress of the services confer with the COMMISSION and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the COMMISSION to enable it to reasonably pass judgment on the features of the services. The CONSULTANT, to the extent necessary to correct any negligent acts, errors or omissions in the Services being provided for the Project, shall make such changes, amendments, or revisions in the detail of the services as may be required by the COMMISSION. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession which shall be performed with the same degree of care, skill and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing under similar circumstances.
5. Meetings may be scheduled at the request of the CONSULTANT or the COMMISSION for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with COMMISSION Representative.

3. Personnel

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.

2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

It is intended that a single contractor will have total responsibility for all services identified in this RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include:

- o their company's name,
- o the company's principal owner(s),
- o description of their involvement in the project, and
- o qualifications for each aspect of this project they may work with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of ECWRPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of Consultant's signed contract with ECWRPC. ECWRPC reserves the rights to a copy of the signed contract between the Consultant and the sub-contractors. ECWRPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and sub-contractor within 14 business days. A copy of the final contract between the Consultant and the sub-contractor must be sent to ECWRPC within 21 business days of the Contract execution between ECWRPC and the Consultant.

4. Reimbursement of Travel Expenses

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in the non-Federally sponsored activities of the CONSULTANT. CONSULTANTs may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.

5. Prior Written Approval

1. The purpose of this project is to work with ECWRPC, Valley Transit, and the City of Neenah on the Neenah Transit Center study and the Ridership and Fare Payment surveys for the Valley Transit system. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:
 1. Changes in the specific activities described in the application.
 2. Changes in key personnel as specified in the application and/or this agreement.

3. Changes in the scope of work contained in any solicitation and/or request for proposals.
4. Need for additional Federal funds.
5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items.
6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement.
7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$5,000.
8. Requests to use Federal and/or non-Federal match funds for food and/or beverages in conjunction with meeting costs.

6. Prohibited Activities

1. **Duplication of Work:** The purpose and scope of work for which this Agreement is made shall not duplicate programs for which moneys have been received, are committed, or are applied for from other sources, public or private. Upon request of the COMMISSION, the CONSULTANT shall submit full information about related programs that will be initiated within the Program period.
2. **Other Funding Sources:** COMMISSION's funds budgeted or Programed for this program shall not be used to replace any financial support previously provided or assured from any other source.
3. **Funds for Attorney/Consultant Fees:** The CONSULTANT hereby agrees that no funds made available from this Program shall be used, directly or indirectly, for paying attorneys' or consultants' fees in connection with securing Programs or other services provided by the COMMISSION, for example, preparing the application for this assistance. However, attorneys' and consultants' fees incurred for meeting this Agreement's requirements may be eligible project costs and may be paid out of funds made available from this Agreement provided such costs are otherwise eligible.
4. The CONSULTANT is prohibited from using funds provided from this Program or personnel employed in the administration of this program for political activities, sectarian or religious activities, lobbying, political patronage, or nepotism activities.
5. Program funds may not be used for marketing or entertainment expenses.
6. Program funds may not be used for capital assets, such as the purchase of vehicles, improvements and renovation of space, and repair and maintenance of privately-owned vehicles.

7. Use of Consultants/Contractors

1. Procurement of consultant or contractor services shall be in accordance with all standards and procedures set forth in 2 CFR Part 200. The following terms are intended merely to highlight some of these standards and are, therefore, not inclusive.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.
3. Formal advertising, with adequate purchase description, sealed bids, and public openings, shall not be required for small purchase procurements that are less than the simplified acquisition threshold, currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 in accordance with 41 U.S.C. 1908 as \$250,000 unless otherwise required by State or local law or regulation. If small purchase procedures are used, price or rate quotations shall be obtained. Micro-purchases of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold currently set by the Federal Acquisition Regulation at \$9,000 may be used in order to expedite the completion of lowest-dollar small purchase transactions.
4. The CONSULTANT shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Federal Program funds. CONSULTANT's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a contractor or potential contractors. To the extent permissible by State or local law, rules, or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by the CONSULTANT's officers, employees, or agents, or by contractors.
5. The CONSULTANT shall ensure that every consultant and every contractor it employs under the Program complies with the terms of this Agreement as though the consultant or contractor were a party to this Agreement.
6. The CONSULTANT is the responsible authority, without recourse to the COMMISSION, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of the Program.

8. Prosecution and Progress

A. *General*

1. Services under this CONTRACT shall commence upon written order from the COMMISSION to the CONSULTANT, which order will constitute authorization to proceed.
2. The CONSULTANT shall complete the services under this CONTRACT within the time for completion specified. Services by the CONSULTANT shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the COMMISSION in the event of a delay attributable to the COMMISSION or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the CONSULTANT.
3. The CONSULTANT shall notify the COMMISSION in writing when the services have been completed. Upon the COMMISSION's subsequent determination that the services have satisfactorily been completed, the COMMISSION will provide written notification to the CONSULTANT acknowledging the formal acceptance of the completed services.

B. *Delays and Extensions*

1. Delays in completing the services within the time provided for completion for reasons not attributable to the CONSULTANT may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.
3. Time is of the essence with regard to the delivery of all services under this CONTRACT.

C. *Termination*

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days' written notice to the CONSULTANT.
2. In the event the CONTRACT is terminated by the COMMISSION without fault on the part of the CONSULTANT, or by the CONSULTANT under 8.B.2, above, the CONSULTANT shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the COMMISSION bears the total amount of services provided for herein, as determined by mutual agreement

between the COMMISSION and the CONSULTANT as the CONTRACT amendment.

3. In the event the services of the CONSULTANT are terminated by the COMMISSION for fault on the part of the CONSULTANT, the CONSULTANT shall be paid a reasonable value of the services rendered and delivered to the COMMISSION up to the time of termination. The value of the services will be determined by the COMMISSION.
4. In the event of the death of any member or partner of the CONSULTANT's firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the COMMISSION and the survivors, in which case the CONSULTANT will be paid as set for in Section 9, below.

D. Subletting or Assignment of Contract

1. The CONSULTANT shall not sublet or assign any part of this CONTRACT without prior written approval of the COMMISSION.
2. When the CONSULTANT is authorized to sublet or assign a portion of the services, the CONSULTANT shall perform services amounting to at least one-half of the original CONTRACT amount.
3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the CONTRACT.
4. When the CONSULTANT subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the CONSULTANT.
5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the CONSULTANT or the sub-consultant.

9. Basis of Payment

1. The CONSULTANT will be paid by the COMMISSION for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the CONSULTANT will not be allowed. No payment shall be construed as COMMISSION acceptance of unsatisfactory or defective services or improper materials.
2. Reimbursement for costs will be limited to those which are allowable under 2 CFR 200, Uniform Guidance; by COMMISSION policy; and any other applicable

federal law.

3. The CONSULTANT shall submit invoices in the format specified in the CONTRACT AGREEMENT (pages 4-5), not more than once per month, for partial payment for the authorized services completed to date. The final invoice shall be submitted to the COMMISSION within 5-10 days of completion of the services. Final payment of any balance due the CONSULTANT will be made promptly upon its verification by the COMMISSION, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the COMMISSION. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.
4. The CONSULTANT and any sub-consultants shall maintain all documents and evidence pertaining to costs incurred under this CONTRACT for inspection by the COMMISSION and the COMMISSION's audit team, Wisconsin Department of Transportation, and the Federal Highway Administration during normal business hours in respective offices for a period of three years following the final CONTRACT payment.
5. If, in the CONSULTANT's opinion, orders or instructions given by the COMMISSION would require the discarding or redoing of services which were based upon earlier direction or approvals or instruction given by the COMMISSION would involve services not within the scope of services, the CONSULTANT must notify the COMMISSION in writing if it desires extra compensation or a time extension. The COMMISSION will review the CONSULTANT's submittal and, if acceptable, approve a CONTRACT amendment.
6. The CONSULTANT shall pay subcontracts within ten (10) business days of receipt of a payment from the COMMISSION for services performed within the scope of this CONTRACT.
7. All invoices are to be paid by the COMMISSION within thirty (30) days, unless otherwise negotiated.
8. The CONSULTANT shall submit the following documents to the COMMISSION including documentation of project activities completed by a subconsultant within 5-10 days of the month's end:
 - a. Letterhead expressing the balance due,
 - b. Invoice,
 - c. Progress Report: Summary of services provided and progress through the projected timeline, and
 - d. Itemized detailed receipts for travel, meals, etc.
10. All invoices for payment shall be submitted to:
Casey Peters
cpeters@ecwrpc.org

10. Separate Bank/Fund Accounts

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other

considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

11. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at <https://harvester.census.gov/fac/collect/ddeindex.html#>.
3. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.
4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

12. Miscellaneous Provisions

A. *Ownership of Documents*

All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the CONSULTANT under this CONTRACT are works created for hire and shall become the property of the COMMISSION upon final payment to CONSULTANT within 30 days of CONSULTANT'S receipt of payment. Ownership shall not extend to Consultant's underlying means and methods used to create work product. Additionally, any images, graphics, photographs, etc. contained within Consultant's work product thereto belonging to Consultant shall remain the property of Consultant unless otherwise indicated in the Scope of Work. All project documents provided to the CONSULTANT by the COMMISSION or by any third party which pertains to this CONTRACT are property of the COMMISSION.

