

2024

LAPC Planning Work Program



Approved November 15, 2023

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

2024 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

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

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Introduction

Introduction

The *2024 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 Fixing America's Surface Transportation (FAST) Act, which was signed on December 4, 2015.

As well, in accordance with the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA), which was signed on November 15, 2021 (Public Law No: 117-58).

MPO Resolution

Resolution 15-2023 approving the 2024 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	Beyond Coulee Vision 2040: A performance-based approach to moving people and goods ; adopted September 16, 2020
Transportation Improvement Program (TIP)	2024-2027 LAPC Transportation Improvement Program , approved on November 15, 2023
Planning Work Program (PWP)	2024 LAPC Planning Work Program , approved on November 15, 2023
Public Participation Plan	Public Participation Plan for the La Crosse Area Planning Committee approved on September 21, 2022
MPO Cooperative Agreements	WisDOT/LAPC/MTU , May 8, 2017; MOU between MnDOT/LAPC/MTU, October 12, 2022 ; Intermunicipal Agreement for Metropolitan Planning Organization , approved September 15, 2021
Metropolitan Planning Area Boundary	Approved by the LAPC on September 20, 2023; pending approval by WisDOT, MnDOT, FHWA-WI & FHWA-MN

- **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** The LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) as approved on May 17, 2023.
- **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 LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) as approved on May 17, 2023 and in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022.
- **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 LAPC will follow the WisDOT’s federally approved DBE program when soliciting contractors to complete projects using federal 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 LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022. The policies and procedures are posted on our website at www.lacrossecounty.org/mpo and in our office at 212 6th St N, Room 2300, La Crosse County Administrative Center, La Crosse, WI 54601.
- **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 LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022 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 LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022 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 LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022. The policies and procedures are posted on our website at www.lacrossecounty.org/mpo and in our office at 212 6th St N, Room 2300, La Crosse County Administrative Center, La Crosse, WI 54601.

Operational Procedures and Bylaws

The following agreements that govern the operation of the LAPC are available on the main page of our website at www.lacrossecounty.org/mpo:

- [Cooperative Agreement for Continuing Transportation Planning for the La Crosse, Wisconsin Metropolitan Area \(WisDOT / LAPC / MTU, 2017\)](#)
- [Intermunicipal Agreement for Metropolitan Planning Organization](#) (MN & WI municipalities, LAPC, 2021)
- [Memorandum of Understanding between MnDOT, LAPC and MTU](#) (2022)
- Bylaws of the La Crosse Area Planning Committee (Municipalities, 2021)
- Title VI Non-Discrimination Agreement (LAPC and WisDOT, 2020) is in Appendix B of the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#), May 17, 2023.

MPO Committees and Membership

La Crosse Area Planning Committee Policy Board

Patrick Barlow, Chair
Chair, Village of Holmen

Timothy Candahl, Vice Chair
President, Town of Shelby

Stan Hauser
Chair, Town of Onalaska

Mitch Reynolds
Mayor, City of La Crosse

Steve Elsen
Chair, Town of Medary

Bob Stupi
Chair, Town of Holland

Kim Smith
Mayor, City of Onalaska

Scott Schumacher
President, Village of West Salem

Monica Kruse
Chair, La Crosse County Board

Mike Poellinger
Mayor, City of La Crescent

Dan Kapanke
Chair, Town of Campbell

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 the Executive Director and Transportation Planner. Staff will work 100% of their time on MPO work activities as detailed later in this document.

The LAPC anticipates contracting with outside agencies for updating the Metropolitan Transportation Plan (MTP) in 2024.

