



# La Crosse Area Planning Committee

Metropolitan Planning Organization  
Serving the La Crosse/La Crescent Urbanized Area

Peter Fletcher, Director     Jackie Eastwood, Transportation Planner  
La Crosse County Administrative Center  
212 6<sup>th</sup> St N 🚗 Room 2300 🚗 La Crosse, WI 54601  
PH: 608.785.6141     Website: <https://lacrossecounty.org/mpo>

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**DATE:**            **MAY 2, 2022**  
**TO:**                **COMMITTEE ON TRANSIT AND ACTIVE TRANSPORTATION**  
**FROM:**           **JACKIE EASTWOOD, LAPC STAFF**  
**SUBJECT:**       **MAY 12, 2022 COMMITTEE MEETING NOTICE**

The meeting of the Committee on Transit and Active Transportation will be held on **Thursday, May 12, 2022 at 3:00 p.m. in person in Room 1107 and as a virtual meeting.** If you cannot attend in person, please use the information provided below to join the Teams meeting.

1. **Approval of the minutes of the March 10, 2022 CTAT meeting.**
2. **Second round of Transportation Alternative Program (TAP) funding.**
3. **Other funding opportunities for bicycle, pedestrian, and transit infrastructure.**
4. **Update of the LAPC Public Participation Plan.**
5. **Other updates and information items.**
  - a) **Transit service and facilities updates.**
  - b) **Bicycle/pedestrian facilities and events updates.**
6. **Future agenda items.**
7. **Adjourn, next meeting TBA.**

## Microsoft Teams meeting

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**Or call in (audio only)**

[+1 262-683-8845,796772091#](tel:+12626838845796772091)     **United States, Kenosha**

**Phone Conference ID: 796 772 091#**

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If you need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org) as soon as possible.

Minutes and agendas for all LAPC committees can be found at: <https://lacrossecounty.org/mpo>.

## **Committee on Transit and Active Transportation**

Rick Diermeier, Carolyn Dvorak, Jackie Eastwood, Robert Fisher,  
Bob Gollnik, Charlie Handy, Krista Heinz, Rachel King, Jim Krueger, Jim Longhurst,  
Sandy Sechrest, Francis Schelfhout, Cathy Van Maren, Vonni Vegar, Kurt Wayne



# La Crosse Area Planning Committee

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Peter Fletcher, Director     Jackie Eastwood, Transportation Planner  
La Crosse County Administrative Center  
212 6<sup>th</sup> Street North ☎ Room 2300 ☎ La Crosse, WI 54601-1200  
PH: 608.785.5977     Website: <https://lacrossecounty.org/mpo>

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## Minutes of Committee on Transit and Active Transportation, March 10, 2022 Meeting

Minutes of the meeting of the CTAT held in-person and as a virtual meeting on Teams on Thursday, March 10, 2022 at 2:00 pm.

**Members Present:** Sandy Sechrest, Bob Gollnik, Kurt Wayne, Charlie Handy, Cathy Van Maren, Jim Krueger, Rick Diermeier, Jim Longhurst, Krista Heinz, Rachel King, Carolyn Dvorak, Francis Schelfhout (non-voting). **Staff and Others Present:** Leah Miller, Peter Fletcher, Jackie Eastwood.

Peter Fletcher called the meeting to order at 2:01 pm.

### 1) Approval of minutes of the May 20, 2021 CTAT Meeting:

*Bob Gollnik motioned to approve the minutes of the May 20, 2021 meeting; Rick Diermeier seconded. All were in favor.*

### 2) Ranking of Transportation Alternative Program (TAP) applications:

Peter Fletcher provided background on the process and explained why the La Crosse Wagon Wheel Trail Connector would not be ranked. He stated that a very high-cost estimate for the project came in just before the application was to be submitted to WisDOT, prompting the City of La Crosse to accept a last place rank in favor of other projects with a better chance of being funded. Presentations were given as follows:

1. City of La Crosse Grand Crossing Trail, Leah Miller via Teams
2. West Salem Safe Routes to School, Bob Gollnik in person
3. Town of Shelby Goose Island Connector Trail, Peter Fletcher in person

After presentations, Q & A, discussion, and ranking, the projects were coincidentally ranked in the order presentations were given.

*Charlie Handy motioned to accept the ranking, with the Grand Crossing Trail as first, the SRTS project as second, and the Goose Island Connector as third, recommending the WisDOT pave the Goose Island Connector Trail as part of its STH 35 reconstruction project. Carolyn Dvorak seconded. All were in favor.*

### 3) Other updates and information items:

Charlie Handy stated that SMRT just completed a purchase order for Xcel Energy to install charging stations for the electric buses that will arrive at the end of the year. They are also working to do more marketing and to obtain more stable local funding. Jim Krueger stated that MTU has been working with Protera to address some issues with their newly acquired electric buses.