1. Upon demand by the COMMISSION, all project documents shall be delivered to the COMMISSION. Project documents may be used without restriction by the COMMISSION for any purpose. Any such use shall be without compensation or liability to the CONSULTANT. The COMMISSION has all rights to copyright or otherwise protect the project documents which are the property of the COMMISSION. CONSULTANT reserves the right to use work product created during the term of this Agreement for advertising and marketing purposes.
2. All files (including electronic files) developed by the CONSULTANT must be

provided back to the COMMISSION prior to the final invoice being sent to the COMMISSION.

13. Contingent Fees

1. The CONSULTANT represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that the CONSULTANT has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation of this representation the COMMISSION shall have the right to terminate this CONTRACT without liability, or in its discretion to deduct from the agreement price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

14. Legal Relations

1. The CONSULTANT shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.
2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FEDERAL HIGHWAY ADMINISTRATION (FHWA) thereby, there shall be no personal liability upon the authorized representatives of the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FHWA, it being understood that in such matters they act as agents and representatives of these agencies.
3. The CONSULTANT shall be responsible for any and all damages to property or persons to the extent caused by the negligent act, error and/or omission in the CONSULTANT's performance of the services under this CONTRACT.
4. The CONSULTANT shall indemnify and hold harmless the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION, and FHWA and all of their officers and employees on account of any damages to persons or property to the extent resulting from negligence of the CONSULTANT or for noncompliance with any applicable federal, state, or local laws.
5. To the fullest extent permitted by law, CONSULTANT shall not be liable to COMMISSION for any special, punitive, consequential or indirect damages resulting in any way from the performance of Services or otherwise arising from this agreement.
6. To the fullest extent permitted by law, the total aggregate liability of CONSULTANT and its subconsultants to COMMISSION for all judgements, losses, damages, and expenses resulting in any way from the performance of the Services shall not exceed the total compensation actually received by CONSULTANT under this agreement.

15. Nondiscrimination in Employment

1. In connection with the performance of services under this CONTRACT, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.
2. CONSULTANT agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause

16. Equal Employment Opportunity

1. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
2. The COMMISSION is a Sub-Recipient of WisDOT federal aid funds, hereinafter referred to as the "Sub-Recipient." The sub-recipient 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, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), and subsequent acts be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts/consultants, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that Sub-Recipient (the COMMISSION) distributes federal aids funds to an additional sub-recipient, the Sub-Recipient will include Title VI language in all written agreements and will monitor the additional sub-recipient for compliance. The Sub-Recipient has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Sub-Recipient Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The CONSULTANT will comply with all provisions of Executive Order 11246, "Equal Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. The CONSULTANT will furnish all information and reports required by Executive

Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION, WISDOT, FHWA, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

5. The CONSULTANT will include the provisions of this section, "Equal Employment Opportunity" in every subcontract.

17. Errors and Omissions

1. The CONSULTANT shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The CONSULTANT shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The CONSULTANT shall be responsible to the COMMISSION for any losses to or costs to repair or remedy as a result of the CONSULTANT's negligent acts, errors, or omissions.
2. CONSULTANT represents that the services to be provided under this CONTRACT will be executed in a professional manner, consistent with professional standards of comparable work in this field.

18. Conflict of Interest

1. The CONSULTANT represents that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.
2. The CONSULTANT represents that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the COMMISSION at the time of execution or during the life of this contract without prior written approval from the COMMISSION.
3. The CONSULTANT represents that it will immediately notify the COMMISSION if an actual or potential conflict of interest arises or becomes known to the CONSULTANT. Upon receipt of such notification, the COMMISSION will review and written approval is required for the CONSULTANT to continue to perform work under this CONTRACT.

19. Certification Regarding Debarment

1. The CONSULTANT certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.
2. The CONSULTANT agrees that it will not knowingly enter into any transaction

with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the COMMISSION.

20. Insurance Requirements

1. The CONSULTANT shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin.
 1. Comprehensive General Liability - \$1,000,000 per occurrence.
 2. Auto Liability - \$300,000 combined single limits per accident.
 3. Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

21. Certification Regarding Lobbying

1. The CONSULTANT certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, 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. The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at www.FHWA/DOT.gov.

22. Disadvantaged Business Utilization

1. The CONSULTANT agrees to ensure that Disadvantaged Business as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts finances in whole or in part with federal funds provided under this agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision shall constitute a breach of contract and may results in termination of the CONTRACT by the COMMISSION or other such remedy as the COMMISSION deems appropriate.

2. The CONSULTANT shall identify by name, the disadvantaged business whose utilization is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of service.
3. The CONSULTANT shall maintain records and document its performance under this item.

23. National Policy Requirements

1. Debarment and Suspension
The CONSULTANT agrees to comply with 2 CFR Parts 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," and 1125, "Department of Defense Non-procurement Debarment and Suspension." The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are "covered transactions" under Parts 180 and 1125.
2. Drug-Free Workplace
The CONSULTANT agrees to comply with Subpart B, "Requirements for Recipients Other Than Individuals," of 32 CFR Part 26, "Governmentwide Requirements for Drug- Free Workplace (Financial Assistance)."
3. Hatch Act
The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.
4. Universal Identifier Requirements and Central Contractor Registration
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, "Universal Identifier and Central Contractor Registration." The System for Award Management (SAM) has replaced the CCR system.
5. Trafficking Victims Protection Act of 2000
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, "Award Term for Trafficking in Persons."
6. Reporting Sub-award and Executive Compensation Information
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, "Reporting Sub-award and Executive Compensation Information."

APPENDIX C:
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
PROPOSED PROJECT TIMELINE AND BUDGET

Project Schedule

The project’s timeline is from March 31st, 2024 to October 31st, 2024. It is anticipated that training sessions will be scheduled approximately twice per month. The first introductory session will occur in early April. The final training session is anticipated to occur by the end of October. The training sessions are planned in an order that the knowledge gained from previous sessions is used in future sessions. Therefore, the sessions should build in a natural fashion.

The training manual will be developed throughout the process with each session’s topic being documented shortly after the session occurs. The final training manual document will be finished by October 31, 2024. Regular monthly half-hour meetings will be scheduled to provide consistent communication and coordination throughout the project.

On-call model support will also be ongoing throughout the project. HNTB will be in regular contact with ECWRPC staff to provide support whenever and however needed.

ECWRPC input will be required for the following:

- Providing guidance regarding any training session topics that are desired, but not specifically identified by HNTB, especially in the final two sessions (Sessions #12 and #13).
- Needs of the NERTDM related to the congestion management plan.
- Attendance at training sessions and monthly coordination meetings, and input regarding training session scheduling dates/times,
- Providing work to fill the 60 hours of on-call support. Key milestones of the project include completion of training sessions by October 15, 2024 and completion of the training manual by October 31, 2024.

The following are the HNTB staff that will be working on this project:

- Jerry Shadewald, PE – project manager.
- Tim Flynn, AICP – traffic modeler.
- Ahmad Faris, EIT – traffic modeler.
- Jenny Rybarczyk – GIS specialist.
- Angela Craugh – project analyst.

Table 1 provides the project schedule and anticipated hours by task and by month.

Table 1
Project Schedule by Task and Month

Task	April	May	June	July	August	September	October	Total
Project Management	4	3	3	3	3	3	3	22
Training Session #1	3	--	--	--	--	--	--	3
Training Session #2	14	--	--	--	--	--	--	14
Training Session #3	--	13	--	--	--	--	--	13
Training Session #4	--	13	--	--	--	--	--	13
Training Session #5	--	--	13	--	--	--	--	13
Training Session #6	--	--	14	--	--	--	--	14
Training Session #7	--	--	--	17	--	--	--	17
Training Session #8	--	--	--	14	--	--	--	14
Training Session #9	--	--	--	--	14	--	--	14
Training Session #10	--	--	--	--	14	--	--	14
Training Session #11	--	--	--	--	--	14	--	14
Training Session #12	--	--	--	--	--	13	--	13
Training Session #13	--	--	--	--	--	--	14	14
Travel (TBD)	--	8	--	8	--	--	--	16
Training Manual Documentation	12	14	14	14	14	14	34	116
Monthly Coordination Meetings	1.5	1.5	2	1.5	2	1.5	2	12
On-call Support	4	9	9	9	9	10	10	60
Total	38.5	61.5	55	66.5	56	55.5	63	396

Project Budget and Fee Information

The project fee is \$60,000.00, shown in Table 2 below. This includes 396 hours of total labor plus reimbursable mileage expenses, meal expenses, and printing expenses. Labor is broken out by task and phase of the project. Labor is also broken out before and after May 1, 2024, because an anticipated rate increase is scheduled for May 1. HNTB staff is fully available to provide services required by the project tasks during the April to November, 2024 project timeframe. The fee includes two trips to Appleton by two employees per trip and includes mileage expenses, drive time, and meals. Tasks required by ECWRPC include:

- Providing guidance regarding any training session topics that are desired, but not specifically identified by HNTB,
- Attendance at training sessions and monthly coordination meetings,
- Providing work to fill the 60 hours of on-call support.