MPO Planning Area

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

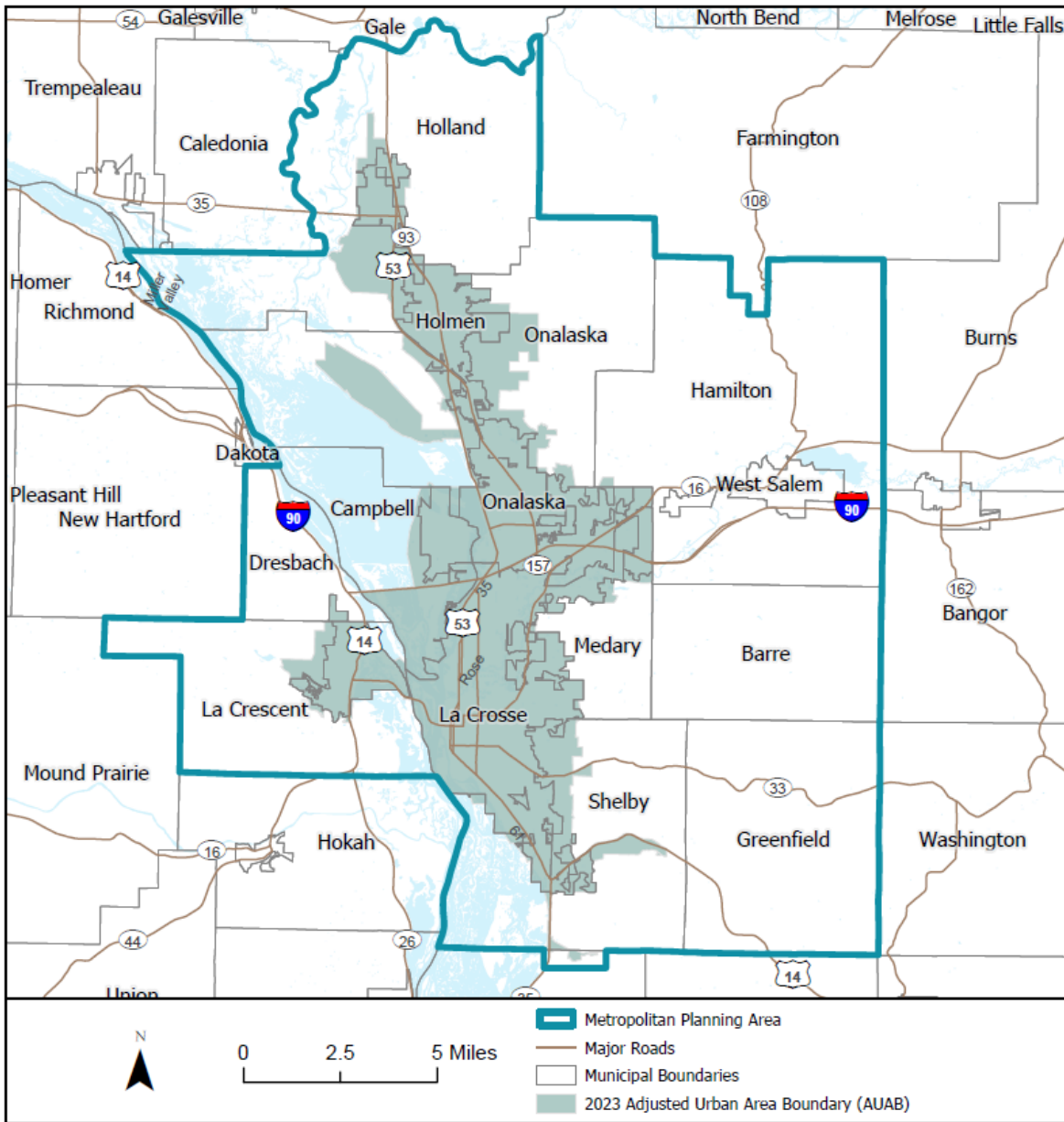


Figure 1: LAPC's MPA and adjusted urban area.

* Adjusted Urban Boundary reflects pending approval.

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.
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										
Local Studies Federal Share		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 2024:

- **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. The Metropolitan Transportation Plan (MTP) includes 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 between/among local, state, and federal agencies.
- **Ladders of Opportunity.** This last emphasis area concentrates on identifying transportation connectivity gaps in accessing essential services like employment, health care, education, and recreation.

Additional emphasis areas were developed in 2021 and are addressed under the work program elements:

- **Tackling the Climate Crisis – Transition to Clean Energy, Resilient Future.** The goal of this emphasis area is to ensure that transportation plans and infrastructure investments help achieve national greenhouse gas reduction goals.
- **Equity and Justice40 in Transportation Planning.** The goal of this emphasis area is to advance racial equity and support for underserved and disadvantaged communities.
- **Complete Streets.** The goals here are to review current policies, rules, and procedures to determine their impact on safety for all road users and to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment.
- **Public Involvement.** The desire of this emphasis area is to increase meaningful public involvement by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination.** The purpose of this emphasis area is to ensure coordination with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination.** This emphasis area is like the one above only its concerns are related to access routes and other public roads and transportation services that connect to Federal lands.
- **Planning and Environment Linkages (PEL).** The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.
- **Data in Transportation Planning.** This emphasis area involves incorporating data sharing and consideration into the transportation planning process. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making.

