

2022

LAPC Planning Work Program



Approved November 17, 2021

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

2022 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.

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.



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Introduction

Introduction

The *2022 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.

MPO Resolution

Resolution 11-2021 approving the 2022 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)	2021-2024 LAPC Transportation Improvement Program ; approved on October 21, 2020.
Planning Work Program (PWP)	2021 LAPC Planning Work Program ; approved on November 18, 2020.
Public Participation Plan	Public Participation Plan for the La Crosse Area Planning Committee ; 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 LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency 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 LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency 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 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 March 20, 2019. 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 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 LAPC 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 LAPC 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.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 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, 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](#), November 18, 2020.

MPO Committees and Membership

La Crosse Area Planning Committee Policy Board

Linda Seidel, Chair Chair, Town of Medary	Patrick Barlow, Vice Chair President, Village of Holmen	Stan Hauser Chair, Town of Onalaska
Mitch Reynolds Mayor, City of La Crosse	Timothy L. Candahl Chair, Town of Shelby	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, Chair Mayor, City of La Crescent	Joshua Johnson 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 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 2022.

MPO Planning Area

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

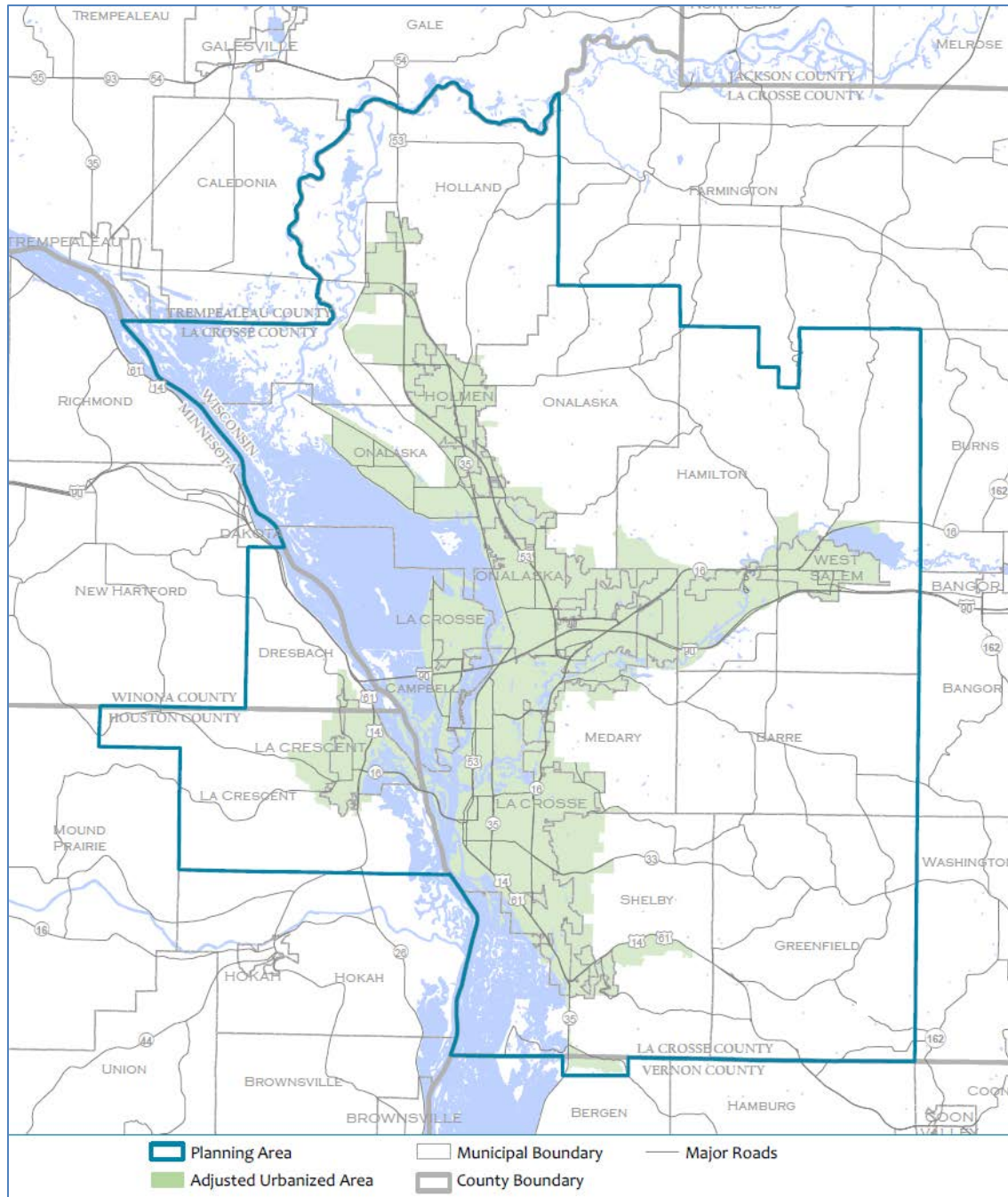


Figure 1: LAPC Metropolitan planning area and adjusted urbanized area.