Table 2
Project Fee Information

Task	PM/ Principal	Traffic Modeler	Traffic Modeler	GIS Specialist	Project Analyst	Total
	Jerry Shadewald	Ahmad Faris	Tim Flynn	Jenny Rybarczyk	Angela Craugh	
Project Management Hours	10	--	--	--	12	22
Project Management Labor	\$2,704.00	--	--	--	\$1,666.00	\$4,370.00
Training Sessions Hours	14	80	88	4	--	186
Training Sessions Labor	\$3,796.00	\$9,842.00	\$12,922.00	\$628.00	--	\$27,188.00
Training Manual Hours	4	56	56	--	--	116
Training Manual Documentation Labor	\$1,092.00	\$6,908.00	\$8,190.00	--	--	\$16,190.00
Monthly Meetings Hours	4	4	4	--	--	12
Monthly Meetings Labor	\$1,085.50	\$493.00	\$584.50	--	--	\$2,163.00
On-call Support Hours	8	25	25	2	--	60
On-call Support Labor	\$2,184.00	\$3,088.00	\$3661.00	\$314.00	--	\$9,247.00
Total Hours	40	165	173	6	12	396
Total Labor	\$10,861.50	\$20,331.00	\$25,357.50	\$942.00	\$1,666.00	\$59,158.00
Loaded Labor Rate (before 5/1/2024)	\$260.00	\$118.00	\$140.00	\$149.00	\$133.00	--
Hours Anticipated (before 5/1/2024)	4.5	21.5	10.5	0	2	38.5
Loaded Labor (before 5/1/2024)	\$1,170.00	\$2,537.00	\$1,470.00	\$0.00	\$266.00	\$5,443.00
Loaded Labor Rate (after 5/1/2024)	\$273.00	\$124.00	\$147.00	\$157.00	\$140.00	--
Hours Anticipated (after 5/1/2024)	35.5	143.5	162.5	6	10	357.5
Loaded Labor (after 5/1/2024)	\$9,691.50	\$17,794.00	\$23,887.50	\$942.00	\$1,400.00	\$53,715.00
Total Labor	\$10,861.50	\$20,331.00	\$25,357.50	\$942.00	\$1,666.00	\$59,158.00
Mileage (\$0.67/mile)	--	--	--	--	--	\$670.00
Meals	--	--	--	--	--	\$136.00
Printing	--	--	--	--	--	\$36.00
Total Fee	--	--	--	--	--	\$60,000.00

PROPOSED RESOLUTION NO. 19-24

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT FOR PROFESSIONAL SERVICES WITH HNTB CORPORATION FOR TRAVEL DEMAND MODEL TRAINING

WHEREAS, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has an operating agreement with the Wisconsin Department of Transportation to utilize the North East Wisconsin Travel Demand Model to provide technical assistance to local communities, and;

WHEREAS, the Commission has approved in its budget and work program to pursue training to better utilize the Travel Demand Modeling software and develop training materials for new staff working with the Travel Demand Model, and;

WHEREAS, the Commission approved the 2024 Transportation Work Program and Budget on October 27, 2023, and;

WHEREAS, the Wisconsin Department of Transportation and Federal Highway Administration has approved the 2024 Transportation Work Program and Budget, and;

WHEREAS, the Commission issued a Request for Proposals to provide Travel Demand Modeling training, for which two proposals were received, with HNTB Corporation being the highest scoring proposal, and;

WHEREAS, the Commission and its selection committee selected HNTB Corporation to be awarded the contract, and;

WHEREAS, the contract begins on March 31, 2024 and concludes October 31, 2024, with all task to be completed by October 31, 2024, and;

WHEREAS, the contract is a financial commitment by the Commission of up to \$60,000;

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

Section 1: That the Executive Director is authorized to enter into a contract for professional services with HNTB Corporation.

Effective Date: March 28, 2024
Submitted To: Executive Committee
Prepared By: Casey Peters, GIS Analyst I

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

Approval Date

TO: Executive Committee

FROM: Jennie Mayer, Safe Routes to School Coordinator

DATE: March 20, 2024

RE: Proposed Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. for the Safe Routes to School Program

As part of the Safe Routes to School Program, getting children safely to and from school is a key function of a community because how kids get to school can shape their physical and mental health. Access needs to be equitable and easy, and often communities don't fully realize what the barriers are.

The goal of the Built Environment and Active Transportation to and from School (BEATS) study is to help school communities better understand their existing transportation situations, adapt to changing needs and conditions, and alleviate the pedestrian and bicycle accessibility and safety issues that they face for children traveling to and from school.

On February 7, 2024, the Commission issued a Request for Proposals; three firms responded to the request. A selection committee reviewed the proposals, which resulted in Traffic Analysis & Design Inc. being selected to enter into contract negotiations with the Commission. The total cost for the 12-month contract will be no more than \$65,000. The funding associated with this program will require a three-party contract between the Wisconsin Department of Transportation, the Commission, and the Consultant.

Staff Recommendation: Staff recommends approval of Proposed Resolution 20-24, which authorizes the Executive Director to enter into and negotiate a contract with the Wisconsin Department of Transportation (WisDOT) and Traffic Analysis & Design Inc.

PROPOSED RESOLUTION NO. 20-24

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO A
CONTRACT WITH TRAFFIC ANALYSIS & DESIGN INC. FOR THE SAFE ROUTES TO
SCHOOL PROGRAM**

WHEREAS, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, received Transportation Alternatives Program funding from the Wisconsin Department of Transportation to administer the Regional Safe Routes to School Program, and;

WHEREAS, the Commission has approved in its budget and work program the hiring of a consultant to conduct a Built Environment and Active Transportation to and from School study, and;

WHEREAS, the Commission issued a Request for Proposals on February 7, 2024 and received three qualified proposals, and;

WHEREAS, the Commission and its selection committee selected Traffic Analysis & Design Inc. to be awarded the contract, and;

WHEREAS, the contract is a twelve-month contract beginning April 1, 2024 and ending on April 19, 2025, and;

WHEREAS, the federal funding associated with this program requires a three-party contract between the Commission, the Consultant, and the Wisconsin Department of Transportation, and;

WHEREAS, the contract is a financial commitment by the Commission of up to \$65,000;

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

Section 1. That the Executive Director is authorized to enter into and negotiate a contract with the Wisconsin Department of Transportation and Traffic Analysis & Design Inc.

Effective Date: March 28, 2024

Submitted To: Executive Committee

Prepared By: Jennie Mayer, Safe Routes to School Coordinator

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

Approval Date

TO: ECWRPC Commissioners

FROM: Melissa Kraemer Badtke, Executive Director

DATE: March 20, 2024

RE: Proposed Resolution 21-24: Amending the 2024 Transportation Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

East Central staff has been tracking and closely monitoring the time and expenses incurred related to the process of redesignating the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization's Policy Boards. Through February, this effort has consumed nearly 25% of the total available funding in the relevant Work Program element: 1311 – Appleton (Fox Cities)/Oshkosh MPO Program Administration and Support. Reviewing all of the planned activity related to this effort through 2024, the current estimate is that at least an additional \$50,000 will be needed to complete this work. The following adjustments to the 2024 Transportation Work Program and Budget are proposed to provide additional funding for the redesignation effort, as outlined below.

- 1313: Reduced budget and correlating staff hours by \$20,000. Proposals for a pending contract came in under the budgeted amount. While this contract will be charged to 1313A, it will increase staff time in this category, thus reducing the staff time needed in 1313, as these two program ID numbers are interrelated.
- 1323: Reduced budget and correlating staff hours by \$10,000. Many of the work program deliverables are eligible to be charged to Work Program Element 1324F, which is for Safe and Accessible Transportation Options (SATO)
- 1324: Reduced budget and correlating staff hours by \$ 20,000. Many of the work program deliverables are eligible to be charged to Work Program Element 1324F, which is for Safe and Accessible Transportation Options (SATO).

Work Program Element	2024 Budget	Adjustment	Revised 2024 Budget
1311	\$ 75,000	\$ 50,000	\$ 125,000
1313	\$ 75,000	\$ (20,000)	\$ 55,000
1323	\$ 76,019	\$ (10,000)	\$ 66,019
1324	\$ 50,000	\$ (20,000)	\$ 30,000

Staff Recommendation: Staff recommends the ECWRPC Commission approve Proposed Resolution 21-24, which incorporates the adjustments reflected above into the Transportation Section of the 2024 ECWRPC Work Program and Budget.

