

2021

LAPC Planning Work Program



Approved November 18, 2020

La Crosse Area Planning Committee,
Metropolitan Planning Organization for the La
Crosse, WI–La Crescent, MN Urbanized Area

2021 Planning Work Program (PWP)

for the

La Crosse Area Planning Committee (LAPC), the Metropolitan Planning Organization for the La Crosse, WI – La Crescent, MN Urbanized Area

CONTACTS:

All questions, comments, or requests for documents and services may be directed to:

Peter Fletcher, Executive Director

Phone: 608.785.5977

Email: pfletcher@lacrossecounty.org

or

Jackie Eastwood, Transportation Planner

Phone: 608.785.6141

E-mail: jeastwood@lacrossecounty.org

At:

La Crosse Area Planning Committee
La Crosse County Administrative Center
212 6th St N, Room 1200
La Crosse, WI 54601

This Transportation Improvement Program and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at www.lapc.org.

To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at jeastwood@lacrossecounty.org.

This Planning Work Program is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation; Wisconsin Department of Transportation; and Minnesota Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.



Table of Contents

Introduction	1
Introduction	1
MPO Resolution	1
Self-Certification.....	1
Operational Procedures and Bylaws.....	2
MPO Committees and Membership.....	3
La Crosse Area Planning Committee Policy Board.....	3
MPO Staff and Contractors	3
MPO Planning Area	4
Planning Priorities and Planning Factors	5
Summary of 2020 Accomplishments.....	6
2020 Title VI, EJ, and ADA Accomplishments	7
Status of Current Work Program Activities	7
Program Elements.....	9
Introduction	9
Staff Time Allocation	9
100 Program Support and Administration	9
Objective	9
Previous Work.....	9
2021 Work Goals.....	9
Process	10
200 Long-Range Transportation Planning	10
Objective	10
Previous Work.....	10
2021 Work Goals.....	10
Process	11
300 Short-Range and Multimodal Transportation Planning	11
Objective	11
Previous Work.....	12
2021 Work Goals.....	12
Process	12
400 Transportation Improvement Program	13

Objective 13

Previous Work 13

2020 Work Goals 13

Process 13

500 Consultant Studies Funding 13

 Objective 13

 Previous Work 14

 2020 Work Goals 14

 Process 14

Appendix A: Resolution Approving the Work Program 15

Appendix B: LAPC Meeting Times and Locations 17

Appendix C: 2021 PWP Budget and Elements Detail 19

Appendix D: Indirect Cost Allocation Plan 23

Appendix E: Contact Information 27

Appendix F: Work Program Checklist 31

Introduction

Introduction

The *2021 Planning Work Program for the La Crosse Area Planning Committee* (PWP, work program) presents work activities that the La Crosse Area Planning Committee (LAPC) will undertake as the designated Metropolitan Planning Organization (MPO) for the La Crosse, Wisconsin and La Crescent, Minnesota Metropolitan Planning Area (MPA).

The PWP is developed with the input and cooperation of the local municipalities, agencies, transit providers, and the public through the LAPC Policy Board, technical committees and public participation process. Input is also sought from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Minnesota and Wisconsin Departments of Transportation (MnDOT and WisDOT). The PWP is developed to be consistent with the guidance provided in the [Wisconsin Department of Transportation Unified Planning Work Program Handbook](#).

The work program implements, *Beyond Coulee Vision 2040*, the metropolitan transportation plan (MTP) for the La Crosse and La Crescent area, adopted by the LAPC in September 2020 in accordance with Moving Ahead for Progress in the 21st Century (MAP-21), which was signed on Friday, July 6, 2012.

MPO Resolution

Resolution 13-2020 approving the 2021 Planning Work Program is included in [Appendix A](#).

Self-Certification

Self-certification of the metropolitan planning process in accordance with 23 CFR 450.334(a) is included in the resolution adopting the Planning Work Program. The LAPC certifies that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- **23 U.S.C. 134 and 49 U.S.C. 5303.** The current documentation and approvals include:

Transportation Plan	<i>Beyond Coulee Vision 2040: A Long-Term Plan for Growth & Transportation in the La Crosse-La Crescent Region 2020-2040</i> ; adopted September 16, 2020.
Transportation Improvement Program (TIP)	<i>2021-2024 Transportation Improvement Program</i> ; approved on October 21, 2020.
Planning Work Program (PWP)	<i>LAPC Planning Work Program, PWP for 2020</i> ; approved on November 20, 2019 and amended on April 15, 2020.
Public Participation Plan	<i>Public Participation Plan for the La Crosse Area Planning Committee</i> ; approved on March 20, 2019.
MPO Cooperative Agreements	WisDOT/MTU, May 8, 2017; MnDOT/MTU, November 14, 2012; MnDOT/MTU, November 15, 2017; Intermunicipal Agreement for Metropolitan Planning Organization , approved August 21, 2019.
Metropolitan Planning Area Boundary	Approved by the LAPC and MnDOT on March 20, 2013; approved by WisDOT on July 30, 2013.

- **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** The MPO complies with this requirement through the policies identified in the *Title VI/Americans with Disabilities Act (ADA) Plan* as approved on November 18, 2020.
- **49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.** The MPO complies with this requirement through the policies identified in the *Title VI/Americans with Disabilities Act (ADA) Plan* as approved on November 18, 2020 and in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on March 20, 2019.
- **Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects.** The MPO will follow the WisDOT’s federally approved DBE program when soliciting contractors to complete MPO projects using federal MPO planning funds.
- **23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.** This requirement does not directly apply to the LAPC because we are not involved in federal or federal-aid highway construction contracts. The LAPC does operate under La Crosse County’s *Equal Opportunity in Employment and Service Delivery*.
- **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.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on March 20, 2019. The policies and procedures are posted on our website at www.lapc.org and in our office.
- **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.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on March 20, 2019 and through La Crosse County’s policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on March 20, 2019 and through La Crosse County’s policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on March 20, 2019. The policies and procedures are posted on our website at www.lapc.org and in our office.

Operational Procedures and Bylaws

The following agreements that govern the operation of the LAPC are available on the “[Bylaws and Agreements](#)” page of the [LAPC website](#):

- [Cooperative Agreement for Continuing Transportation Planning for the La Crosse, Wisconsin Metropolitan Area \(WisDOT / LAPC / MTU, 2017\)](#)

- [Intermunicipal Agreement for Metropolitan Planning Organization](#) (MN and WI municipalities, LAPC, 2019)
- [Memorandum of Understanding Between MnDOT, LAPC and MTU](#) (2012) for cooperative planning
- [Memorandum of Understanding Between MnDOT, LAPC, and MTU](#) (2017) for performance planning
- [Bylaws of the La Crosse Area Planning Committee](#) (Municipalities, 2009)
- [Title VI Non-Discrimination Agreement](#) (LAPC and WisDOT, 2020)

The LAPC *Title VI/Americans with Disabilities Act (ADA) Plan* as is also on the LAPC website.