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.
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 2022:

- **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 2021 Accomplishments

- 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 2022-2025 TIP and the 2022 PWP.
- Completed four TIP amendments.
- Planned, organized (scheduling, organization, speaker recruitment, etc.) and hosted the 2021 Virtual Bi-state MPO conference/workshop.
- Coordinated with traffic forecasting staff at WisDOT on data inputs for future update of travel model.
- Continued updating 2020 land use.
- 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 hiring a consultant to prepare a Regional Transit Development Plan.

- Updated environmental justice maps and text included in the *2022-2025 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 conducted virtually then transitioned to a hybrid format (virtual/in-person) in 2021. 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.
- 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 in Bluffland Coalition, Wisconsin Mississippi River Parkway, Mississippi River Regional Planning Commission, Highway Safety Commission, ATP meetings.
- Launched the new redesigned LAPC website with new web pages, content (including performance monitoring), links, and improved public comment/questions opportunities.
- Participated (advisory committee member) in the MnDOT District 6 freight study planning process.
- Prepared a list of feasible Transportation Demand Management (TDM) best practices for planning area communities to implement at their discretion.
- Provided technical assistance to La Crosse County with updating their comprehensive plan.
- Conducted outreach to local units of government, resulting in the town of Holland becoming a dues-paying member of the LAPC Policy Board (first new member community in over 18 years).
- Facilitated discussion with LAPC Policy Board regarding development of local performance targets.
- Pursued social media options for engaging the public and utilized county social media platforms for short range planning activities.
- Developed a LAPC brochure for public outreach purposes (digital and hard copy).
- Developed a public outreach/social media plan.

2021 Title VI, EJ, and ADA Accomplishments

- Updated environmental justice maps and text included in the *2022-2025 Transportation Improvement Program*.
- Improved website accessibility for persons of limited-English proficiency with Google Translate.
- Posted to the website 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 of the work activities outlined in the 2021 work program will be completed by year's end. The exception is to identify components of a design guide to assist communities with incorporating all users (children, elderly, disabled, etc.) in roadway projects. This activity will not be forwarded to the 2022 PWP.

Staff re-evaluated the design guide work program activity and determined the time it would take to develop a design guide the MPO would be better served by utilizing existing resources/design guides. State DOT's and other agencies have design guides/information that staff can provide to our communities as needed versus creating (at some level duplicating) a customized local design guide.

Program Elements

Introduction

The following sections provide detail for the 2022 planning work program elements. Please see [Appendix C](#) for the 2022 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 2022 will be devoted to MPO activities.

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

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

100 Program Support and Administration

2022 Staff Hours: 1,330

2022 Budget: \$102,070

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.

2022 Work Goals

New for 2022

- Conduct hybrid (virtual/in-person) meetings of the LAPC to offer more public access to meetings.

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.
- 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.

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

Process

The LAPC redesigned website was launched in the first quarter of 2021. In 2022, the website will be continually improved to better inform persons with limited-English proficiency as well as the general public. In 2020-2021 the pandemic resulted in the LAPC and advisory committees to meet remotely, though challenging the resulting hybrid meeting format allowed more people access to LAPC and advisory committee meetings. In 2022 LAPC will continue to utilize meeting formats that allow for in-person and virtual meetings.

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

200 Long-Range Transportation Planning

2022 Staff Hours: 1,913

2022 Budget: \$86,897

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

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

2022 Work Goals

New for 2022

- Explore ArcGIS Insights for analysis and visualizations.
- Verify new employment data obtained from WisDOT Travel Forecasting Section.
- Update the *Public Participation Plan for the La Crosse Area Planning Committee*.
- Review census designated urban boundaries when they become available.