PROPOSED RESOLUTION NO. 21-24

AMENDING THE 2024 TRANSPORTATION SECTION OF THE 2024 WORK PROGRAM AND BUDGET FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

WHEREAS, an annual Transportation Work Program and Budget, required by the Federal Highway Administration, the Federal Transit Administration, and the Wisconsin Department of Transportation, was approved by the Commission on October 27, 2023, and;

WHEREAS, the Commission Board approved the Commission's 2024 Work Program and Budget, which included the 2024 Transportation Work Program and Budget, on January 24, 2024, and;

WHEREAS, transportation work program and budget amendments are allowable under certain circumstances, including adjusting funding to perform existing to additional work program activities, and;

WHEREAS, the Transportation Management Area Certification Review provided corrective actions and recommendations to ECWRPC, and;

WHEREAS, the recommendation to redesignate the policy board for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and, by extension, the Oshkosh MPO requires significant staff and financial resources that were not anticipated at the time the Transportation Work Program and Budget was adopted, and;

WHEREAS, ECWRPC staff have deemed it necessary and reasonable to adjust the 2024 Transportation Work Program and Budget to better align with its deliverables for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations to ensure compliance with federal and state regulations, and;

WHEREAS, the 2024 Work Program and Budget will be amended to reallocate existing funding to cover the projected costs of the redesignation of the Appleton (Fox Cities) and Oshkosh MPO's Policy Boards as noted on the attached Transportation Work Program amendment, and;

WHEREAS, this amendment is budget neutral, as no additional federal, state, or local levy is being utilized;

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

Section 1: That the Commission hereby amends the 2024 Transportation Work Program and Budget as reflected on the attached and incorporated herein.

Section 2: That the Commission hereby amends the 2024 Work Program and Budget as reflected on the attached and incorporated herein.

PROPOSED RESOLUTION NO. 21-24

Effective Date: March 28, 2024

Submitted To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke—ECWRPC Executive Director

Approval Date

Approval Date

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*

*East Central WI Regional Planning Commission | 400 Ahnaip Street, Suite 100 | Menasha, WI 54952
Phone: 920-751-4770 | Website: www.ecwrpc.org*

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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AUTHORS: East Central Planning Staff

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

SOURCE OF COPIES: East Central Wisconsin Regional Planning Commission
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This document outlines the work efforts of the East Central Wisconsin Regional Planning Commission for the next year. The document also includes the transportation planning studies that will be undertaken in the East Central Region by the Wisconsin Department of Transportation, local communities, or consultants to them. The Annual Work Program provides the basis for setting the annual commission budget and dues levy and for adopting an annual staffing plan. The work program serves as the basis for funding 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

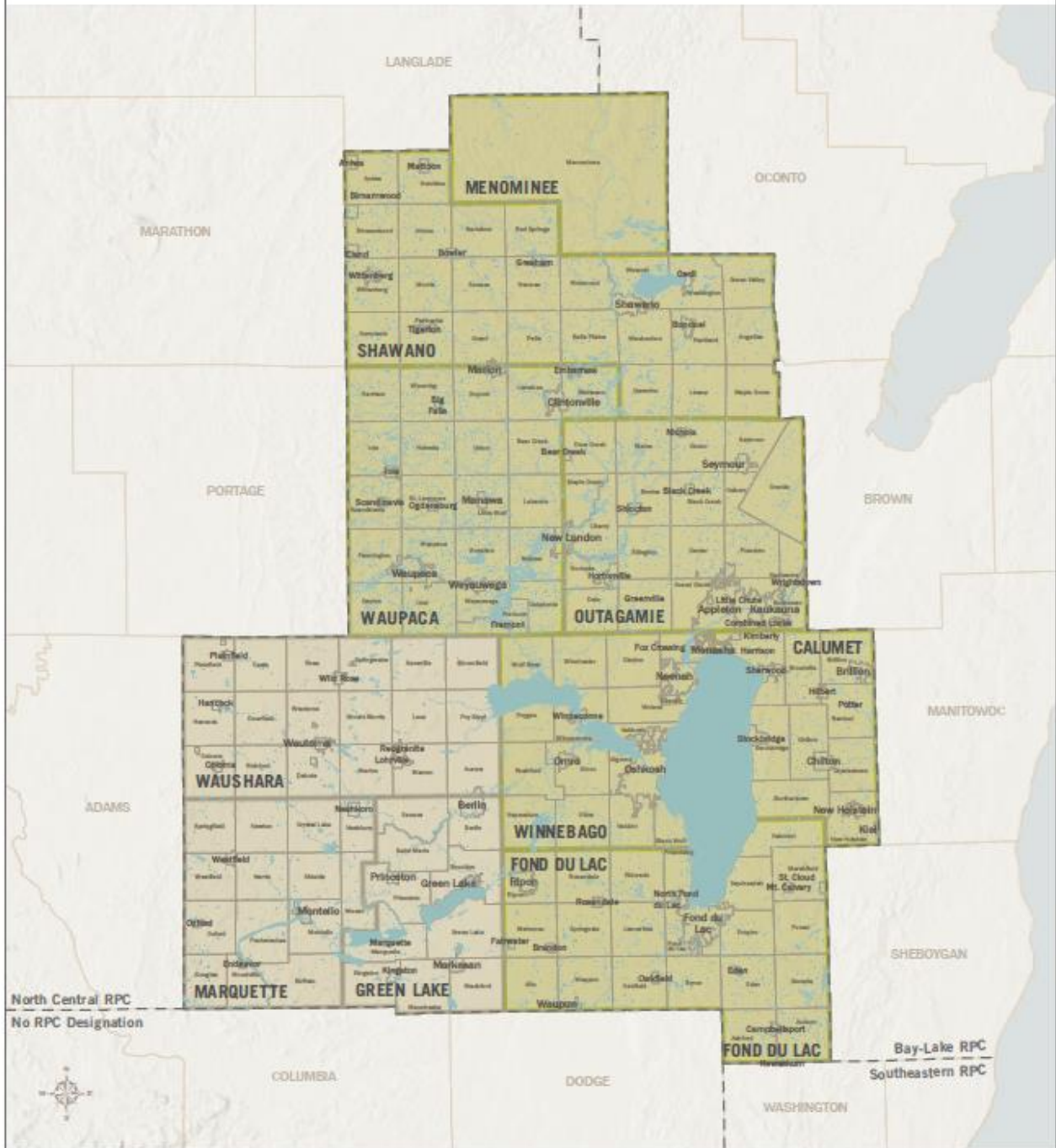
are considered and approved by the Commission Board at the July Quarterly Commission meeting. Levy letters are sent to the member Counties prior to August 1st. Each work program element includes a table which indicates the allocated the funding amounts.

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).

ECWRPC



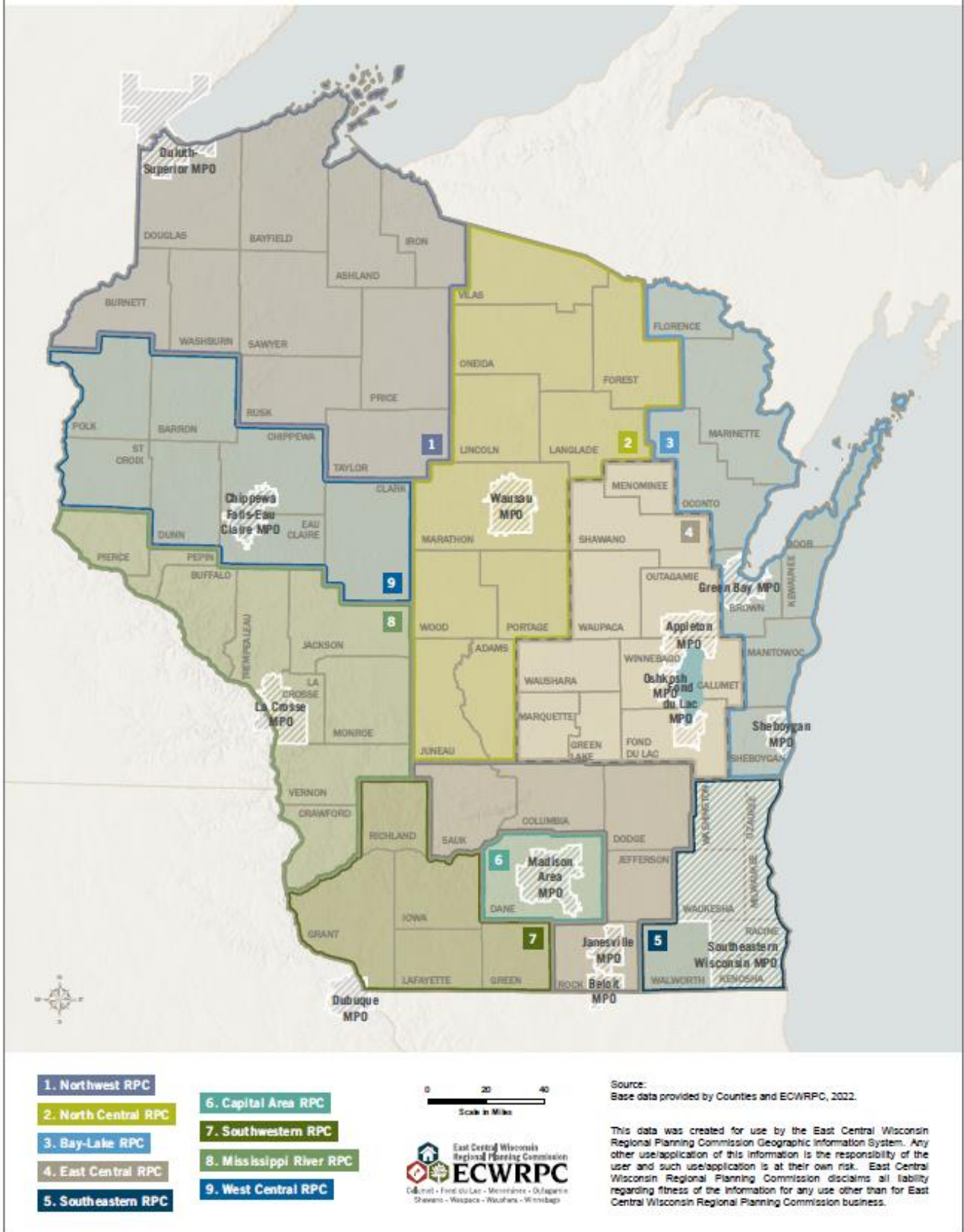
-- Regional Planning Commission Boundary
 ECWRPC Member County & Municipality
 ECWRPC Non-Member County & Municipality