MPO Committees and Membership

La Crosse Area Planning Committee Policy Board

Mike Poellinger, Chair
Mayor, City of La Crescent

Tim Kabat
Mayor, City of La Crosse

Kim Smith
Mayor, City of Onalaska

Patrick Barlow
President, Village of Holmen

Stan Hauser
Chair, Town of Onalaska

Linda Seidel, Vice Chair
Chair, Town of Medary

Timothy L. Candahl
Chair, Town of Shelby

Dennis Manthei
President, Village of West Salem

Terry Schaller
Chair, Town of Campbell

Monica Kruse
Chair, La Crosse County Board

In addition to the Policy Board, the LAPC has two technical committees: The Technical Advisory Committee (TAC) and the Committee on Transit and Active Transportation (CTAT).

The TAC advises the LAPC on technical aspects of transportation planning. The TAC is the primary review group for most proposals brought before the LAPC and makes recommendations on roadway, freight, and Surface Transportation Program-Urban (STP-U) projects and programs. The CTAT advises the LAPC on a wide range of transit, bicycle, and pedestrian programs and issues, including the Transportation Alternatives Program (TAP).

Membership, representatives, structure, purpose, officers and voting procedures of the technical committees can be found on the “Bylaws and Agreements” page of the LAPC website.

Please see [Appendix B](#) for the schedule of meeting times for LAPC committees.

MPO Staff and Contractors

Staff responsible for the implementation of the work program are Peter Fletcher, Executive Director, and Jackie Eastwood, Transportation Planner. Staff work 100% of their time on MPO work activities as detailed later in this document.

The LAPC does not anticipate contracting with outside agencies in 2021.

MPO Planning Area

Figure 1 illustrates the LAPC metropolitan planning area (MPA) and the adjusted urbanized area.

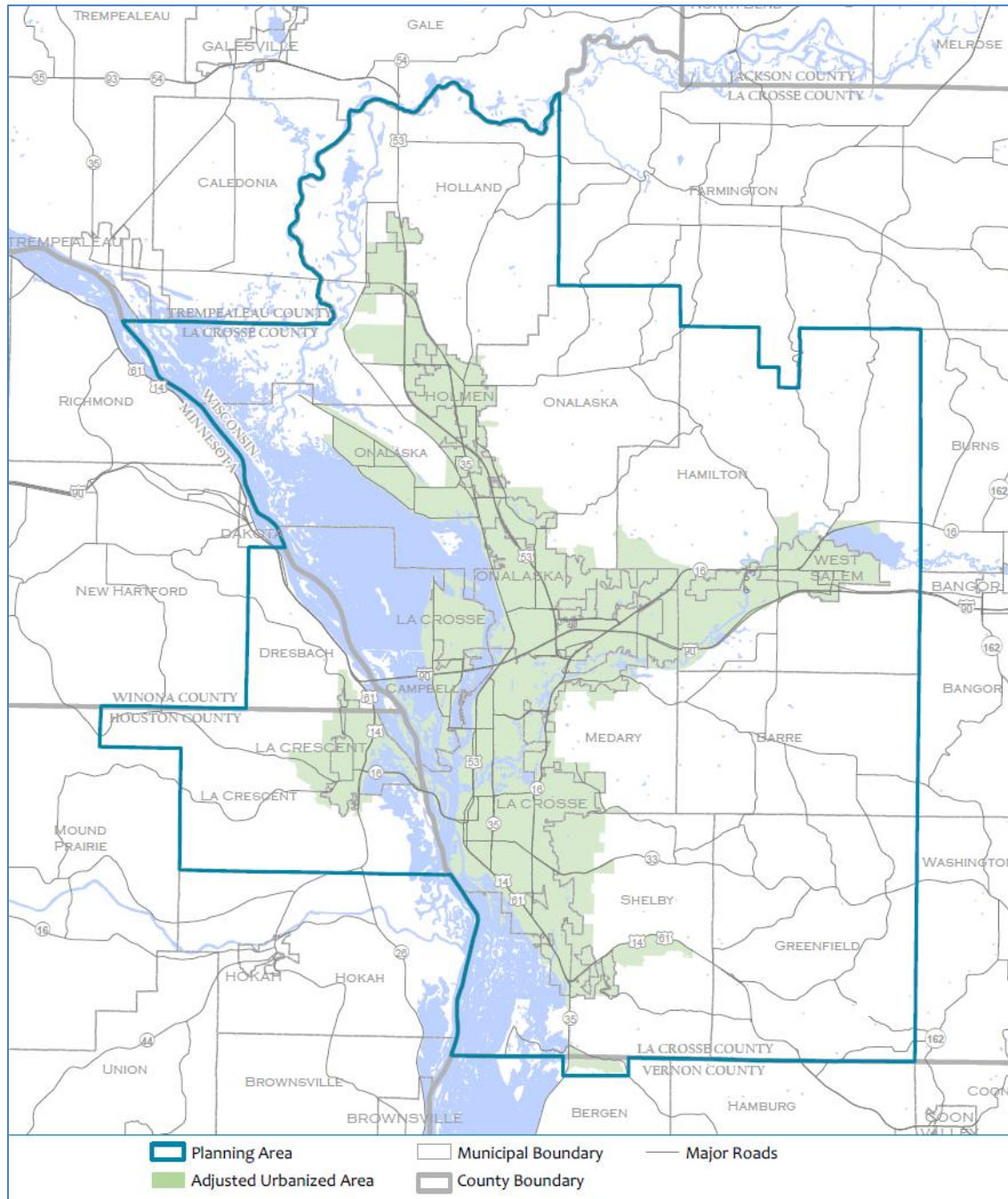


Figure 1: LAPC Metropolitan planning area and adjusted urbanized area.

Planning Priorities and Planning Factors

In general, the scope of the planning process will consider projects and strategies that will:

1. Support the economic vitality of the metropolitan 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 of people and for freight;
5. 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;
6. Enhance the 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 stormwater impacts of surface transportation; and,
10. Enhance travel and tourism.