Summary of 2023 Accomplishments

- Hired and began training replacement staff for retiring transportation planner.
- Processed five TIP amendments and one administrative modification.
- Processed the Minnesota 2024-2027 TIP.
- Managed the LAPC Local Studies Program.
- Processed a UPWP amendment to include a City of La Crosse local studies planning study.
- Provided assistance to La Crosse County with implementing the transportation element of their comprehensive plan.
- Participated on Great River Rail Commission meetings and WISDOT sponsored TCMC project meetings supporting the Amtrak second daily train.
- Participated in Bluffland Coalition, Wisconsin Mississippi River Parkway, Mississippi River Regional Planning Commission, Highway Safety Commission, ATP, MTU Board, MTU/ADA, La Crosse Bicycle and Pedestrian Advisory Committee, and La Crosse Committee for Citizens with Disabilities meetings.
- Assisted the Town of Holland and Village of Holmen to prepare several TAP grants.
- Facilitated La Crosse Area public transit coordination meetings.
- Posted public notices, TIP amendments, and the Annual List of Obligated Projects to the website.
- Served on the Minnesota CRP subcommittee.
- Served on the steering committee of the MRRPC's regional freight study.
- Served on the steering committees for the city of La Crosse Climate Action Plan (CAP).
- Provided technical support to La Crosse County for SMRT planning, administration, and marketing.
- Continued to coordinate 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 coordinating with City of La Crosse for signing the Regional Route 1.
- Collaborated with State DOTs and transit agencies on performance measures, targets, and plans.
- Participated in the Area Transportation Partnership (ATP) and DOT/MPO/RPC directors' meetings.
- Continued to coordinate with traffic forecasting staff at WisDOT on data inputs for update of travel model.
- In collaboration with WisDOT, MnDOT, and FHWA, completed adjustments to the 2020 Census Urban Area Boundary in conjunction with changes to Census' criteria and definition of "urban area."
- Communicated and provided support to Village of West Salem with new criteria and definition of urban area, which resulted in Village of West Salem removed from LAPC's urban area and now in their own urban area. Village of West Salem will still remain in LAPC Metropolitan Planning Area (MPA).
- Continued vetting employment data for travel model update.
- Began gathering and analyzing data for update of 2025 MTP.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation. Hybrid meetings (in-person and virtual) continued to be offered. 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.

- Continued creating and updating web maps for better visualization of transportation facilities and conditions.
- Created a 2023-2026 TIP Projects web map that is updated with draft projects as amendments were up for public comment and approved.
- Continued updating the website.
- Utilized county social media platforms for short-range planning activities.
- Represented the LAPC as panelists for the Community Transportation Academy and for sustainability chats in conjunction with Transit Equity Week.
- Provided technical assistance and information to communities regarding BIL programs as the programs progress into future funding years. Provided information to communities on state Carbon Reduction Programs, solicitations for TAP grants, as well as modifications/new solicitations for STP-Urban and STP-Local programs.

2023 Title VI, EJ, and ADA Accomplishments

- Analyzed and updated underserved populations for [web maps](#) and the [2023-2023 Transportation Improvement Program](#).
- Updated the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#).
- Updated the [website](#) with updated Title VI and ADA notices of non-discrimination and grievance procedures in Hmong and Spanish.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation. Provided the ability for the public to virtually join or monitor meeting.
- 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.

Status of Current Work Program Activities

All but one activity is anticipated to be completed by year's end. The one activity that will not be completed is:

1. **Travel model update.** The update was suspended because of the poor quality in employment data and continuing coordination with the WisDOT traffic forecasting section. The process and demographic inputs for updating the model are still under consideration and review.

Program Elements

Introduction

The following sections provide detail for the 2024 planning work program elements. Please see [Appendix C](#) for the 2024 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 2024 will be devoted to MPO activities.

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

Transportation Planner 1: 100% MPO (2,080 hours).

100 Program Support and Administration

2024 Staff Hours: 1,220 2024 Budget: \$121,437

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.

2024 Work Goals

New for 2024

- Previous director and transportation planner retired end of 2023. Portions of 2024 funds will be allocated towards training and staff development.

Ongoing

- Continue administrating and disseminating information about BIL programs.
- 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 (when applicable), training, ATP meetings, technical committee meetings and other activities. Minnesota DOT (MnDOT) requires that \$3,000 of planning funds be used for training.

Process

LAPC staff continues to update and add content to the LAPC website, GIS mapping, and exploring opportunities to utilize social media. Meetings will continue to utilize meeting formats that allow for in-person and virtual participation.

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

200 Long-Range Transportation Planning

2024 Staff Hours: 1,700

2024 Budget: \$81,068

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.

Previous Work

- Recent plans completed include the [MTP](#) (2020) and the [Public Participation Plan](#) (2022).
- Verify new employment data obtained from WisDOT Travel Forecasting Section.
- Review and adjust 2020 Census-designated urbanized area boundary as coordinated with WisDOT schedule.

2024 Work Goals

Continuing

- Updating the 2025 MTP.
- Work with DOTs and transit agencies to set targets for Federal performance measures.
- Travel demand forecasting and modeling tasks for updating the MTP.
- Work with WisDOT and consultant on travel model and its inputs for distribution of population and housing. Scenario development that includes population and housing components may begin in 2024.
- Enhance the display and interactivity for web-based annual performance reporting.
- Update National Highway System in planning area resulting from the removal of State Major project.
- Conduct meetings and/or outreach (brochures, email newsletters/updates, etc.) with LAPC community member boards, councils, planning committees to aid in incorporating MTP goals and policies in local planning documents.
- Engage in active outreach to LAPC member and non-member planning area communities.
- Explore ArcGIS Insights for analysis and visualizations.
- Develop web maps and data visualization tools for the LAPC website.
- Improve the LAPC website for public education and input.
- Serve as a member of the Highway Safety Commission.