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;

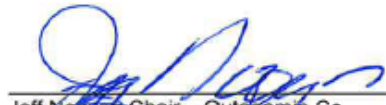
RESOLUTION 46-23

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	\$ 145,000.00	\$ 116,000.00	80.0%	\$ 7,250.00	5.0%	\$ 21,750.00	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	\$ 55,000.00	\$ 44,000.00	80.0%	\$ 2,750.00	5.0%	\$ 8,250.00	15.0%
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 230,000.00	\$ 184,000.00	80.0%	\$ 11,500.00	5.0%	\$ 34,500.00	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)	\$ 66,019.30	\$ 52,815.44	80.0%	\$ 3,275.72	5.0%	\$ 9,928.14	15.0%
1324	Transit Planning	\$ 30,000.00	\$ 24,000.00	80.0%	\$ 1,500.00	5.0%	\$ 4,500.00	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

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	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							
2461	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

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Elizabeth Moses
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OUTAGAMIE COUNTY

Thomas Nelson
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Lee Hammen
Jake Woodford
Jeff Nooyen
Nadine Miller

SHAWANO COUNTY

Thomas Kautza
Steve Gueths
Ken Capelle

WAUPACA COUNTY

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DuWayne Federwitz

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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.

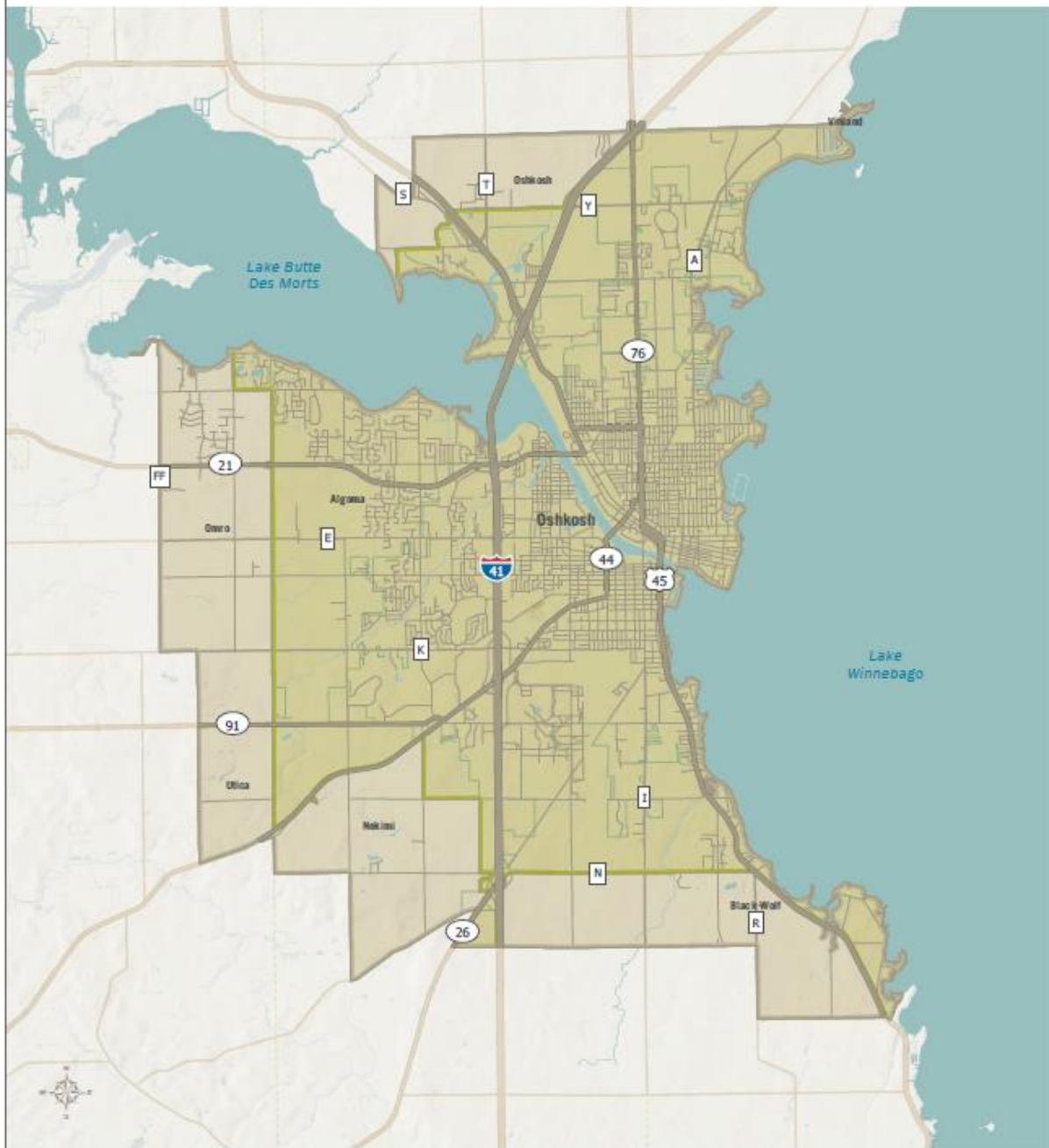
- Continue to integrate the TIPs into a GIS database.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPOs.
- Use the NE Travel Demand Model to work with WisDOT and local agencies 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)							
1311	Program Administration/Support	\$ 145,000.00	\$ 116,000.00	80.0%	\$ 7,250.00	5.0%	\$ 21,750.00	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	\$ 55,000.00	\$ 44,000.00	80.0%	\$ 2,750.00	5.0%	\$ 8,250.00	15.0%
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 230,000	\$ 184,000.00	80.0%	\$ 11,500.00	5.0%	\$ 34,500.00	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)	\$ 66,019.30	\$ 52,815.44	80.0%	\$ 3,275.72	5.0%	\$ 9,928.14	15.0%
1324	Transit Planning	\$ 30,000.00	\$ 24,000.00	80.0%	\$ 1,500.00	5.0%	\$ 4,500.00	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%

ECWRPC



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.

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.

Path: I:\GIS\Transportation\2022\Work_Program_Map\Work_Program_Map_2022_Signed\Work_Program_Map_2022_Signed_401616.mxd

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	826
Deputy Director	644
Principal Planner	1314
Senior Planner	95
Associate Planner	4191
GIS Manager	516
GIS Analyst 1	1188
IT Manager	16
Controller	15
Administrative Coordinator	44

**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	\$ 116,000.00	80.0%
WisDOT - PL	\$ 7,250.00	5.0%
ECWRPC	\$ 21,750.00	15.0%
Total	\$ 145,000.00	100.0%

1311 - Staff Allocations	
Position	Hours
MPO Director	450
Deputy Director	400
Principal Planner	350
Senior Planner	0
Associate Planner	0
GIS Manager	100
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

<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 	<p>January – December 2024</p>
<p>1.8 Develop new member materials on the roles and responsibilities of the MPO, TAC and Policy Board members.</p>	<p>February – May 2024</p>
<p>1.9 Attend MPO Directors meetings and collaboration with other MPOs on projects.</p>	<p>January – December, 2024</p>
<p>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.</p>	<p>January 2024</p>
<p>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.</p>	<p>January – December, 2024</p>

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 Metropolitan Transportation Plan .	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	\$ 44,000.00	80.0%
WisDOT - PL	\$ 2,750.00	5.0%
ECWRPC	\$ 8,250.00	15.0%
Total	\$ 55,000.00	100.0%

1313 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	163
Principal Planner	0
Senior Planner	0
Associate Planner	174
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. (Deliverable will be only under 1313A)	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	\$ 184,000.00	80.0%
WisDOT - PL	\$ 11,500.00	5.0%
ECWRPC	\$ 34,500.00	15.0%
Total	\$ 230,000.00	100.0%