The planning factors are addressed in the LAPC work program elements as shown in Table 1:

Table 1: Work Program Elements Emphasis Areas

WORK PROGRAM ELEMENT	PLANNING FACTOR									
	1	2	3	4	5	6	7	8	9	10
100 Program Support and Administration										
Program Support										
Planning Work Program	X	X	X	X	X	X	X	X	X	X
Training and Travel	X	X	X	X	X	X	X	X	X	X
Program Expenses										
200 Long Range Planning										
Metropolitan Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Public Participation Process and Outreach		X		X	X	X				
Transportation Planning Database	X	X	X	X	X	X	X	X	X	X
Environmental Justice		X		X		X			X	X
Travel Forecasting Model				X			X		X	X
300 Short Range Planning										
Transportation Studies and Projects	X	X	X	X	X	X	X	X	X	X
Modal Planning	X	X	X	X	X	X	X	X	X	X
Technical Assistance		X	X	X		X	X		X	X
400 Transportation Improvement Program										
Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Minnesota ATP	X	X	X	X	X	X	X	X	X	X
500 Local Studies Federal Share/Budgeted Reserves										
Local Studies Federal Share / Budgeted Reserves		X		X	X	X	X	X	X	X

The planning emphasis areas developed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in 2015 will continue to be planning priorities in 2021:

- **Transition to Performance-based Planning and Programming.** This emphasis area includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Because the LAPC has agreed to support the Minnesota and Wisconsin Departments of Transportation (DOTs) performance targets, work activities involve coordinating and collaborating with our DOTs, FHWA, FTA, and transit providers.

The LAPC Transportation Improvement Program reports the Federal performance measures, the performance measure targets, and the anticipated effect of the TIP toward achieving those targets.

New to the LAPC Metropolitan Transportation Plan (MTP) approved in September 2020 is a system performance report that evaluates the condition and performance of the transportation system with respect to the performance targets and discusses the progress achieved by the LAPC in meeting the targets.

- **Regional Models of Cooperation.** The goal of this emphasis area is to ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries.
- **Ladders of Opportunity.** This last emphasis area concentrates on identifying transportation connectivity gaps in accessing essential services like employment, health care, education, and recreation.

Summary of 2020 Accomplishments

- Transitioned from an interim Director to a new Director in the 2020 planning year.
- Completed *Beyond Coulee Vision 2040*, the 2020 MTP and update to the 2015 MTP. This included updating the environmental resource inventory, consulting with resource agencies, and incorporating a systems performance report.
- Verified the PSAP statistical areas as incorporated by the U.S. Census Bureau.
- Collaborated with State DOTs and transit agencies on performance measures, targets, and plans.
- Participated in the Area Transportation Partnership (ATP), the Great River Rail Commission, and DOT/MPO/RPC directors' meetings.
- Completed the 2021-2024 TIP and the 2021 PWP.
- Completed several TIP amendments, two 2019 PWP amendments, and a 2020 PWP amendment.
- Prepared two successful TAP applications for La Crosse County. The grant award consisted of \$1,211,120 in TAP funding for STH 16 Trail Connection and the La Crosse River Bicycle Pedestrian Bridge.
- The CTAT ranked TAP projects for submittal to WisDOT.
- Provided technical support to La Crosse County for SMRT planning.
- Continued working with WisDOT, MnDOT, and other partners on the TCMC.
- Continued working with the CTAT on regional bike routes.

- Continued coordinating with WisDOT, the Mississippi River Parkway Commission, and the City of La Crosse to align the Mississippi River Trail (MRT) along the Regional Route 1 through South La Crosse.
- Continued to update existing and gather new data for transportation planning purposes.
- Managed the LAPC Local Studies Program, which included providing support to the City of La Crosse during its SRTS Plan process.
- Updated environmental justice maps and text included in the *2021 – 2024 Transportation Improvement Program*.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation. Due to COVID-19 pandemic, meetings were migrated to remote-only with assistance from WisDOT staff. To maintain accessibility, special accommodations were considered if requested.
- Provided notice of LAPC Policy Board and advisory committees in accessible formats at least one week prior to a meeting's convening to address requests for special accommodations.
- Completed update of STP-U and TAP project ranking criteria to explicitly support Federal performance goals and State targets.
- Began process for updating the LAPC travel model by obtaining and cleaning employment data.
- Worked with La Crosse County IT on a redesign of the LAPC website.
- Began coordinating with La Crosse County to utilize the LAPC website and the County's ArcGIS online site to illustrate regional projects and performance.
- Participated with La Crosse County in the acquisition of 3-inch aerial photography and purchased employment data through the Local Studies Program.
- Provided technical assistance to the City of Onalaska in completing the PTASP appendices and developing performance targets.
- Worked with La Crosse MTU to develop PTASP performance targets.

2020 Title VI, EJ, and ADA Accomplishments

- Updated environmental justice maps and text included in the *2021 – 2024 Transportation Improvement Program*.
- Completed a Title VI update.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation.
- Provided notice of LAPC Policy Board and advisory committees in accessible formats at least one week prior to a meeting's convening to address requests for special accommodations.
- Began incorporating Hmong and Spanish notices into the LAPC website.

Status of Current Work Program Activities

All current 2020 work activities as outlined in the 2020 work program will be completed by year's end.

This page intentionally left blank.

Program Elements

Introduction

The following sections provide detail for the 2021 planning work program elements. Please see [Appendix C](#) for the 2021 PWP Budget and Elements Detail for the more detail on funding sources, staff costs, and hours and schedules, and [Appendix D](#) for the LAPC Indirect Cost Allocation Plan.

Staff Time Allocation

At the discretion of the Policy Board and as approved by the annual work program, the time the Executive Director devotes to MPO activities may be reduced to perform activities not directly related to transportation planning. It is anticipated that 100% of the Director's time in 2020 will be devoted to MPO activities.

Director: 100% MPO (2,080 hours).

Transportation Planner: 100% MPO (2,080 hours).

100 Program Support and Administration

2021 Staff Hours: 1,344

2021 Budget: \$91,628

Objective

Program Support and Administration activities include the coordination of technical committee and policy board meetings, staff training and travel, preparing the following year's work program and quarterly accounting. Also included are program expenses¹ (office supplies, printing and mailing, indirect costs, vacation and holiday time, etc.) that support the operation of the office and compensation of staff.

Previous Work

These activities have remained relatively constant since the LAPC started back in 1972.

2021 Work Goals

New for 2021

- Fully incorporate Title VI notices in Hmong and Spanish on the LAPC website.
- Take training from La Crosse County IT on how to maintain and post to the new website.
- Organize and host a bistate DOT/MPO/RPC conference.