- Continue to include representatives of affordable housing organizations to a comprehensive list of stakeholders for participation in the MTP update process.

Ongoing

- Planning Emphasis Areas.
- Post annual performance measures to website.
- Support activities that implement LAPC planning and policy plans and studies.
- Work with DOTs on development and implementation of statewide transportation plans.
- 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.
- Update functional classification of roads based on adjustment of urbanized area boundary and as coordinated with WisDOT.

Process

In 2024, major activities anticipated include the updating the Metropolitan Transportation Plan (MTP) with data collection, analysis, and public participation. The update also includes continuing to work with WisDOT and consultants on the travel model and its data inputs and continuing to reach out to LAPC member community boards, councils, and planning committees to aid in incorporating MTP goals and policies in local planning documents. Web mapping for public information and outreach will continue to evolve.

300 Short-Range and Multimodal Transportation Planning

2024 Staff Hours: 1,040

2024 Budget: \$55,952

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. Enacted under BIL/IJJA, the Safe & Accessible Transportation Options (SATO) set-aside requires MPOs to utilize at a minimum 2.5% of federal planning (PL) funds to complete streets activities. These complete streets activities for 2024 are outlined in this category.

Previous Work

Recent work included providing oversight and technical support toward the development of a regional transit development plan (2021), participating on the steering committees for the La Crosse Climate Action Plan and SE Minnesota Local Human Services-Transit Coordination Plan, and providing technical assistance with grant applications. LAPC staff presented to students, interested community members, governmental staff, and elected officials who attended the inaugural Community Transportation Academy in La Crosse.

2024 Work Goals

New for 2024

- Begin the process of updating the Coulee Regional Bike Plan. This may include data collection and analysis of existing bicycle facilities, network connectivity, equitable accessibility, and safety.
- Explore assisting communities in the MPA with application reviews and support for the Wisconsin Local Roads Improvement Program (LRIP).

Continuing

- Allocate a minimum of 2.5% of work program funds as required by the Bipartisan Infrastructure Law (BIL) to Complete Streets planning and activities.
- Assist local units of government in preparation of Transportation Alternative Program (TAP) and new BIL funding program applications.
- Work with our Committee on Transit and Active Transportation (CTAT) and affected communities to plan for additional regional bicycle routes.
- Work with La Crosse County, MRRPC, and local units of government on an “EV Readiness Plan” to address electric vehicle infrastructure in the MPO planning area and region consistent with state/federal criteria.
- Assist transit providers with implementing strategies/recommendations identified in the regional transit development plan.
- Assist communities in integrating TDM best practices into local comprehensive plans and/or policies.
- Work with La Crosse County on the SMRT bus service and exploring a mobility manager for regional public transit providers.
- Serve on the Minnesota Great River Rail Commission.
- Serve on the Blufflands Coalition Committee.
- Assist with TCMC planning and serve on TCMC technical committees.
- Meet regularly with regional staff working towards sustainability goals.
- Assist with implementation and further development of the Northern Grain Belts Port (NGBP) Statistical Area.

Ongoing

- Planning emphasis areas.
- 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

Staff will assist transit providers in implementing the Regional Transit Development Plan recommendations. We will also coordinate with our agency partners and provide technical assistance to our member communities and transit providers as needed. Staff will continue serving on the Minnesota Great River Rail Commission, the Blufflands Coalition Committee and additional transportation committee/commissions as requested.

Safe & Accessible Transportation Options (SATO) / Complete Streets Set-Aside

Set-aside for Safe & Accessible Transportation Options (SATO), also known as Complete Streets, was established under the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58). This Act requires MPOs to utilize at a minimum 2.5% of federal planning (PL) funds to complete streets activities that “increase safe and accessible options for multiple travel modes for people of all ages and abilities” [§ 11206(b)].

LAPC’s eligible activities are identified in this section (300 Element) of the LAPC Unified Planning Work Program. As a bi-state MPO, a minimum of \$1,315.78 (2.5% of MN funds) in complete streets activities is required for Minnesota and \$4,563.49 (2.5% of WI funds) is required for Wisconsin. If meeting the minimum requirement only, the SATO set-aside must be 20% funded by local match. Total SATO set-aside available to the LAPC requiring no local match is \$64,055.25 (Wisconsin) and \$18,637.78 (Minnesota). The LAPC is not seeking a local match waiver for Minnesota SATO set-aside.

The following LAPC complete streets activities will utilize SATO set-aside funding in 2024:

- Assist communities with complete streets activities (i.e., grant applications, Wagon Wheel Trail connection/bridge planning, SRTS activities, etc.),
- Improve public transit ridership (i.e., Week Without Driving event(s) planning, Mobility Manager planning, etc.),
- Begin update of Regional Bicycle Plan with data collection and analysis,
- And continue to assist communities with bicycle and pedestrian planning and implementation.