1321 - Staff Allocations	
Position	Hours
MPO Director	90
Deputy Director	16
Principal Planner	320
Senior Planner	0
Associate Planner	500
GIS Manager	16
GIS Analyst 1	200
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. (Deliverable removed from UPWP)	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
1.12 Staff will work with the MPO Policy Board and local communities to continue to explore grant opportunities related to transportation related projects.	March 2024- 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	\$ 52,815.44	80.0%
WisDOT - PL	\$ 3,275.72	5.0%
ECWRPC	\$ 9,928.14	15.0%
Total	\$ 66,019.30	100.0%

1323 - Staff Allocations	
Position	Hours
MPO Director	34
Deputy Director	0
Principal Planner	135
Senior Planner	0
Associate Planner	634
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. (Move to 1324F)	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.(moved to 1324F)	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.-(Moved to 1324F)	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	\$ 24,000.00	80.0%
WisDOT - PL	\$ 1,500.00	5.0%
ECWRPC	\$ 4,500.00	15.0%
Total	\$ 30,000.00	100.0%

1324 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	156
Senior Planner	0
Associate Planner	532
GIS Manager	48
GIS Analyst 1	85
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 (moved to 1324F)	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 (Fox Cities) MPO for funding as prescribed by the Bipartisan Infrastructure Law	Ongoing
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) (moved to 1324F)	Ongoing
*1.7 Continue to coordinate with Outagamie and Winnebago Catch a Ride within the Oshkosh MPO and Appleton (Fox Cities) MPO. (Moved to 1324F)	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
1.7 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 to December 2024
1.8 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
*1.9 Continue to coordinate with Outagamie and Winnebago Catch a Ride within the Oshkosh MPO and Appleton (Fox Cities) MPO.	Ongoing
*1.10 Work with Valley Transit and the City of Neenah to implement the recommendations in the Neenah Transfer Center Study	January – December 2024
1.11 Continue to work with local communities and partner organizations on the High Cliff Connection project.	Ongoing
1.12 Implement a formal count rotation program within the MPOs, including establishing locations for year-round count locations.	January – October 2024

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								
			FHWA/FTA		WisDOT		MPO/Local	
		Budget	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
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Lee Hammen
Jake Woodford
Jeff Nooyen
Nadine Miller

SHAWANO COUNTY

Thomas Kautza
Steve Gueths
Ken Capelle

WAUPACA COUNTY

Dick Koeppen
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DuWayne Federwitz

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(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.

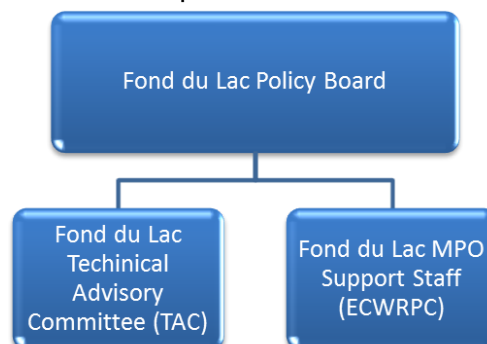
Plans and programs that are included in the Fond du Lac MPO are:

- 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.

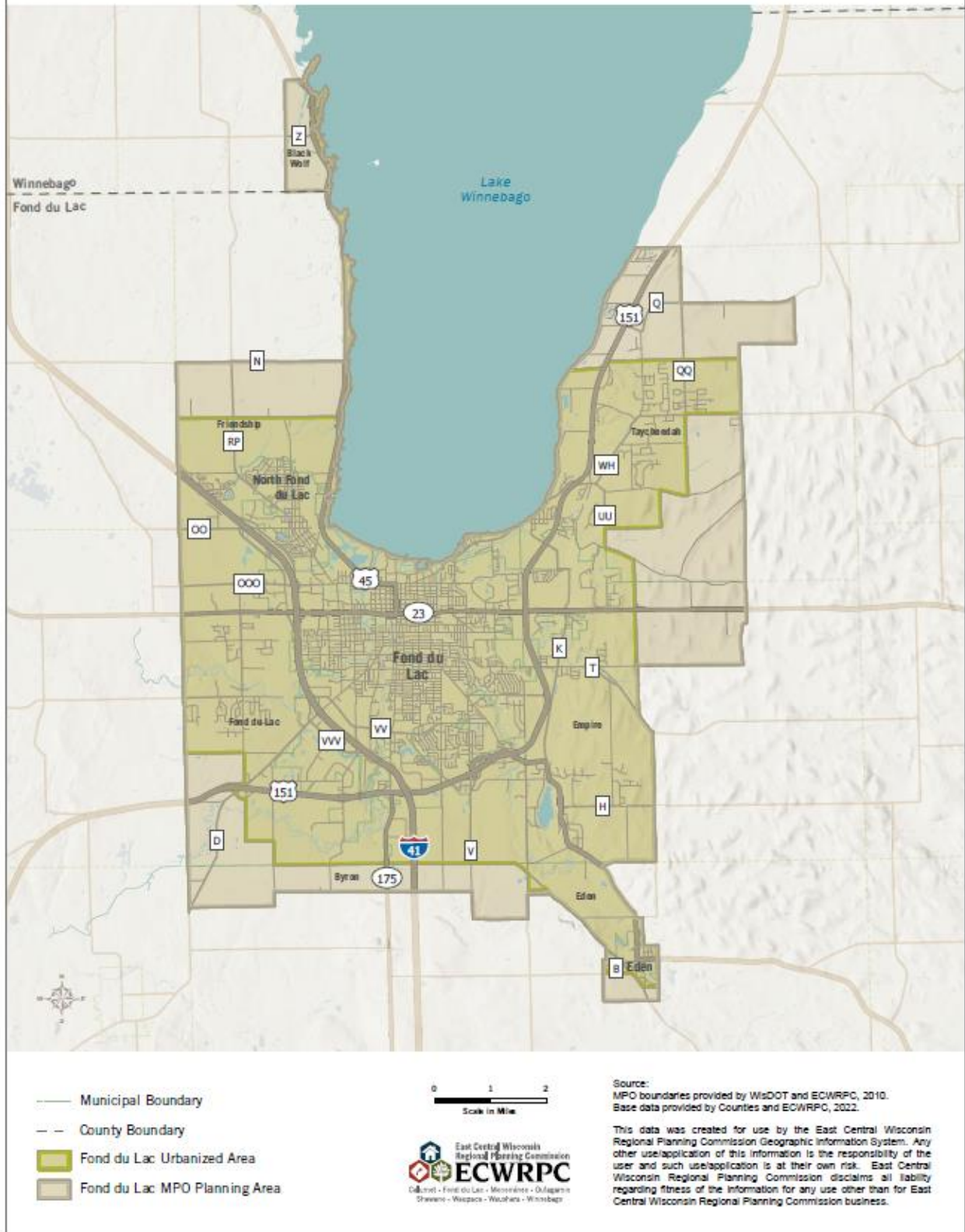
FLMA Coordination – No federal land exists in the Fond du Lac MPO. However, should federal land be established in the MPO, East Central staff will coordinate with FMLA on transportation projects and activities that connect to federal land.

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: C:\GIS\ECWRPC\GIS\2022\Plan_Program_Maps\Plan_Program_Maps_2022\Labels\Plan_Program_Maps_2022_Labels_v01.mxd

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.



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.

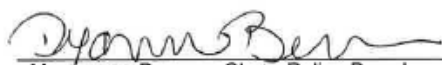
NOW THEREFORE, BE IT RESOLVED BY THE FOND DU LAC MPO

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

TO: Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director

DATE: March 20, 2024

RE: Proposed Resolution 22-24: Authorizing the Executive Director and East Central staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Appleton (Fox Cities) MPO Policy Board Structure
Proposed Resolution 23-24: Authorizing the Executive Director and East Central staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Oshkosh MPO Policy Board Structure

Background

East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin Governor Patrick Lucey on January 15, 1974. Since that time, the ECWRPC Board, comprised of elected officials from East Central's 10-county region, has acted as the Policy Board for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs).

The restructuring of the MPO Policy Board, to be comprised of local elected officials representing at least 75 percent of the impacted population, was included in ECWRPC's 2020 reorganization plan. However, that action was deferred until the 2020 Census data became available, due to the possibility that the Appleton (Fox Cities) and Oshkosh MPOs would be agglomerated. The Appleton (Fox Cities) Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) and Oshkosh MPOs did not agglomerate.

During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board, to ensure compliance with federal requirements as outlined in [23 CFR 450.310](#). A deadline of September 3, 2024 has been established to complete the redesignation process.

East Central staff is actively working in coordination with FHWA, FTA, and the Wisconsin Department of Transportation and contracted outside legal counsel to ensure the various components of the redesignation of the Appleton (Fox Cities) MPO Policy Board structure are compliant with federal regulations. East Central staff has also discussed redesignating the Oshkosh MPO Policy Board at the same time. Oshkosh City Manager Mark Rohloff is supportive of this approach.