Ongoing

- Coordinate TAC, CTAT, and Policy Board meetings.
- Prepare the PWP, quarterly accounting, billing for local dues, and budget (coordinated with La Crosse County).
- Prepare resolutions supporting State performance targets, adopting MPO plans and programs, and supporting local and regional transportation plans and projects.

¹ Program expenses are in compliance with 23 CFR 420.113 and 2 CFR 200.

- Participate in meetings with FHWA, DOT, RPCs, and other agencies. This includes travel to MPO Directors' meetings, training, ATP meetings, technical committee meetings and other activities. Minnesota DOT (MnDOT) requires that \$3,000 of planning funds be used for training.

Process

The LAPC website was redesigned in the 4th quarter of 2020. In 2021 the redesigned website will be utilized to better inform persons with limited-English proficiency. In addition, the LAPC will host a bistate DOT/MPO/RPC conference in 2021. Staff will plan, organize and facilitate conference activities. The venue, refreshments, meeting materials, etc. will be wholly locally funded.

Ongoing activities include those that contribute to the operation of the LAPC as an organization.

200 Long-Range Transportation Planning

2021 Staff Hours: 1,874

2021 Budget: \$82,776

Objective

The Long-Range Transportation Planning element includes activities that develop, implement and provide necessary support data for the Metropolitan Transportation Plan (MTP). It also promotes education and outreach to the general public through activities outlined in the *Public Participation Plan* and new social media.

Previous Work

The MTP is updated every five years. The latest update was approved on September 16, 2020.

2021 Work Goals

New for 2021

- Work with WisDOT and consultant on travel model.
- Conduct meetings with LAPC community member boards, councils, planning committees to establish a process to incorporate MTP goals in local planning documents.
- Update land use inventory including field verification.
- Develop web-based annual performance reporting.
- Develop a social media plan.
- Initiate discussion toward development of local performance targets.
- Develop an inclusive public outreach and education program.
- Develop and distribute one-pagers about the LAPC and about what we do.
- Utilize StreetLight data for planning activities/projects and technical assistance to communities.

Continuing

- Work with DOTs and transit agencies to set targets for Federal performance measures.
- Improve digital access to information through the LAPC website.
- Explore social media options for engaging the public.
- Verify employment data obtained in 2020.
- Engage in active outreach to LAPC member and non-member planning area communities.

- Develop an ArcGIS Online application for transportation projects and information.
- Integrate web-based mapping and data visualization tools into the LAPC website.
- Continue improving the LAPC website for public education and input.

Ongoing

- Planning Emphasis Areas:
 - Performance-based planning and programming.
 - Regional models of cooperation.
 - Ladders of opportunity (transportation connectivity gaps in accessing essential services).
- Migrate annual performance measures reporting to website.
- Support activities that implement LAPC planning and policy plans and studies.
- Work with DOTs on development of statewide transportation plans, including Connect 2050, Wisconsin Rail Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).
- Analyze MTU AVL data for performance and customer service measures.
- Update existing and gather new data for transportation planning purposes.
- Update sustainability indicators for La Crosse County.
- Coordinate regional TSMO activities with DOTs and municipalities.
- Support IT initiatives developed by MnDOT and WisDOT.
- Work with La Crosse County IT for staff maintenance of the LAPC website for public outreach and information.

Process

In 2021, we will have several activities added to our long-range planning process that will support the update to the 2025 MTP (major update). The employment data acquired in 2020 will be verified and the land use inventory will be updated. Staff will also work in cooperation with WisDOT and consultants on the travel model. In addition, staff will conduct meetings with LAPC community member boards, councils, and planning committees to establish a process to incorporate MTP goals in local planning documents. An ArcGIS Online tool will continue to evolve and support active outreach to member and non-member communities that will improve public engagement in and knowledge of the LAPC.

300 Short-Range and Multimodal Transportation Planning

2021 Staff Hours: 692

2021 Budget: \$36,523

Objective

Short-Range and Multimodal Transportation Planning includes activities that improve the safety, efficiency and service of the transportation system in the short term, typically within the next 10 years, including transit and other multimodal planning activities. All short-range planning activities implement and are consistent with the goals, policies and objectives of the MTP. Technical assistance to our member communities and to our planning partners falls under this category.

Previous Work

Recent short-range activities engaged in by LAPC staff include completing the *Bicycle and Pedestrian Safety Study*, conducting the data analysis for the *Commuter Bus Service Feasibility Study*, working with MTU staff to develop a new route for the MTU Circulator, completing a vulnerability assessment of transportation facilities (2018), and working with our CTAT and other partners to develop regional bicycle route recommendations through South La Crosse and between the Wagon Wheel Trail in La Crescent, MN and La Crosse.

2021 Work Goals

New for 2021

- Identify components of a design guide to assist communities with incorporating all users (children, elderly, disabled, etc.) in roadway projects.
- Develop a list of feasible TDM best practices for urban/urbanizing/rural planning area communities.

Continuing

- Work through our Committee on Transit and Active Transportation (CTAT) to plan for additional regional bicycle routes.
- Assist La Crosse County with the SMRT Bus and with transition to electric buses the service.
- Serve on the AARP, *Thriving. Livable. La Crosse*, steering committee.
- Serve on the Minnesota Great River Rail Commission (formerly, the High-Speed Rail Commission) and Passenger Rail Forum.
- Serve on the Blufflands Coalition Committee.
- Assist with TCMC planning and to serve on TCMC technical committees.

Ongoing

- Assist LAPC agency partners and member communities with grant applications when needed.
- Participate on advisory committees for transportation projects when needed.
- Work with the La Crosse Municipal Transit Utility, La Crosse County, and the city of Onalaska to improve transit service in the area.
- Work with lead agencies on transportation studies and projects.
- Promote bicycle, pedestrian, and transit accommodations in area construction projects.
- Provide technical assistance to partner agencies and member communities when needed.

Process

We will continue to coordinate with our agency partners and provide technical assistance to our member communities and transit providers as needed. Staff will continue serving on the AARP, *Thriving. Livable. La Crosse*, steering committee, the Minnesota Great River Rail Commission, and the Blufflands Coalition Committee.

400 Transportation Improvement Program

2021 Staff Hours: 250

2021 Budget: \$11,319

Objective

This element ensures that the Transportation Improvement Program (TIP) is updated on an annual basis. The TIP is a four-year listing of transportation projects in the area that will be funded with federal and state dollars. This element also includes participation in the MnDOT District 6 Area Transportation Partnership (ATP).