Table 2 below illustrates LAPC’s UPWP funding that will be utilized for complete streets activities, SATO set-aside for Wisconsin and Minnesota, and the portion a local share waiver is requested.

Table 2: LAPC’s SATO Set-Aside Funding Amounts			
	LAPC SATO Set-Aside (\$)	FHWA 2.5% SATO Set-Aside (required)	Additional FTA SATO Set-Aside (not required)
Wisconsin Funds	\$23,266 *	\$4,564	\$18,702
Minnesota Funds	\$1,315.78 **	\$1,315	\$0
Total(s)	\$24,581	\$5,879	\$18,702

* Local match waiver requested

** No local match waiver requested

400 Transportation Improvement Program

2024 Staff Hours: 200

2024 Budget: \$10,235

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 TIP document and projects list are developed annually. TIP amendments and administrative modifications are processed when necessary.

2024 Work Goals

Ongoing

- Planning emphasis areas.
- 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.
- Manage STP-U with WisDOT and Carbon Reduction Program (CRP) and Transportation Alternatives Program (TAP) processes in coordination with WisDOT and MnDOT.

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 TIP coordination and approval process provides the opportunity to ensure projects and strategies are consistent with the MTP as well as between transportation improvements and local housing, planned growth, and economic development patterns.

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, Carbon Reduction Program (CRP) and membership on sub-committees as required.

500 Consultant Studies Funding

2024 Staff Hours: 0

2024 Budget: \$118,222

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*, *Bicycle Impact Analysis for the City of La Crosse*, Regional Transit Development Plan (2021), the Town of Holland Bike and Pedestrian Plan (2022), and City of La Crescent Walnut Street Corridor Plan (2023).

2024 Work Goals

New for 2024

- Contract with consultant on public participation, visioning, and goal setting of the update of the MTP. (\$100,000)

Process

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

LAPC intends to enhance the effectiveness of updating the MTP by subcontracting specific components, such as public participation activities, through consultant services. This may involve conducting surveys, workshops, tabling at various community events, facilitating stakeholder engagement, and visual communications (i.e., brand identification, infographics, and presentations).

Appendix A: Resolution Approving the Work Program

Resolution Approving the 2024 Work Program

La Crosse Area Planning Committee

RESOLUTION 15 - 2023

APPROVING THE

2024 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 *2024 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 Chair 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



Patrick Barlow, Chair



Bob Gollnik, Executive Director

Dated: November 15, 2023

Appendix B: LAPC Meeting Times and Locations

LAPC Committee 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.

Table 3: 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 (TAC)	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 (CTAT)	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 2024	TEAMS/conference call
Annual Work Program	September/October 2024	TEAMS/conference call
Quarterly WisDOT-MPO-RPC Directors' meetings	4 th Tuesday of January, April, July, October 2024	Hill Farms, Madison, WI; TEAMS/conference call
MnDOT MPO Directors' meetings	February, May, November 2024	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. Meetings conducted provide a virtual option via TEAMS to encourage more accessibility and opportunities for the public to attend meetings.

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Appendix C: 2024 PWP Budget and Elements Detail

2024 Planning Work Program Budget

Funding Source	Funds 2024	Allocation of Funds (2024)				
		100 Program Support	200 Long Range Planning	300 Short Range Planning	400 TIP Development	500 Local Studies / Budgeted Reserves
LAPC Revenue						
Minnesota Federal Grant Funds	\$69,953.00	\$31,615.72	\$21,105.80	\$14,566.84	\$2,664.65	
Wisconsin Federal Grant Funds	242,032.00	66,642.99	44,489.05	30,705.54	5,616.82	94,577.60
Minnesota State Funds	11,000.00	4,971.52	3,318.85	2,290.61	419.01	
Local Match for Minnesota Funds	9,238.00	4,175.18	2,787.23	1,923.70	351.89	
Wisconsin State Funds	11,029.00	2,998.11	2,001.46	1,381.37	252.69	4,395.38
Local Match for Wisconsin Funds	43,662.00	11,033.61	7,365.74	5,083.70	929.94	19,249.02
Local Share Balance (\$52,900.00)	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00
	\$386,914.00	\$121,437.13	\$81,068.13	\$55,951.75	\$10,235.00	\$118,222.00
% of Total Funds		31.4%	21.0%	14.5%	2.6%	30.6%
LAPC Expenses	2024					
Salaries and Fringe						
Director Salary + Fringe	\$132,041.00	\$57,133.13	\$31,740.63	\$37,453.94	\$5,713.31	
Planner Salary + Fringe	85,501.00	13,154.00	49,327.50	18,497.81	4,521.69	
Total:	\$217,542.00	\$70,287.13	\$81,068.13	\$55,951.75	\$10,235.00	
Program Expenses						
Office Supplies	3,000.00	3,000.00				
Indirect Costs	16,000.00	16,000.00				
Unemployment & retirees indirect	0.00	0.00				
Duplicating/Printing	650.00	650.00				
Postage (Internal)	50.00	50.00				
Telephone	400.00	400.00				
Cell Phone	1,000.00	1,000.00				
Meals	400.00	400.00				
Lodging	2,000.00	2,000.00				
Mileage	1,700.00	1,700.00				
Parking	100.00	100.00				
Public Notice	350.00	350.00				
Publications Costs	0.00	0.00				
Conferences	2,500.00	2,500.00				
Dues	10,000.00	10,000.00				
Software Licenses	8,000.00	8,000.00				
Computers/monitors	3,000.00	3,000.00				
Training	2,000.00	2,000.00				
Total:	\$51,150.00	\$51,150.00				
	\$268,692.00	\$121,437.13	\$81,068.13	\$55,951.75	\$10,235.00	
% OF INTERNAL EXPENSES		45.2%	30.2%	20.8%	3.8%	
Consultant Costs						
64056 Local Studies	\$118,222.00					\$118,222.00
To/From Reserves						
99913 To Reserves	\$0.00					\$0.00
	\$118,222.00					\$118,222.00
	\$386,914.00	\$121,437.13	\$81,068.13	\$55,951.75	\$10,235.00	\$118,222.00
	100.0%	31.4%	21.0%	14.5%	2.6%	30.6%