Jim Longhurst, Rick Diermeier, and Cathy Van Maren announced several future events.

### 4) Future agenda items:

None suggested.

### 5) Adjourn; Next meeting TBA:

Peter Fletcher stated that we were going to get back on our regular schedule. The next meeting will be on May 12, 2022 at 3:00 pm and will be run as a hybrid meeting for in-person and virtual participation.

*Charlie Handy motioned to adjourn at 3:51 pm; Jim Krueger seconded. All were in favor.*

# Draft Public Participation Plan

For the La Crosse Area Planning Committee

For Approval on:

9/15/2022

La Crosse Area Planning Committee



# PUBLIC PARTICIPATION PLAN

## CONTACTS:

All questions, comments, or requests for documents and services may be directed via phone, fax, e-mail, or in person to:

Jackie Eastwood, Transportation Planner  
Phone: 608.785.6141  
E-mail: [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org)

OR

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E-mail: [pfletcher@lacrossecounty.org](mailto:pfletcher@lacrossecounty.org)

At:

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
212 6<sup>th</sup> St N, Room 2300  
La Crosse, WI 54601

This LAPC Public Participation Plan and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at:

[www.lacrossecounty.org/mpo](http://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](mailto:jeastwood@lacrossecounty.org).

Si se necesita informacion en otro idioma de contacto (608) 785-6141.

Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau (608) 785-6141.

This Public Participation Plan 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.

# La Crosse Area Planning Committee

## Policy Board

**Linda Seidel, Chair**  
Chair, Town of Medary

**Mitch Reynolds**  
Mayor, City of La Crosse

**Kim Smith**  
Mayor, City of Onalaska

**Mike Poellinger, Chair**  
Mayor, City of La Crescent

**Patrick Barlow, Vice Chair**  
President, Village of Holmen

**Timothy L. Candahl**  
Chair, Town of Shelby

**Scott Schumacher**  
President, Village of West Salem

**Joshua Johnson**  
Chair, Town of Campbell

**Stan Hauser**  
Chair, Town of Onalaska

**Bob Stupi**  
Chair, Town of Holland

**Monica Kruse**  
Chair, La Crosse County Board

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## Why We Need a Public Participation Plan

### Federal Requirement

Beginning with the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, metropolitan planning organizations (MPOs) have been required to “develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing MTPs [metropolitan transportation plans] and TIPs [transportation improvement programs].” The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005 and the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) of 2012 expanded on the provisions to require extensive stakeholder participation above and beyond public involvement.

The public participation plan provision expressed in Fixing America’s Surface Transportation (FAST) Act signed into law in 2015 is codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450) and in 49 CFR 613. Section 450.316, Interested Parties, Participation, and Consultation, requires MPOs to develop a participation plan in consultation with all interested parties and describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice.
- Providing timely notice and reasonable access to information.
- Employing visualization techniques to describe plans and programs.
- Making public information available in electronically accessible formats.
- Holding public meetings at convenient and accessible locations and times.
- Demonstrating explicit consideration and response to public input.
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems.
- Providing an additional opportunity for public comment if the final metropolitan transportation plan (MTP) or transportation improvement program (TIP) differs significantly from the version made available for public comment.
- Coordinating with statewide processes.
- Reviewing the effectiveness of the participation plan.

### Purpose for Update

The La Crosse Area Planning Committee (LAPC) Public Participation Plan (PPP) is a policy document outlining the LAPC’s public input opportunities and process. It is updated at least every five years to incorporate new federal requirements, if applicable, and to adjust policies as needed based on changes in technologies and internal review of existing policies and their effectiveness.

The 2022 PPP expands public education, outreach, and participation opportunities through virtual meeting options, web-based technologies, and direct-to-public activities (i.e., pop-up events). It also supplements traditional outreach methods with methods better suited to reaching members of the community that do not follow government.

## Interested Parties, Participation, and Consultation

The LAPC has developed a public process consistent with the provisions of Federal Highway Administration (FHWA) Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as codified in the FAST Act. The LAPC strives to be a diverse, equitable, inclusive, and accessible organization; however, challenges exist. The policies, procedures, and public outreach activities included in this public participation plan are designed to improve access to LAPC activities within the constraints of a small metropolitan planning organization (MPO).