Previous Work

The 2021-2024 TIP document and projects list have been developed annually and TIP amendments have been processed when necessary.

2021 Work Goals

Ongoing

- Performance monitoring and investment linkage.
- Publish TIP notices as needed for TIP amendments and for the annual TIP document.
- Maintain TIP project information on website
- Review existing and incorporate new projects.
- Complete a TIP environmental justice analysis.
- Prepare a 4-year TIP document including financial plan.
- Prepare the annual list of obligated projects.
- Serve on the MnDOT District 6 Area Transportation Partnership.

Process

The TIP document is updated annually. This update includes public notice of the process, solicitation and reviews of changes to planned and ongoing projects, preparation of an updated project list, and preparation of a final TIP document. The TIP includes a fiscally constrained financial plan documenting the availability of funds for planned projects. The TIP is also required to include a discussion of the anticipated effect of the TIP toward achieving the performance-measure targets and link the area investment priorities to those targets.

The LAPC Executive Director is a designated voting member of the MnDOT District 6 Area Transportation Partnership (ATP). The ATP is responsible for district-wide decisions on federal and state transportation funding and policies. This activity includes participation by the Director at monthly meetings, review of supporting materials, review of Transportation Alternatives Program (TAP) projects, and membership on sub-committees as required.

500 Consultant Studies Funding

2021 Staff Hours: 0

2021 Budget: \$81,257

Objective

This element accounts for the LAPC studies funded by federal planning funds and local dues. Funding is made available to local units of government in the planning area to assist in transportation/land use related studies.

Previous Work

Past projects completed through Consultant Studies include *Coulee Vision 2050, Twin cities – Milwaukee – Chicago 2nd Empire builder Study*, and *Bicycle Impact Analysis for the City of La Crosse*. In 2020 the program acquired employment data and, with participation of La Crosse County, 3-inch aerial photography for the MPO planning area.

2021 Work Goals

New for 2021

- Contract services for the development of a Regional Transit Development Plan for MTU, SMRT, and OHWS Public Transit: \$76,257
- Purchase a license through MnDOT to utilize StreetLight data in 2021: \$5,000

Process

Local studies are funded from a combination of federal planning funds and annual local dues, and the budgeted reserve fund.

In 2021 the LAPC will contract with a planning consultant to develop a Regional Transit Development Plan (TDP) for MTU, SMRT, and OHWS Public Transit. The TDP will be prepared through a public process that will include an inventory of existing public transit services and facilities of the various transit providers. The plan will provide technical analyses to assess transit operations and services of MTU, SMRT, and OHWS Public Transit. The document will include recommendations to improve transit services, coordination, a timeline for implementation, and estimated costs for recommended projects.

Also in 2021, the LAPC will purchase a license through MnDOT to utilize StreetLight data. The data will aid the MPO in conducting local planning studies/reports and provide additional data for the 2025 metropolitan transportation plan process.

Appendix A: Resolution Approving the Work Program

La Crosse Area Planning Committee

RESOLUTION 18-2020

APPROVING THE

2021 Planning Work Program for the La Crosse Area Planning Committee

WHEREAS, the U. S. Department of Transportation regulations require the development and annual approval of a Planning Work Program (PWP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

WHEREAS, the La Crosse Area Planning Committee (LAPC) was created as the MPO for the La Crosse and La Crescent Metropolitan Planning Area through an Intermunicipal Agreement approved by all local units of government located within the La Crosse Planning Area as the metropolitan planning body responsible for performing transportation planning; and

WHEREAS, the LAPC is recognized by the Governors of Minnesota and Wisconsin as the transportation planning policy body for the La Crosse and La Crescent Planning Area; and

WHEREAS, the LAPC 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 § 450.336 of Title 23:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
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;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (pub. L. 114-357) 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.


NOW, THEREFORE, BE IT RESOLVED: that the LAPC approves the *2021 Planning Work Program for the La Crosse Area Planning Committee* as being consistent with metropolitan plans and policies; and

BE IT RESOLVED: that the LAPC policy board authorizes the staff of the LAPC to make minor changes in order to address the concerns of the FTA, FHWA, MnDOT, and WisDOT.


BE IT FURTHER RESOLVED: that the Chairperson and Director are authorized to execute all agreements, contracts, and amendments relating to the funding of the Planning Work Program.

BE IT FURTHER RESOLVED: that the LAPC commits to providing the local match required for planned projects and programs.

LA CROSSE AREA PLANNING COMMITTEE



Mike Poellinger, Chair



Peter Fletcher, Executive Director

Dated: November 18, 2020

Appendix B: LAPC Meeting Times and Locations

Table 3 summarizes the tentative schedules for important meetings that support the planning functions at the LAPC and ensure coordination between the MPO and State and local agencies. Due to COVID 19 and the uncertainty regarding future impacts, meetings listed may be held remotely/conference call.

Table 2: Anticipated Schedules and Locations for Important Coordination Meetings

Meeting	Date/Time	Location
Policy Board	4:30 p.m. on 3 rd Wednesday of odd* months or as business dictates	La Crosse County Administrative Center
Technical Advisory Committee	2:30 p.m. on 2 nd Wednesday of odd months or as business dictates	La Crosse County Administrative Center
Committee on Transit and Active Transportation	3:00 p.m. on 2 nd Thursday of odd months or as business dictates	La Crosse County Administrative Center
Mid-year Review	May/June 2021	TEAMS/conference call
Annual Work Program	September/October 2021	TEAMS/conference call
Quarterly WisDOT-MPO-RPC Directors' meetings	4 th Tuesday of January, April, July, October 2021	Hill Farms, Madison, WI; TEAMS/conference call
MnDOT MPO Directors' meetings	February, May, November 2021	Location TBD; TEAMS/conference call
Area Transportation Partnership	9:00 a.m. on 2 nd Friday of month or as business dictates	MnDOT, Rochester, MN; Remote/conference call

*January, March, May, July, September, November.

The LAPC, TAC, and CTAT generally meet in Room 1107 of the La Crosse County Administrative Center at 212 6th St N, La Crosse. This location is accessible by public transit and is ADA accessible.

This page intentionally left blank.