2024 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 2024 Dues		LOCAL SHARE
	Equalized Value, 2022	Percent of Total Value	
Town of Campbell	481,173,200	3.79%	\$2,002.85
Town of Medary	232,650,500	1.83%	968.39
Town of Holland	573,337,100	4.51%	2,386.48
Town of Shelby	632,962,000	4.98%	2,634.66
Town of Onalaska	835,174,000	6.57%	3,476.36
City of La Crescent	494,337,000	3.89%	2,057.65
City of La Crosse	5,131,278,800	40.38%	21,358.61
City of Onalaska	2,616,780,700	20.59%	10,892.18
Village of Holmen	1,119,211,000	8.81%	4,658.64
Village of West Salem	592,002,800	4.66%	2,464.17
TOTAL - LAPC	\$12,708,907,100	100.00%	\$52,900.00

2024 Program Elements Detail

	100 Program Support and Administration	Budget \$121,437	Director (Hours) 900	Timeframe Quarter(s)	Planner 1 (Hours) 320	Planner 2 (Hours) 0
Program support	Prepare resolutions of support of state performance targets	\$48,324	690	1,2	110	0
	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		
	Prepare the 2024 budget			2,3		
	Staff training and travel for agency meetings			1,2,3,4		
	Training and staff development			1,2,3,4		
	Continue administrating and disseminating BIL information			1,2,3,4		
	Maintain the LAPC website			1,2,3,4		
Program Expenses	Program expenses. (See budget for details)	\$51,150				
	Vacation, Sick and Holiday Time	\$21,963	210		210	0

	200 Long-Range Plan Implementation	Budget \$81,068	Director (Hours) 500	Timeframe Quarter(s)	Planner 1 (Hours) 1,200	Planner 2 (Hours) 0
Planning Emphasis Areas	Performance-based Planning and Programming	\$11,728	120	1,2,3,4	100	0
	Regional Models of Cooperation			1,2,3,4		
	Ladders of Opportunity			1,2,3,4		
	Tackling the Climate Crisis			1,2,3,4		
	Equity and Justice40			1,2,3,4		
	Complete Streets			1,2,3,4		
	Public Involvement			1,2,3,4		
	STRAHNET/FLMA Coordination			1,2,3,4		
	PEL			1,2,3,4		
	Data			1,2,3,4		
MTP Implementation	Conduct meetings with LAPC community boards, councils, planning committees to incorporate MTP goals	\$69,340	380	1,2,3,4	1,100	0
	Continue web-based annual performance reporting			1,2,3,4		
	Work with DOTs on development of statewide plans			1,2,3,4		
	Update functional classification of roads as based on 2023 Census Adjusted Urban Area Boundary			1,2		
	Continue ArcGIS online mapping			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 website information and outreach improvements			1,2,3,4		
	Continue update of 2025 MTP			1,2,3,4		
	Support DOT IT initiatives			1,2,3,4		
	Continue coordinating with WisDOT on the update of the travel model			1,2,3,4		
	Update sustainability indicators for La Crosse County			1		
	Update transportation planning data			1,2,3,4		
	Coordinate regional TSMO activities with DOTs and municipalities			1,2,3,4		
	300 Short-Range and Multimodal Planning	Budget \$55,952	Director (Hours) 590	Timeframe Quarter(s)	Planner 1 (Hours) 450	Planner 2 (Hours) 0
Transportation Studies and Projects	Manage local studies program	\$8,627	110	1,4	40	0
	Initiate work on an "EV Readiness" plan consistent with state/federal requirements			1,2,3,4		
	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	\$22,744	300	1,2,3,4	90	0
	Provide GIS assistance and custom map making			1,2,3,4		
	Continue participating on the MN Great River Rail Commission			1,2,3,4		
	Continue supporting TCMC activities/implementation			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		
Complete Streets activities (2.5% of \$\$)	Assist communities with Complete Streets activities (i.e., grant applications, Wagon Wheel Trail connection/bridge, SRTS activities, etc.)	\$24,581	180	1,2,3,4	320	0
	Improve public transit ridership (i.e., Week Without Driving event planning, Mobility Manager, etc.)			1,2,3,4		
	Begin update of Regional Bicycle Plan with data collection and analysis			1,2,3,4		
	Continue to assist communities with bicycle and pedestrian planning and implementation			1,2,3,4		