The initial step of the redesignation process will begin with the ECWRPC Board approving Resolutions of Support (Proposed Resolutions 23-24 and 24-24) to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structures for both the Appleton (Fox Cities) and Oshkosh MPOs. Each impacted county and municipality will, in turn, be required to pass a Resolution of Support approving of the new Policy Board

structure. A formal request will then be made to the Governor's office for the redesignation of the Policy Board structures. The Governor will then formally redesignate the Policy Boards for the Appleton (Fox Cities) and Oshkosh MPOs. The new Policy Boards will then be convened to adopt new Bylaws for each entity.

Redesignation Implementation Timeline

January 2024

- ✓ Work session with FHWA/FTA/WISDOT
- ✓ FHWA/FTA presentation to ECWRPC Board
- ✓ Draft Policy Board options, Bylaws, Redesignation Agreement, Resolution developed

February 2024

- ✓ Draft Policy Board options, Bylaws, Redesignation Agreement, Resolution currently being reviewed by contracted legal counsel
- ✓ Executive Committee discussion
- ✓ Initial engagement with key stakeholders

March 2024

- ✓ Technical Advisory Committee discussions with a presentation by Federal Highway Administration
- ✓ Transportation Committee discussions
- ECWRPC Board Resolution approving engagement with impacted counties and municipalities

April 2024

- Spring Elections

May – July 2024

- Engagement with impacted counties and municipalities
- All counties and municipalities approve Resolutions in support of redesignation and policy board structure
- ECWRPC Board approves new Appleton MPO Policy Board Structure and Oshkosh MPO Policy Board Structure

August 2024

- Redesignation request submitted to Governor's office
- Upon redesignation by Governor, new Policy Board established and convened to approve Bylaws

September 3 2024

- FHWA/FTA deadline for new Policy Board to be in place

Staff Recommendation: Staff recommends approval of Proposed Resolution 22-24 and Resolution 23-24.

PROPOSED RESOLUTION NO. 22-24

AUTHORIZING THE EXECUTIVE DIRECTOR AND EAST CENTRAL STAFF TO ENGAGE COMMUNITIES AND PARTNER ORGANIZATIONS IN THE PROCESS OF REDESIGNATION OF THE APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE

WHEREAS, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

WHEREAS, East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin's Governor Lucey in January 15, 1974, and;

WHEREAS, due to a population in excess of 200,000 in the 2010 U.S. Census Bureau, the Appleton (Fox Cities) Metropolitan Planning Organization was designated as a Transportation Management Area (TMA) in 2012, and;

WHEREAS, the ECWRPC Board, consisting of elected and appointed officials from East Central's ten county region, has served as the Policy Board for the Appleton (Fox Cities) MPO, and;

WHEREAS, the East Central Wisconsin Regional Commission Board approve a reorganization plan on April 24, 2020, which identified a need for a separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization, and;

WHEREAS, the Appleton (Fox Cities) Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) MPO and the Oshkosh MPO did not agglomerate, and;

WHEREAS, a change to the Appleton (Fox Cities) MPO Policy Board structure was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

WHEREAS, a new Appleton (Fox Cities) MPO Policy Board structure must be developed by ECWRPC staff, in close coordination with FHWA, FTA, the Wisconsin Department of Transportation (WisDOT), and local impacted communities within the Appleton (Fox Cities) Metropolitan Planning Area (MPA), and;

WHEREAS, the main functions of the new Appleton (Fox Cities) MPO Policy Board shall be to provide policy guidance throughout the transportation planning process, approve the Metropolitan Transportation Plan (MTP), Congestion Management Process, Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

WHEREAS, support and approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is needed to formally request that the Governor redesignate the structure of the Appleton (Fox Cities) MPO Policy Board, so;

PROPOSED RESOLUTION NO. 22-24

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

Section 1: That the Commission approves and authorizes ECWRPC Executive Director and staff to proceed with the creation of a new MPO Policy Board, in coordination with FHWA, FTA, WisDOT, and local impacted communities within the Appleton (Fox Cities) Metropolitan Planning Area.

Effective Date: March 28, 2024
Submitted To: Executive Committee
Prepared By: Melissa Kraemer Badtke

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke–Executive Director
East Central WI Regional Planning Commission

Approval Date

PROPOSED RESOLUTION NO. 23-24

AUTHORIZING THE EXECUTIVE DIRECTOR AND EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION STAFF TO ENGAGE COMMUNITIES AND PARTNER ORGANIZATIONS IN THE PROCESS OF REDESIGNATION OF THE OSHKOSH MPO POLICY BOARD STRUCTURE

WHEREAS, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

WHEREAS, East Central WI Regional Planning Commission (ECWRPC) was designated as the Oshkosh Metropolitan Planning Organization (MPO) by Wisconsin's Governor Lucey in January 15, 1974, and;

WHEREAS, the ECWRPC Commission Board, consisting of elected and appointed officials from East Central's ten county region, has served as the Policy Board for the Oshkosh MPO, and;

WHEREAS, the East Central Wisconsin Regional Commission Board approve a reorganization plan on April 24, 2020, which identified a need for a separate policy board for the Oshkosh Metropolitan Planning Organization, and;

WHEREAS, the Oshkosh Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) MPO and the Oshkosh MPO did not agglomerate, and;

WHEREAS, a change to the Oshkosh MPO Policy Board structure was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

WHEREAS, a new Oshkosh MPO Policy Board structure must be developed by ECWRPC staff, in close coordination with FHWA, FTA, Wisconsin Department of Transportation (WisDOT), and local impacted communities within the Oshkosh Metropolitan Planning Area (MPA), and;

WHEREAS, the main functions of the new Oshkosh MPO Policy Board structure shall be to provide policy guidance throughout the transportation planning process, approve the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

WHEREAS, support and approval of each governing body of the municipalities and counties located within the Oshkosh Metropolitan Planning Area is needed to formally request that the Governor redesignate the MPO Policy Board, so;

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

Section 1: That the Commission approves and authorizes ECWRPC Executive Director and staff to proceed with the creation of a new MPO Policy Board, in coordination with FHWA, FTA, WisDOT, and local impacted communities within the Oshkosh Metropolitan Planning Area.

RESOLUTION NO. 23-24

Effective Date: March 28, 2024

Submitted To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

TO: Executive Committee
FROM: Colin Kafka, Associate Planner
DATE: March 20, 2024
RE: Proposed Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization

The ECWRPC Comprehensive Safety Action Plan (CSAP) is a roadway safety action plan developed for both the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO, as well as the municipalities within the MPOs. The document is designed to satisfy the action plan requirements of the Safe Streets and Roads for All (SS4A) Grant Program, a federal discretionary program with \$5 billion in appropriated funds over five years (2022-2026).

A completed Action Plan is required for local governments to be eligible to apply for Safe Streets and Roads for All Demonstration and Supplemental Planning and/or Implementation Grants. SS4A Demonstration and Supplemental Planning Grants and Implementation Grants are two separate funding sources. The former provides federal funding for municipalities to conduct demonstration activities and further planning while the latter provides funding to implement and construct roadway safety projects identified in the Action Plan. The current CSAP, adopted in January 2024, meets all eligibility criteria according to SS4A Demonstration and Supplemental Planning Grant parameters. However, in order for municipalities within the MPO to be eligible to apply for SS4A Implementation Grants, a governing body must commit to an eventual goal of zero roadway fatalities and serious injuries, a key initiative encouraged by USDOT. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries. Furthermore, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, highlighting the Wisconsin Department of Transportation's commitment to USDOT initiatives.

To address this requirement and support this initiative, the following proposed resolution commits the Appleton (Fox Cities) MPO to an eventual goal of zero roadway fatalities and serious injury crashes by reducing such crashes by 80% over the next 25 years. This reduction in fatal and serious injury crashes will be achieved by encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan. In addition, the CSAP will be amended to include this endorsement as an addendum.

Staff Recommendation: Staff recommends approving Proposed Resolution 24-24 to formally endorse the eventual goal of zero roadway fatalities and serious injuries for the Appleton (Fox Cities) Metropolitan Planning Organization.

PROPOSED RESOLUTION NO. 24-24

ENDORISING THE EVENTUAL GOAL OF ZERO ROADWAY FATALITIES AND SERIOUS INJURIES FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

WHEREAS, East Central Wisconsin Regional Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Urbanized Area, and charged with conducting cooperative, comprehensive, and continuing urban transportation planning as prescribed by federal and state law, and;

WHEREAS, the Comprehensive Safety Action Plan (CSAP) meets SS4A Action Plan requirements by identifying MPO and municipal High-Injury Networks (HIN), distinguishing priority projects to enhance roadway safety, recommending effective safety countermeasures to reduce potential future crashes, and outlining Safe Systems Approach goals and actions all with the intention to reduce fatal and serious injury crashes for all roadway users, and;

WHEREAS, to further enhance the efficacy of an SS4A Action Plan and support the initiatives of the National Roadway Safety Strategy, USDOT encourages a governing body to commit to an eventual goal of zero roadway fatalities and serious injuries by either setting a target date to reach zero, or setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date, and;

WHEREAS, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, and;

WHEREAS, to support this USDOT initiative, the Appleton (Fox Cities) MPO will work toward an eventual goal of zero roadway fatalities and serious injury crashes, with a commitment to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan, so;

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

Section 1: That the Commission, serving as the Appleton (Fox Cities) MPO Policy Board, commits to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

Section 2: That the Commission endorses the eventual goal of zero roadway fatalities and serious injuries for the Appleton (Fox Cities) Metropolitan Planning Organization,

Section 3: That the Commission, serving as the Appleton (Fox Cities) MPO Policy Board, amends the CSAP to include this endorsement as an addendum to the plan.