Appendix C: 2021 PWP Budget and Elements Detail

2021 Planning Work Program Budget

Funding Source	Funds 2021	Allocation of Funds 2021				
		100	200	300	400	500
		Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies
LAPC Revenue						
Minnesota Federal Grant Funds	\$42,927.00	\$17,698.05	\$15,988.33	\$7,054.38	\$2,186.24	
Wisconsin Federal Grant Funds	197,006.00	54,421.63	49,164.22	21,692.25	6,722.70	65,005.20
Minnesota State Funds	11,000.00	4,535.11	4,096.99	1,807.68	560.22	
Local Match for Minnesota Funds	3,318.00	1,367.95	1,235.80	545.26	168.98	
Wisconsin State Funds	11,180.83	3,088.63	2,790.25	1,231.12	381.54	3,689.29
Local Match for Wisconsin Funds	38,070.67	10,516.78	9,500.80	4,191.95	1,299.14	12,562.01
Total Revenue	\$303,502.50	\$91,628.15	\$82,776.40	\$36,522.63	\$11,318.82	\$81,256.50
% of Total Funds		30.2%	27.3%	12.0%	3.7%	26.8%
LAPC Expenses	2021					
Salaries and Fringe						
Director Salary + Fringe	\$113,356.00	\$43,598.46	\$31,227.40	\$33,352.82	\$5,177.32	
Planner Salary + Fringe	82,415.00	21,554.69	51,549.00	3,169.81	6,141.50	
Total:	\$195,771.00	\$65,153.15	\$82,776.40	\$36,522.63	\$11,318.82	
Program Expenses						
Office Supplies	400.00	400.00				
Indirect Costs	14,000.00	14,000.00				
Duplicating/Printing	650.00	650.00				
Postage (Internal)	50.00	50.00				
Telephone	175.00	175.00				
Cell Phone	500.00	500.00				
Meals	200.00	200.00				
Lodging	300.00	300.00				
Mileage	1,200.00	1,200.00				
Parking	100.00	100.00				
Public Notice	350.00	350.00				
Publications Costs	0.00	0.00				
Conferences	450.00	450.00				
Dues	5,000.00	5,000.00				
Software Licenses	1,100.00	1,100.00				
Computers/monitors	1,000.00	1,000.00				
Training	1,000.00	1,000.00				
Total:	\$26,475.00	\$26,475.00				
	\$222,246.00	\$91,628.15	\$82,776.40	\$36,522.63	\$11,318.82	
% OF INTERNAL EXPENSES		41.2%	37.2%	16.4%	5.1%	
Consultant Costs						
64056 Local Studies	\$81,256.50					\$81,256.50
Total Expenses	\$303,502.50	\$91,628.15	\$82,776.40	\$36,522.63	\$11,318.82	\$81,256.50
% of Total Funds	100.0%	30.2%	27.3%	12.0%	3.7%	26.8%

2021 Local Share Dues

The Table illustrates local share dues required to provide matching funds for the MPO planning grant.

UNIT OF GOVERNMENT	Equalized Values for 2021 Dues		LOCAL SHARE
	Equalized Value, 2019	Percent of Total Value	
City of La Crescent	400,245,900	4.27%	\$1,768.66
City of La Crosse	4,022,713,300	42.95%	17,776.11
City of Onalaska	2,098,305,900	22.40%	9,272.28
Village of Holmen	771,084,100	8.23%	3,407.37
Village of West Salem	448,876,000	4.79%	1,983.55
Town of Campbell	355,848,700	3.80%	1,572.47
Town of Medary	185,765,400	1.98%	820.89
Town of Shelby	465,787,900	4.97%	2,058.29
Town of Onalaska	617,582,600	6.59%	2,729.06
TOTAL - LAPC	\$9,366,209,800	100.00%	\$41,388.67

2021 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$91,628	800		544
Program support	Resolutions for support of state performance measures	\$45,388	590	1,2	334
	Coordinate technical committee and Policy Board meetings			1,2,3,4	
	Prepare PWP and quarterly accounting			1,2,3,4	
	Calculate and bill for local dues			1,2	
	Preparing the 2022 budget			2,3	
	Staff training and travel for agency meetings			1,2,3,4	
	Plan, organize, and facilitate 2021 MPO/RPC conference			1,2,3	
	Maintain the LAPC website			1,2,3,4	
Program Expenses	Program expenses. (See budget for details)	\$26,475			
	Vacation, Sick and Holiday Time	\$19,765	210		210

	200 Long-Range Plan Implementation	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$82,776	573		1,301
Planning Emphasis Areas	Continue Performance-based Planning and Programming	\$18,145	173	1,2,3,4	220
	Continue to work with DOTs to set targets for Federal performance measures			1,2,3,4	
	Work with transit agencies to set safety targets			1,2,3,4	
	Promote cooperation across MPO, transit agency, and State boundaries			1,2,3,4	
	Ladders of opportunity (i.e. transportation connectivity gaps in accessing essential services)			1,2,3,4	
MTP Implementation	Conduct meetings with LAPC community boards, councils, planning committees to incorporate MTP goals	\$64,631	400	1,2,3,4	1,081
	Develop webbased annual performance reporting			1,2,3	
	Initiate development of local performance targets			2,3	
	Work with DOTs on development of statewide plans			1,2,3,4	
	Continue update of land use inventory			1,2,3,4	
	Explore utilization of StreetLight Data			1,2,3	
	Verify employment data			1,2	
	Continue development of an ArcGIS online application for transportation projects and information			1,2,3,4	
	Analyze MTU automatic vehicle location (AVL) data			1,2,3,4	
	Coordinate with DOTs on state transportation plans			1,2,3,4	
	Engage in active outreach to planning area communities			1,2,3,4	
	Continue to improve outreach activities through the website and begin exploring social media options			1,2,3,4	
	Develop a social media plan			3,4	
	Support DOT IT initiatives			1,2,3,4	
	Implement recommendations from LAPC planning and policy plans and studies			2,3,4	
	Update sustainability indicators for La Crosse County			1	
	Update data in the Transportation Planning Database			1,2,3,4	
Coordinate regional TSMO activities with DOTs and municipalities			1,2,3,4		
	300 Short-Range and Multimodal Planning	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$36,523	612		80
Transportation Studies and Projects	Continue to plan for additional regional bicycle routes	\$17,102	292	1,2,3,4	30
	Manage local studies program			1,4	
	Begin development of design guide for communities to incorporate all users in road projects			2,3,4	
	Participate on study and project advisory committees.			1,2,3,4	
	Work with lead agencies on studies and projects			1,2,3,4	
Modal Planning and Technical Assistance	Work with transit agencies to improve transit service	\$19,421	320	1,2,3,4	50
	Serve on AARP TLLC steering committee			1,2,3,4	
	Continue participating on the MN Great River Rail Commission and Passenger Rail Forum			1,2,3,4	
	Continue supporting TCMC activities			1,2,3,4	
	Develop feasible TDM best practices for communities			1,2,3,4	
	Assist MTU with transit planning			1,2,3,4	
	Assist La Crosse County with S.M.R.T service planning			1,2,3,4	
	Assist agency partners with grant applications if needed			1,2,3,4	
	Promote bicycle and pedestrian accommodations			1,2,3,4	
Provide GIS assistance and custom map making			1,2,3,4		