400 Transportation Improvement Program		Budget	Director (Hours)	Timeframe Quarter(s)	Planner 1 (Hours)	Planner 2 (Hours)
		\$10,235	90		110	0
Transportation Improvement Program	Monitor performance of projects and link to investments	\$10,235	90	2	110	0
	Provide public notice of TIP update & amendments			1,2,3,4		
	Maintain TIP project information on website			1,2,3,4		
	Process TIP amendments and administrative modifications as needed			1,2,3,4		
	Complete TIP environmental justice analysis			3		
	Prepare 4-year TIP document including financial plan			2,3,4		
	Serve on MnDOT District 6 Area Transportation Partnership			1,2,3,4		
500 Consultant Studies Funding		Budget	Director (Hours)	Timeframe Quarter(s)	Planner 1 (Hours)	Planner 2 (Hours)
		\$118,222	0		0	0
Consultant Studies	TBD	\$118,222		1,2,3,4		
Total for 2024		\$386,914	2,080		2,080	

2024 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	\$31,615.72	\$66,642.99	\$23,178.41	\$121,437.13
200	Long Range Planning	\$21,105.80	\$44,489.05	\$15,473.28	\$81,068.13
300	Short Range Planning	\$14,566.84	\$30,705.54	\$10,679.38	\$55,951.75
400	TIP Development	\$2,664.65	\$5,616.82	\$1,953.53	\$10,235.00
500	Local Studies		\$94,577.60	\$23,644.40	\$118,222.00
Funding Totals		\$69,953.00	\$242,032.00	\$74,929.00	\$386,914.00
Source of Local Funds:	Local "dues" from MPO member communities, budgeted reserves, and Minnesota and Wisconsin state planning grants.				

2024 Unified Planning Work Program Budget Summary - Demonstrating SATO Funding (Wisconsin)					
UPWP Category	Project Title	Minnesota Federal Funding Amount	Wisconsin Federal Funding Amount	Local Funding Amount*	Total Funding Amount
100	Program Support	\$31,615.72	\$66,642.99	\$23,178.41	\$121,437.13
200	Long Range Planning	\$21,105.80	\$44,489.05	\$15,473.28	\$81,068.13
300	Short Range Planning	\$14,566.84	\$7,439.54	\$10,679.38	\$32,685.75
300	Short Range Planning - SATO Wisconsin (100% FHWA)		\$23,266.00	\$0.00	\$23,266.00
400	TIP Development	\$2,664.65	\$5,616.82	\$1,953.53	\$10,235.00
500	Local Studies		\$94,577.60	\$23,644.40	\$118,222.00
Funding Totals		\$69,953.00	\$242,032.00	\$74,929.00	\$386,914.00

*Source of Local Funds: Local dues from MPO member communities, Minnesota and Wisconsin State Planning Grants

Note: No local match waiver is being requested from MN for Complete Streets/SATO

Appendix D: Indirect Cost Allocation Plan

Office Indirect Costs

Budgeted indirect costs are \$16,000 for 2024. 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 2022 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.

As shown in Table 4, office indirect costs for the LAPC office are calculated at \$31,050. The LAPC incurs an annual indirect charge of \$16,000. La Crosse County considers additional indirect costs (\$15,050) 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 4: 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	\$7,798	\$3,780	\$4,018
Special accounting	\$82	\$40	\$42
Facilities	\$5,244	\$2,542	\$2,702
Finance	\$1,078	\$523	\$555
Insurance	\$1,800	\$872	\$928
County Administrator	\$12,114	\$5,872	\$6,242
Human Resources	\$1,959	\$950	\$1,009
Information technology	\$749	\$363	\$386
County treasurer	\$226	\$110	\$116
Total(s):	\$31,050	\$15,050	\$16,000

Leave and Fringe Benefit Rates

The 2024 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 24.69% of total salary and benefits in 2024.