Continuing

- Work with DOTs and transit agencies to set targets for Federal performance measures.
- Work with WisDOT and consultant on travel model.
- Update land use inventory including field verification.
- Utilize StreetLight data for planning activities/projects and technical assistance to communities.
- Enhance the display and interactivity for web-based annual performance reporting.
- 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.
- Develop an ArcGIS Online application for transportation projects and information.
- Integrate web-based mapping and data visualization tools into the LAPC website.
- Improve the LAPC website for public education and input.
- Serve as a member of the Highway Safety Commission.

Ongoing

- Planning Emphasis Areas:
 - Performance-based planning and programming.
 - Regional models of cooperation.
 - Ladders of opportunity (transportation connectivity gaps in accessing essential services).
- Post annual performance measures to website.
- Support activities that implement LAPC planning and policy plans and studies.
- Work with DOTs on development 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.

Process

In 2022, several new and continuing activities will support the implementation of the existing MTP and the update to the 2025 MTP (major update). Verification of new employment data supplied by WisDOT will occur and the land use inventory will be completed. Staff will continue working in cooperation with WisDOT and consultants on the travel model. The [Public Participation Plan for the La Crosse Area Planning Committee](#) will be updated and staff will continue interaction with LAPC community member boards, councils, and planning committees to aid in incorporating MTP goals and policies 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

2022 Staff Hours: 702

2022 Budget: \$38,696

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

Past short-range activities engaged in by LAPC staff include preparing two successful TAP grant applications for La Crosse County (bike/ped bridge and a bike/ped connector trail), conducting the data analyses for the [Commuter Bus Service Feasibility Study](#), and working with MTU staff to develop a new route for the MTU Circulator. In addition, a vulnerability assessment of transportation facilities was completed in 2018, and staff

have worked with our CTAT and other partners to sign our first regional bike route and to develop additional regional bicycle route recommendations through south La Crosse and between the Wagon Wheel Trail in La Crescent, MN and La Crosse, WI.

2022 Work Goals

New for 2022

- Assist transit providers with implementing strategies/recommendations identified in the regional transit development plan.
- Assist local units of government in preparation of Transportation Alternative Program (TAP) applications.
- Prepare a project scope evaluating infrastructure needs (charging stations/nodes, coordination with DOT “alternative fuel corridors”, etc.) of electric vehicles in the planning area.

Continuing

- Work with our Committee on Transit and Active Transportation (CTAT) and affected communities to plan for additional regional bicycle routes.
- Assist communities in integrating TDM best practices into local comprehensive plans and/or policies.
- Work with La Crosse County on the SMRT service, marketing plan implementation, and with the transition to electric buses.
- 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 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

A regional transit development plan was completed in 2021 for public transit providers serving the LAPC planning area. Staff will assist transit providers in implementing plan recommendations. We will also 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 Minnesota Great River Rail Commission, the Blufflands Coalition Committee and additional transportation committee/commissions as requested.

400 Transportation Improvement Program

2022 Staff Hours: 215

2022 Budget: \$10,390

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 2022-2025 TIP document and projects list have been developed annually and TIP amendments have been processed when necessary.

2022 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

2022 Staff Hours: 0

2022 Budget: \$55,975

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 2021 the program funded the Regional Transit Development Plan for the public transit service providers in the planning area.

2022 Work Goals

New for 2022

- The Town of Holland will utilize “Consultant Studies Funding” to contract services for the development of a Bike and Pedestrian Plan for the town.

Process

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

In 2022 the town of Holland will contract with a planning consultant to develop a Bike and Pedestrian Plan for the town. The bike and pedestrian plan will be prepared through a public process that will include an inventory of existing bike/ped facilities, identification of trip generators and trip destinations throughout the town and region. The document will include recommendations to improve bike and pedestrian facilities, connections, prioritization of projects and estimated costs.

Appendix A: Resolution Approving the Work Program

La Crosse Area Planning Committee

RESOLUTION 11-2021

APPROVING THE

2022 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.

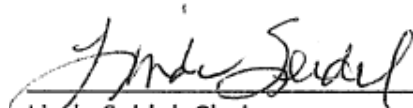
NOW, THEREFORE, BE IT RESOLVED: that the LAPC approves the *2022 Planning Work Program for the La Crosse Area Planning Committee* as being consistent with metropolitan plans and policies; and

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



Linda Seidel, Chair



Peter Fletcher, Executive Director
Dated: November 17, 2021

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.