400 Transportation Improvement Program		Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$11,319	95		155
Transportation Improvement Program	Monitor performance of projects and link to investments	\$11,319	95	2	155
	Provide public notice of TIP update			2	
	Maintain TIP project information on website			1,2,3,4	
	Review existing and incorporate new projects			2,3	
	Complete TIP environmental justice analysis			3	
	Prepare 4 year TIP document including financial plan			2,3	
	Serve on MnDOT District 6 Area Transportation Partnership			1,2,3,4	
500 Consultant Studies Funding		Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$81,257	0		0
Consultant Studies	Regional Transit Development Plan	\$76,257		1,2,3,4	
	StreetLight data license	\$5,000		1,2,3,4	
Total for 2021		\$303,503	2,080		2,080

2021 Unified Planning Work Program Budget (Mn UPWP Chart)					
UPWP Category	Project Title	Minnesota Federal Funding Amount	Wisconsin Federal Funding Amount	Local Funding Amount	Total Funding Amount
100	Program Support	\$17,698.05	\$54,421.63	\$19,508.47	\$91,628.15
200	Long Range Planning	15,988.33	49,164.22	17,623.85	\$82,776.40
300	Short Range Planning	7,054.38	21,692.25	7,776.00	\$36,522.63
400	TIP Development	2,186.24	6,722.70	2,409.88	\$11,318.82
500	Local Studies		65,005.20	16,251.30	\$81,256.50
Funding Totals		\$42,927.00	\$197,006.00	\$63,569.50	\$303,502.50
Source of Local Funds:	Local "dues" from MPO member communities, budgeted reserves, and Minnesota and Wisconsin state planning grants.				

Appendix D: Indirect Cost Allocation Plan

Office Indirect Costs

Budgeted indirect costs are \$14,000 for 2021. These costs are billed by La Crosse County to partially cover indirect costs of central services departments.

The indirect costs are based on the La Crosse County *Central Services Cost Allocation Plan* based on 2019 financials. The indirect cost allocation plan is prepared in accordance with 2 CFR 200 Subpart E—Cost Principles as guidance for determination of cost allocation and basis selection. The Cost Allocation Plan Certification is shown below under, *Certificate of Cost Allocation Plan*. The Cost Allocation Plan is submitted to the US Department of Health & Human Services as the cognizant federal agency for La Crosse County.

The indirect cost allocation plan distributes the allowable costs of central serviced departments (such as the La Crosse County Finance Department) based on allowable allocation or distribution methodology depending on the nature of cost and benefit provided to its recipients (such as the LAPC staff office). For example, the Finance Department provides accounting, payroll and other financial services to all county departments, including the LAPC.

The indirect cost allocation plan includes a narrative describing the services provided by each central services department and the activities or functions provided to grantee departments benefitting from its services. All costs for each central services department are analyzed to determine if they are allowable for charging to grantee department and to which activity or function they will be allocated from. A detailed distribution showing the actual cost allocation basis is also presented for each function. For example, the Building Use allocation is based on the amount of square feet occupied by the LAPC office.

As shown in Table 3, office indirect costs for the LAPC office are calculated at \$52,675. In 2019, the County Administrator line item increased significantly from previous years due to assisting the MPO while transitioning to a new director (hiring practices, etc.). This resulted in a larger in-kind contribution from the La Crosse County. The LAPC incurs an annual indirect charge of \$14,000. La Crosse County considers additional indirect costs (\$38,625 in 2019) as an in-kind contribution. Indirect insurance costs include Workers' Compensation and General Liability.

Indirect costs are charged to federal, Wisconsin state and local funding sources. The costs are charged proportional to the billing period. The distribution of costs will depend upon the available federal and state balances when the indirect costs are charged. The maximum federal and state shares will be 80% and 5% respectively. The remaining 15% will be local funding.

Table 3: Central Services Cost Allocation Plan

Central Services Dept	LAPC Office Total Indirect Cost	In-Kind Contribution (La Crosse County)	LAPC Office Indirect Cost
Building depreciation	\$8,499	\$3,918	\$4,581
Special accounting	51	23	28
Building maintenance	5,939	2,738	3,201
Central duplicating	16	7	9
Finance	861	397	464
Insurance	923	425	498
County Administrator*	32,396	29,301	3,095
Human Resources	1,261	581	680
Information technology	2,537	1,170	1,367
County treasurer	142	65	77
Total:	\$52,625	\$38,625	\$14,000

*County Administrator line item increased significantly from previous years due to assisting the MPO while transitioning to a new director (hiring practices, etc.) resulting in a larger in-kind contribution from the La Crosse County.

Leave and Fringe Benefit Rates

The 2021 leave-additive indirect cost rate is based on an estimated vacation, sick and holiday leave of 210 hours per staff member, out of a total of 2,080. This represents about 10.10% of regular direct salaries.

The fringe benefit rate is 24.95% of total salary and benefits in 2021.

Certificate of Cost Allocation Plan

La Crosse County certifies its cost allocation plan for the LAPC with a *Certificate of Cost Allocation Plan*:

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal (as dated below) to establish cost allocations or billings for the year ended December 31, 2019 are allowable in accordance with the requirements of 2 CFR 200 and the Federal Award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
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 Federal awards 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.

I declare that the foregoing is true and correct.

Governmental Unit: La Crosse County, Wisconsin

Signature: Sharon Davidson

Name of Official: Sharon Davidson

Title: Finance Director

Date of Execution: 9/11/20

This page intentionally left blank.