Effective Date: March 28, 2024

Prepared for: Executive Committee

Prepared By: Colin Kafka, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

Approval Date

TO: Executive Committee
FROM: Colin Kafka, Associate Planner
DATE: March 20, 2024
RE: Proposed Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization

The ECWRPC Comprehensive Safety Action Plan (CSAP) is a roadway safety action plan developed for both the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO, as well as the municipalities within the MPOs. The document is designed to satisfy the action plan requirements of the Safe Streets and Roads for All (SS4A) Grant Program, a federal discretionary program with \$5 billion in appropriated funds over five years (2022-2026).

A completed Action Plan is required for local governments to be eligible to apply for Safe Streets and Roads for All Demonstration and Supplemental Planning and/or Implementation Grants. SS4A Demonstration and Supplemental Planning Grants and Implementation Grants are two separate funding sources. The former provides federal funding for municipalities to conduct demonstration activities and further planning while the latter provides funding to implement and construct roadway safety projects identified in the Action Plan. The current CSAP, adopted in January 2024, meets all eligibility criteria according to SS4A Demonstration and Supplemental Planning Grant parameters. However, in order for municipalities within the MPO to be eligible to apply for SS4A Implementation Grants, a governing body must commit to an eventual goal of zero roadway fatalities and serious injuries, a key initiative encouraged by USDOT. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries. Furthermore, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, highlighting the Wisconsin Department of Transportation's commitment to USDOT initiatives.

To address this requirement and support this initiative, the following proposed resolution commits the Oshkosh MPO to an eventual goal of zero roadway fatalities and serious injury crashes by reducing such crashes by 80% over the next 25 years. This reduction in fatal and serious injury crashes will be achieved by encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan. In addition, the CSAP will be amended to include this endorsement as an addendum.

Staff Recommendation: Staff recommends approving Proposed Resolution 25-24 to formally endorse the eventual goal of zero roadway fatalities and serious injuries for the Oshkosh Metropolitan Planning Organization.

PROPOSED RESOLUTION NO. 25-24

ENDORISING THE EVENTUAL GOAL OF ZERO ROADWAY FATALITIES AND SERIOUS INJURIES FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION

WHEREAS, East Central Wisconsin Regional Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, and charged with conducting cooperative, comprehensive, and continuing urban transportation planning as prescribed by federal and state law, and;

WHEREAS, the Comprehensive Safety Action Plan (CSAP) meets SS4A Action Plan requirements by identifying MPO and municipal High-Injury Networks (HIN), distinguishing priority projects to enhance roadway safety, recommending effective safety countermeasures to reduce potential future crashes, and outlining Safe Systems Approach goals and actions all with the intention to reduce fatal and serious injury crashes for all roadway users, and;

WHEREAS, to further enhance the efficacy of an SS4A Action Plan and support the initiatives of the National Roadway Safety Strategy, USDOT encourages a governing body to commit to an eventual goal of zero roadway fatalities and serious injuries by either setting a target date to reach zero, or setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date, and;

WHEREAS, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, and;

WHEREAS, to support this USDOT initiative, the Oshkosh MPO will work toward an eventual goal of zero roadway fatalities and serious injury crashes, with a commitment to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan, so;

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

Section 1: That the Commission, serving as the Oshkosh MPO Policy Board, commits to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

Section 2: That the Commission endorses the eventual goal of zero roadway fatalities and serious injuries for the Oshkosh Metropolitan Planning Organization,

Section 3: That the Commission, serving as the Oshkosh MPO Policy Board, amends the CSAP to include this endorsement as an addendum to the plan.

Effective Date: March 28, 2024

Prepared for: Executive Committee

Prepared By: Colin Kafka, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

Approval Date

TO: Executive Committee
FROM: Chris Colla
DATE: March 15, 2024
RE: Proposed Resolution 26-24: Authorizing the Commission to Submit and Support an Application for Prioritization Process Pilot Program (PPPP) Grant Funding

Federal Highway Administration (FHWA) recently publicized a Notice of Funding Opportunity for a new grant program, the Prioritization Process Pilot Program (PPPP). Applications are due May 1st. The PPPP was authorized through the Bipartisan Infrastructure Law (BIL) to provide funding to MPO's with a population over 200,000 or to states to develop and implement a publicly accessible, transparent prioritization process to guide project selection in the development of short-range and long-range transportation plans and the Transportation Improvement Program for the planning area. The goal is to create greater public involvement in the process of selecting transportation improvement projects. Data-driven planning processes are used to determine potential projects which are then presented to the public for input, with public input used to advise the final determination of the projects selected.

Metropolitan Planning Organizations with populations over 200,000 are designated as Transportation Management Areas; the Appleton (Fox Cities) MPO is census designated as a TMA. Every four years, a certification review of the TMA is conducted. The review is performed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), with the Wisconsin Department of Transportation as an active participant in the review. The most recent review for the Appleton (Fox Cities) MPO was conducted in August 2023, with several corrective actions issued as a result. These corrective actions must be rectified regardless, however, several corrective actions neatly align with the criteria to be addressed under PPPP funding. The following list of potential projects and usage of PPPP funding is not final as ECWRPC staff continue to work to develop the application. Projects that will address a corrective action have been denoted with ***.

- Improvement and expansion of public engagement activities for the Metropolitan Transportation Plan, Congestion Management Process, and future TIP, Surface Transportation Block Grant program funding, and project selection processes;
- *** Development of improved performance measures for the CMP and MTP;
- *** Funding to improve the process behind identifying, modeling, and mapping level of service (LOS) and deficiencies in the CMP network;
- *** Improved integration and flow of project selection criteria and performance measures between the Metropolitan Transportation Plan, Congestion Management Process, and TIP
- Processes and purchasing of TIP software.

Funds from Federal fiscal years 2022-2024 are combined in the first application cycle; there is no required local match and projects can be federally funded up to 100% of the total project cost. The total funding available is \$30 million, with applicants limited to applying for a maximum of \$2 million.

The Appleton (Fox Cities) TMA meets the criteria to submit an application, and ECWRPC staff have been encouraged to apply by FHWA. ECWRPC anticipates to have the Oshkosh MPO and the Fond du Lac MPO listed as partners in this application.

Staff Recommendation: Staff recommend the Commission approve Proposed Resolution 26-24 Authorizing the Commission to Submit and Support an Application for the Prioritization Process Pilot program (PPP).

PROPOSED RESOLUTION NO. 26-24

AUTHORIZING THE COMMISSION TO SUBMIT AND SUPPORT AN APPLICATION FOR FHWA PRIORITIZATION PROCESS PILOT PROGRAM GRANT FUNDING

WHEREAS, the East Central Wisconsin Regional Planning Commission serves as the designated planning agency for the Appleton (Fox Cities) MPO, and;

WHEREAS, the Appleton (Fox Cities) MPO has a population of over 200,000 and has been census-designated as a Transportation Management Area, and;

WHEREAS, ECWRPC staff are involved in revising the Metropolitan Transportation Plan, Congestion Management Process, the Transportation Improvement Program, and related documents and processes to comply with corrective actions issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a result of the August 2023 Appleton (Fox Cities) TMA Certification Review, and;

WHEREAS, Federal Highway Administration has publicized a Notice of Funding Opportunity for the Prioritization Process Pilot Program and encouraged ECWRPC staff to apply, and;

WHEREAS, funding from the Prioritization Process Pilot Program can be used to address corrective actions to improve data-driven planning processes, develop project ranking criteria, and expand ECWRPC's public engagement activities in the context of those plans, and;

WHEREAS, this federal funding opportunity requires no local or state match, and;

WHEREAS, activities that would be undertaken as part of this grant funding align with the 2024 Transportation Work Program and Budget, and;

WHEREAS, the Federal Highway Administration requires letters of support in the application and the Commission requests approval from the Executive Committee to pursue an application for this funding opportunity;

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

Section 1: That the Commission be authorized to develop and submit an application to Federal Highway Administration for fiscal year 2024 funding from the Prioritization Process Pilot Program.

Section 2: The Chair of the Commission is authorized to sign a letter of support for submission to Federal Highway Administration as part of the application materials.

Effective Date: March 28, 2024

Submitted To: Executive Committee

Prepared By: Chris Colla, Associate Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date