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 Rooms 1700 or 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: 2022 PWP Budget and Elements Detail

2022 Planning Work Program Budget

Funding Source	Funds 2022	Allocation of Funds 2022				
		100	200	300	400	500
		Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
LAPC Revenue						
Minnesota Federal Grant Funds	\$39,188.00	\$16,802.65	\$14,304.91	\$6,370.13	\$1,710.31	
Wisconsin Federal Grant Funds	192,872.00	63,497.45	54,058.44	24,072.80	6,463.30	44,780.00
Minnesota State Funds	11,000.00	4,716.47	4,015.36	1,788.08	480.08	
Local Match for Minnesota Funds	2,750.00	1,179.12	1,003.84	447.02	120.02	
Wisconsin State Funds	11,180.79	3,680.95	3,133.77	1,395.50	374.68	2,595.90
Local Match for Wisconsin Funds	37,037.21	12,193.42	10,380.84	4,622.70	1,241.15	8,599.10
	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	\$294,028.00	\$102,070.06	\$86,897.16	\$38,696.23	\$10,389.55	\$55,975.00
% of Total Funds		34.7%	29.6%	13.2%	3.5%	19.0%
LAPC Expenses						
Salaries and Fringe						
Director Salary + Fringe	\$118,284.00	\$50,043.23	\$27,466.91	\$35,371.47	\$5,402.39	
Planner Salary + Fringe	86,444.00	18,701.83	59,430.25	3,324.77	4,987.15	
Total:	\$204,728.00	\$68,745.06	\$86,897.16	\$38,696.23	\$10,389.55	
Program Expenses						
Office Supplies	400.00	400.00				
Indirect Costs	14,000.00	14,000.00				
Unemployment & retirees indirect	0.00	0.00				
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	400.00	400.00				
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	700.00	700.00				
Dues	6,000.00	6,000.00				
Software Licenses	6,600.00	6,600.00				
Computers/monitors	1,000.00	1,000.00				
Training	1,000.00	1,000.00				
Total:	\$33,325.00	\$33,325.00				
	\$238,053.00	\$102,070.06	\$86,897.16	\$38,696.23	\$10,389.55	
% OF INTERNAL EXPENSES		42.9%	36.5%	16.3%	4.4%	
Consultant Costs						
64056 Local Studies	\$55,975.00					\$55,975.00
	\$294,028.00	\$102,070.06	\$86,897.16	\$38,696.23	\$10,389.55	\$55,975.00
	100.0%	34.7%	29.6%	13.2%	3.5%	19.0%

2022 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 2022 Dues		LOCAL SHARE
	Equalized Value, 2020	Percent of Total Value	
City of La Crescent	450,284,300	4.30%	\$1,710.16
City of La Crosse	4,331,406,700	41.35%	16,450.48
City of Onalaska	2,169,131,500	20.71%	8,238.26
Village of Holmen	839,592,000	8.01%	3,188.73
Village of West Salem	475,746,000	4.54%	1,806.86
Town of Campbell	389,832,400	3.72%	1,480.56
Town of Holland	477,899,500	4.56%	1,815.04
Town of Medary	199,291,100	1.90%	756.90
Town of Shelby	498,890,300	4.76%	1,894.76
Town of Onalaska	643,889,900	6.15%	2,445.46
TOTAL - LAPC	\$10,475,963,700	100.00%	\$39,787.21

2022 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$102,070	880		450
Program support	Resolutions for support of state performance measures	\$48,075	670	1,2	240
	Coordinate hybrid (virtual, inperson) 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 2023 budget			2,3	
	Staff training and travel for agency meetings			1,2,3,4	
	Maintain the LAPC website			1,2,3,4	
Program Expenses	Program expenses. (See budget for details)	\$33,325			
	Vacation, Sick and Holiday Time	\$20,670	210		210