### Interested Parties

In response to federal requirements that MPOs develop their public participation plans “in consultation with an expanded list of ‘interested parties’,” the LAPC has identified several stakeholder groups as important participants in the public participation process for LAPC plans and programs. Organizations representing these populations are included in LAPC contact lists, with many represented on LAPC committees. Outreach to and participation by persons who are traditionally disadvantaged and from underserved communities has been and continues to be a challenge.

### Disadvantaged Persons and Underserved Communities

Executive orders and civil rights laws have been issued/enacted by presidential administrations to address the inequities experienced by disadvantaged persons and people from underserved communities. “Underserved communities,” as defined by Executive Order (EO) 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, refers to “populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.” For LAPC analysis purposes, disadvantaged persons and people from underserved communities include minority, low-income, limited-English proficient, and disabled populations.

### AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) was signed into law in 1990 by President Bush that prohibits discrimination against individuals with disabilities in areas of public life and private places open to the general public. All local and state governments regardless of whether or not they receive federal funding are required to comply. The LAPC is considered a local government that because of its small size and absence of physical assets is subject to Title II Public Services, which requires the LAPC be accessible to persons with disabilities in the delivery of its programs, services, activities, and employment practices. See Appendix A for the LAPC procedures under the ADA.

### EXECUTIVE ORDER 12898, ENVIRONMENTAL JUSTICE AND TRANSPORTATION INVESTMENT POLICY

The first notable executive order (EO) was signed by President Clinton in February of 1994. EO 12898, *Environmental Justice and Transportation Investment Policy*, is “a public policy goal of assuring that adverse human health or environmental effects of government activities do not fall disproportionately upon minority or low-income populations.” The U.S. Department of Transportation (USDOT) followed suit by developing its own order in June of 1995 to require all transportation projects subject to federal funding to consider explicitly minority and low-income populations. The order was finalized in 1997 and updated in 2012.

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The USDOT defines a disproportionately high and adverse effect as one that:

- Is predominately borne by a minority population and/or a low-income population; or
- Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

### EXECUTIVE ORDER 13166, IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

In August of 2000, President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, requiring any agency that receives federal funds to consider limited-English proficiency (LEP) in the planning process.

The Attorney General for Civil Rights subsequently issued the guidance document, *Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons with Limited English Proficiency* [Department of Justice (DOJ) LEP Guidance], to assist agencies in taking “reasonable steps to ensure ‘meaningful’ access to the information and services they provide.”

### TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The LAPC maintains and updates at least every three years its *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* (Title VI Program). The Title VI Program ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The populations addressed in the Acts and EOs discussed above are explicitly considered through a social justice analysis during the development of our Transit Development Plan (TDP), Transportation Improvement Program (TIP), and Metropolitan Transportation Plan (MTP). The Title VI Program as per federal regulation addresses only minority and limited-English proficient populations. Appendix B explains the methodology for identifying areas of disadvantaged persons and underserved communities in our planning area.

### Transportation Interests

These stakeholders include public and private agencies representing transit, passenger, and freight interests. Organizations representing these interests are included in LAPC contact lists, with many represented on LAPC committees. The Committee on Transit and Active Transportation (CTAT), for example, has members who represent transit agencies while the Technical Advisory Committee (TAC) has members who represent freight interests. (The CTAT is also represented on the TAC.)

### Government Agencies

To comply with federal and state regulations and to be consistent with the planning processes of state and local entities, LAPC staff regularly consult with the Wisconsin and Minnesota Departments of

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Transportation (WisDOT and MnDOT) and state offices of the FHWA through mid-year reviews and committee meetings, and by email and phone as work products are drafted and reviewed. The FTA and FHWA are represented on the TAC.

Other agencies (i.e., La Crosse County Emergency Services, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Ho Chunk Nation, state historical societies, Wisconsin and Minnesota Departments of Natural Resources) are consulted during the update of the MTP to provide input on the potential impact of our plans and projects on natural, cultural, agricultural, and recreational resources. Representatives from these agencies are also included in an email distribution list used to notify the interested public of Policy Board meetings, updates to planning documents, and amendments to our TIP project list.

Local municipalities are represented on the LAPC Policy Board and on LAPC subcommittees.

### Special Interests

Special-interest groups invited into the process include, but are not limited to:

- Neighborhood associations
- Environmental groups
- Business and economic development organizations
- Institutions of learning
- Bicycle, pedestrian, and transit advocates
- Social services organizations

These groups offer differing opinions on the need for and scope of transportation services and facilities in the region.