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, 2022, 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: Lance Nickelotti

Name of Official: Lance Nickelotti

Title: Finance Director

Date of Execution: 8/24/23

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Appendix E: Contact Information

Federal, State, and Local Contacts

LAPC Contact Information

La Crosse Area Planning Committee
 La Crosse County Administrative Center
 212 6th Street N, Room 2300
 La Crosse, Wisconsin 54601

www.lacrossecounty.org/mpo

LAPC Subcommittees:

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

Executive Director
 Robert Gollnik
 PH: (608) 785-5977
 Email: rgollnik@lacrossecounty.org

Transportation Planner
 Erin Duffer, AICP Candidate
 PH: (608) 785-5597
 Email: eduffer@lacrossecounty.org

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

Todd Matheson, SW Region Deputy Director
 PH: (608) 246-3800
 Email: swr.dtsd@dot.wi.gov

Steve Flottmeyer, Region Planning Chief
 PH: (608) 785-9075
 Email: stephen.flottmeyer@dot.wi.gov

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

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
 Email: mark.schoenfelder@state.mn.us

Kurt Wayne, Planning Director
 PH: (507) 259-8074
 Email: kurt.wayne@state.mn.us

Klara Grochulska, District Transit Project Manager
 PH: (651) 366-5624
 Email: klara.grochulska@state.mn.us

Department of Transportation State Contacts

<p>Wisconsin Wisconsin Department of Transportation Office of the Secretary 4822 Madison Yards Way, P.O. Box 7910 Madison, WI 53707-7910</p> <p>Division of Transportation Investment Management 4822 Madison Yards Way, P.O. Box 7913 Madison, WI 53707-7913</p> <p>Justin Shell, Administrator PH: (608) 266-6885 Email: justinr.shell@dot.wi.gov</p> <p>Alexander Gramovot, Section Chief, Planning PH: (608) 266-9495 Email: alexander.gramovot@dot.wi.gov</p> <p>Matthew Sorenson, State MPO-RPC Coordinator PH: (608) 267-0458 Email: matthewx.sorensen@dot.wi.gov</p> <p>Christopher Squires, Bicycle & Pedestrian Coordinator PH: (608) 267-9860 Email: christopher.squires@dot.wi.gov</p>	<p>Minnesota Minnesota Department of Transportation Transportation Building, Mail Stop 440 395 John Ireland Blvd. St. Paul, Minnesota 55155</p> <p>Philip Schaffner, Transportation Program Director, MnDOT Office of Transportation System Management PH: (651) 366-3743 Email: philip.schaffner@state.mn.us</p> <p>Erika Shepherd, Planning Program Coordinator, MnDOT Office of Transportation System Management PH: (651) 366-3913 Email: Erika.Shepard@state.mn.us</p> <p>Noel Shughart, Program Unit Supervisor, MnDOT Office of Transit and Active Transportation PH: (651) 366-4181 Email: noel.shughart@state.mn.us</p>
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Department of Transportation Federal Contacts

Federal Highway Administration (FHWA)

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Federal Transit Administration (FTA)

<p>U.S. Department of Transportation Federal Transit Administration, Region 5 200 W. Adams Street, Suite 320 Chicago, IL 60606</p> <p>Kelly Brookins, Regional Administrator PH: (312) 353-2789</p> <p>Evan Gross, Transportation Program Specialist PH: (312) 886-1619 Email: evan.gross@dot.gov</p>

Appendix F: Work Program Checklist

Work Program Checklist

Table 5: WisDOT Work Program Checklist	
Program Document Component	Check/Page #
COVER PAGE	X
Name of MPO agency and area represented	X
FY of UPWP	X
Contact Information for MPO	X
TITLE PAGE	X
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	X
Table of Contents	i-ii
MPO Approval Resolution-signed	17-18
Self-Certification-signed	17-18
Prospectus	2-3
Committee Lists-responsibilities, meetings	Web, 3, 19
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	4-5
UPWP	X
Definition of UPWP purpose	1
Summary of previous Year's Accomplishments	7-8
Status of current activities	8
WORK ELEMENTS (Description of major work products and tasks)	9

Program Document Component (continued)	Check/Page #
UPWP	9
Administration	9-10
TIP – Development/Maintenance	14
LRTP – Development/Maintenance	10-11
Congestion Management Process/ITS*	N/A
Transit Planning*	11-13
Multimodal Planning	11-13
i). Bicycle/Pedestrian	X
ii). Intermodal Freight*	*
iii). Intermodal Passenger*	X
Air Quality Planning*	N/A
i). Modeling	N/A
ii). CMAQ Application Process*	N/A
Public Involvement plan	1
Surveillance (Data Collection)	11-13
Project/Corridor Studies	12
Special Studies	15
TSM/TDM Planning	12
TE Planning	11-13
Performance Management	10-11
Summary of Budget Revenues	21
Budget Summary	21
Funding Sources	21
Direct Costs	21
Indirect Cost Allocation Plan	25
Indirect Costs	26
Indirect Cost Rate Proposal	26
Carry-over of unspent funds	N/A
Current Signed Title VI Nondiscrimination Agreement	Website
Link to current Title VI Program	2, 3, 8
Annual Meeting Schedule	19

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