Appendix E: Contact Information

LAPC Contact Information

La Crosse Area Planning Committee
La Crosse County Administrative Center
212 6th Street N, Room 1200
La Crosse, Wisconsin 54601

LAPC Website

www.lapc.org

Executive Director

Peter Fletcher
PH: (608) 785-5977
E-mail: pletcher@lacrossecounty.org

Transportation Planner

Jackie Eastwood
PH: (608) 785-6141
E-mail: jeastwood@lacrossecounty.org

LAPC Subcommittees

Technical Advisory Committee (TAC)
Committee on Transit and Active Transportation (CTAT)

Department of Transportation Local Contacts

Wisconsin

Wisconsin Department of Transportation
Southwest Region, La Crosse Office
3550 Mormon Coulee Road
La Crosse, WI 54601
Phone: (608) 785-9022
Fax: (608) 785-9969

- Angela Adams, Southwest Region Deputy Director
PH: (608) 785-9022
E-mail: swr.dtsd@dot.wi.gov
- Dale Oestreich, Planning Supervisor
PH: (608) 785-9966
E-mail: dale.oestreich@dot.state.wi.us

- Francis Schelfhout, Urban and Regional Planner
PH: (608) 785-9947
E-mail: francis.schelfhout@dot.wi.gov

Wisconsin Department of Transportation
Southwest Region, Madison Office
2101 Wright Street
Madison, WI 53704

- Steve Flottmeyer, Region Planning Chief
PH: (608) 785-9075
E-mail: stephen.flottmeyer@dot.state.wi.us

Minnesota

Minnesota Department of Transportation, District 6
2900 48th Street NW
P.O. Box 6177
Rochester, MN 55903-6177
Phone: (507) 285-7350
Fax: (507) 285-7355

- Mark Schoenfelder, District Engineer
PH: (507) 286-7552
E-mail: mark.schoenfelder@state.mn.us
- Kurt Wayne, Principal Transportation Planner
PH: (507) 286-7680
E-mail: kurt.wayne@state.mn.us
- Jean Meyer, District Transit Project Manager
PH: (507) 286-7596
E-mail: jean.meyer@state.mn.us

Department of Transportation State Contacts

Wisconsin

Wisconsin Department of Transportation
Office of the Secretary
4822 Madison Yards Way, P.O. Box 7910
Madison, WI 53707-7910

Division of Transportation Investment Management
4822 Madison Yards Way, P.O. Box 7913
Madison, WI 53707-7913

- Joseph Nestler, Administrator
PH: (608) 266-6885
Email: joseph.nestler@dot.wi.gov

- Jennifer Murray, Section Chief, Planning
PH: (608) 264-8722
Email: jennifer.murray@dot.wi.gov
- Jim Kuehn, Statewide MPO-RPC Coordinator
PH: (608) 266-3662
Email: james.juehn@dot.wi.gov
- Jill Mrotek Glezinski, Bicycle & Pedestrian Coordinator
PH: (608) 267-7757
Email: jill.mrotekglezinski@dot.wi.gov

Minnesota

Minnesota Department of Transportation
Transportation Building, Mail Stop 440
395 John Ireland Blvd.
St. Paul, Minnesota 55155

- Philip Schaffner, Transportation Planning Director, MnDOT Office of Transportation System Management
PH: (651) 366-3743
Email: philip.schaffner@state.mn.us
- Anna Pierce, Planning Program Coordinator, MnDOT Office of Transportation System Management
PH: (651) 366-3793
Email: Anna.M.Pierce@state.mn.us
- Megan Neeck, Urban Transit Program Coordinator, MnDOT Office of Transit and Active Transportation
PH: (651) 366-4174
Email: megan.neeck@state.mn.us

Department of Transportation Federal Contacts

Federal Transit Administration (FTA)

Office of the Administrator
400 Seventh Street SW
Washington, D.C. 20590

Region 5

200 W. Adams Street, Suite 320
Chicago, IL 60606

- Kelley Brookins, Regional Administrator
PH: (312) 353-2789
- Evan Gross, Transportation Program Specialist
PH: (312) 886-1619
Email: evan.gross@dot.gov
- Bill Wheeler, Area Representative, Wisconsin
PH: (312) 353-2639
Email: william.wheeler@dot.gov

Federal Highway Administration (FHWA)

Wisconsin

Federal Highway Administration

City Center West

525 Junction Rd, Ste 8000

Madison, WI 53717

Fax: (608) 829-7526

- Mitch Batuzich, Transportation Program Planner
PH: (608) 829-7523
E-mail: michael.batuzich@dot.gov

Minnesota

Federal Highway Administration

180 E 5th St.

Ste 930

St. Paul, Minnesota 55101

- Bobbi Retzlaff, Community Planner
PH: (651) 291-6125
E-mail: roberta.retzlaff@dot.gov
- Andrew Emanuele, Community Planner
PH: (651) 291-6124
E-mail: andrew.emanuele@dot.gov

Appendix F: Work Program Checklist

Program Document Component	Check/Page #
COVER PAGE	
Name of MPO agency and area represented	X
FY of UPWP	X
Contact Information for MPO	X
TITLE PAGE	
Name of MPO Agency and area represented	X
Contact person and information	X
FY of UPWP	X
Agencies providing funds or support – including agencies Logos	X
INTRODUCTION/PREFACE	
Table of Contents	i-ii
MPO Approval Resolution-signed	15-16
Self-Certification-signed	15-16
Prospectus	2-3
Committee Lists-responsibilities, meetings	Web, 3, 17
Staff-names, positions and responsibilities with percentage of time they will spend on MPO work activities	3, 9
Map-Regional MPO Coverage Area	4
Planning Boundary	X
Urbanized Area Boundary	X
Air Quality Boundary*	N/A
Ten Planning Factors	5
UPWP	X
Definition of UPWP purpose	1
Summary of previous Year's Accomplishments	6-7
Status of current activities	7
WORK ELEMENTS (Description of major work products and tasks)	9
UPWP	9
Administration	9-10
TIP – Development/Maintenance	12-13
LRTP – Development/Maintenance	10-11
Congestion Management Process/ITS*	N/A

Program Document Component (continued)	Check/Page #
Transit Planning*	10, 12
Multimodal Planning	11-12
i). Bicycle/Pedestrian	12
ii). Intermodal Freight*	*
iii). Intermodal Passenger*	12
Air Quality Planning*	N/A
i). Modeling	N/A
ii). CMAQ Application Process*	N/A
Public Involvement plan	2
Surveillance (Data Collection)	10, 11
Project/Corridor Studies	12
Special Studies	13-14
TSM/TDM Planning	11-12
TE Planning	11
Performance Management	10-11
Summary of Budget Revenues	19
Budget Summary	19
Funding Sources	19
Direct Costs	19
Indirect Cost Allocation Plan	23
Indirect Costs	24
Indirect Cost Rate Proposal	24
Carry-over of unspent funds	N/A
Current Signed Title VI Nondiscrimination Agreement	Website
Link to current Title VI Program	2, 3
Annual Meeting Schedule	17

*Items present on as “as-needed” basis.