	200 Long-Range Plan Implementation	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$86,897	483		1,430
Planning Emphasis Areas	Continue Performance-based Planning and Programming	\$13,863	83	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	Continue meetings with LAPC community boards, councils, planning committees to incorporate MTP goals	\$73,034	400	1,2,3,4	1,210
	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	
	Utilizate StreetLight Data for planning activities and technical assistance to communities			1,2,3	
	Verify new employment data obtained from WisDOT Travel Forecasting Section			1,2,3,4	
	Update the "Public Participation Plan for the La Crosse Area Planning Committee"			1,2	
	Analyze MTU automatic vehicle location (AVL) data			1,2,3,4	
	Coordinate with DOTs on state transportation plans			1,2,3,4	
	Continue active outreach to planning area communities			1,2,3,4	
	Continue to improve outreach activities through the website			1,2,3,4	
	Explore ArcGIS Insights for analysis and visualizations			1,2	
	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)
		\$38,696	622		80
Transportation Studies and Projects	Continue to plan for additional regional bicycle routes	\$18,421	302	1,2,3,4	30
	Manage local studies program			1,4	
	Participate on study and project advisory committees.			1,2,3,4	
	Prepare a project scope evaluating infrastructure needs of electric vehicles in the planning area.			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	\$20,276	320	1,2,3,4	50
	Assist transit providers with implementing strategies/recommendations identified in the regional TDP			1,2,3,4	
	Assist local units of government in preparation of TAP applications			1,2	
	Serve 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	
	Assist communities in integrating TDM best practices into local plans and/or policies			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)
		\$10,390	95		120
Transportation Improvement Program	Monitor performance of projects and link to investments	\$10,390	95	2	120
	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)
		\$55,975	0		0
Consultant Studies	Town of Holland Bike and Pedestrian Plan	\$55,975		1,2,3,4	
Total for 2022		\$294,028	2,080		2,080

2022 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	\$16,802.65	\$63,497.45	\$21,769.95	\$102,070.06
200	Long Range Planning	14,304.91	54,058.44	18,533.81	\$86,897.16
300	Short Range Planning	6,370.13	24,072.80	8,253.30	\$38,696.23
400	TIP Development	1,710.31	6,463.30	2,215.93	\$10,389.55
500	Local Studies		44,780.00	11,195.00	\$55,975.00
Funding Totals		\$39,188.00	\$192,872.00	\$61,968.00	\$294,028.00
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 2022. 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 2020 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 \$64,789. The LAPC incurs an annual indirect charge of \$14,000. La Crosse County considers additional indirect costs (\$50,789 in 2020) 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	\$8,307	\$6,512	\$1,795
Special accounting	65	51	14
Building maintenance	4,853	3,804	1,049
Finance	1,125	882	243
Insurance	1,603	1,257	346
County Administrator	10,734	8,415	2,319
Human Resources	2,012	1,577	435
Information technology	35,914	28,153	7,761
County treasurer	176	138	38
Total:	\$64,789	\$50,789	\$14,000

Leave and Fringe Benefit Rates

The 2022 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 24.64% of total salary and benefits in 2022.

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, 2020 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:

Auditor / Finance Director

Date of Execution:

8/6/21

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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.lacrossecounty.org/mpo

Executive Director

Peter Fletcher

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E-mail: pfletcher@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

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Fax: (608) 785-9969

- Angela Adams, Southwest Region Deputy Director
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- Steve Flottmeyer, Region Planning Chief
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- Francis Schelfhout, Urban and Regional Planner
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Minnesota

Minnesota Department of Transportation, District 6
2900 48th Street NW
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Rochester, MN 55903-6177
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- Mark Schoenfelder, District Engineer
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- Kurt Wayne, Principal Transportation Planner
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- Matti Gurney, District Transit Project Manager
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Department of Transportation State Contacts

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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
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Email: joseph.nestler@dot.wi.gov
- Jennifer Murray, Section Chief, Planning
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Email: jennifer.murray@dot.wi.gov
- Jim Kuehn, Statewide MPO-RPC Coordinator
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Email: james.juehn@dot.wi.gov

- Jill Mrotek Glezinski, Bicycle & Pedestrian Coordinator
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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
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Email: philip.schaffner@state.mn.us
- Anna Pierce, Planning Program Coordinator, MnDOT Office of Transportation System Management
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- Megan Neeck, Urban Transit Program Coordinator, MnDOT Office of Transit and Active Transportation
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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
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- Kelley Brookins, Regional Administrator
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- Evan Gross, Transportation Program Specialist
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Email: evan.gross@dot.gov
- Bill Wheeler, Area Representative, Wisconsin
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Email: william.wheeler@dot.gov

Federal Highway Administration (FHWA)

Wisconsin

Federal Highway Administration
City Center West
525 Junction Rd, Ste 8000
Madison, WI 53717

- Karl Buck, Community Transportation Planner
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Minnesota

Federal Highway Administration
180 E 5th St.
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St. Paul, Minnesota 55101

- Bobbi Retzlaff, Community Planner
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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
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Congestion Management Process/ITS*	N/A

Program Document Component (continued)	Check/Page #
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ii). Intermodal Freight*	*
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ii). CMAQ Application Process*	N/A
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*Items present on as “as-needed” basis.