### Other Interested Public

Contact lists of “interested-public” are maintained for all LAPC committees. Anyone interested in being added to a mailing list may do so by contacting the LAPC staff office at 608.785.6141.

## Opportunities for Participation and Consultation

### LAPC Committee Structure

The public is invited to attend any of the three committees that make up the LAPC: The Policy Board, the TAC, and the CTAT. The TAC and CTAT review, prioritize, and recommend policies, projects, plans, and programs to the LAPC Policy Board, which is made up of the highest elected officials from member communities. As the highest authority, the Policy Board makes the final approvals.

LAPC staff work under the direction of the Policy Board and with the guidance of the state DOTs and the state offices of the FHWA.

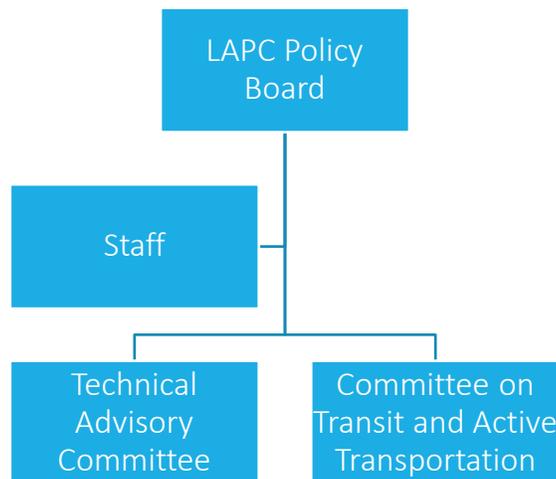


FIGURE 1: LAPC COMMITTEE STRUCTURE

### POLICY BOARD

#### Work Elements

The LAPC is the MPO and policy-making body for the La Crosse, Wisconsin-La Crescent, Minnesota metropolitan planning area (MPA). The LAPC and its staff are responsible for the development, amendment (if needed), and update of a:

- Long-range (20-yr) MTP updated every five years
- Short-range (4-yr) TIP updated annually
- Short-range (2-yr) planning work program (PWP) for LAPC staff updated annually
- Public participation plan (PPP) updated at least every five years
- Title VI Program and Limited-English Proficiency Plan updated at least every three years.

#### Membership

The cities of La Crosse and Onalaska in Wisconsin and La Crescent in Minnesota; the villages of Holmen and West Salem in Wisconsin; the towns of Barre, Campbell, Greenfield, Hamilton, Holland, Medary, Onalaska, Shelby and a small portion of Bergen in Wisconsin, and La Crescent and Dresbach in Minnesota

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are in the planning area. Only 10 of the communities in the planning area and La Crosse County are members. (See Figure 2 for a map of the planning area and its constituent communities.)

The LAPC Policy Board is currently comprised of one member from each of 11 governmental entities: the mayors from La Crosse, Onalaska, and La Crescent; the presidents from Holmen and West Salem; the chairpersons from Onalaska, Campbell, Holland, Medary, and Shelby; and the board chair for the County of La Crosse.

### Meetings

The LAPC Policy Board generally conducts business on the third Wednesday of every odd month (January, March, May, July, September, November), but may meet more frequently as business dictates. Meetings are held at 4:30 pm in room 1700 of the La Crosse County Administrative Center, 212 6<sup>th</sup> St N, La Crosse, unless otherwise noted on agendas. Agendas and emailed meeting notices include a Microsoft Teams link for those who prefer to participate virtually. Meetings are held at a location and time accessible to persons with disabilities and to persons dependent on public transit and are open to the public.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials emailed to the Policy Board. A notice of meeting with links to materials on the LAPC website is emailed to a public notice distribution list that includes the members of all subcommittees and other interested parties, including the media. Meeting materials are posted to the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) prior to email notification of the meeting.

## TECHNICAL ADVISORY COMMITTEE

### Work Elements

The Technical Advisory Committee (TAC) is one of two subcommittees of the LAPC. TAC responsibilities include:

- Reviewing the PWP, TIP, MTP, and PPP.
- Providing input on transportation and land use alternatives during major updates of MTP.
- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the CTAT.
- Soliciting, evaluating, and ranking projects for Surface Transportation Program (STP)-Urban and local studies funding.
- Serving as technical experts.

### Membership

Membership includes technical staff from each member municipality, the Minnesota and Wisconsin Departments of Transportation, federal agencies, and business and transportation interests in the region. All approved members have one vote.

### Meetings

TAC meetings generally take place on the second Wednesday of every odd month beginning at 2:30 pm and are open to the public. TAC meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. TAC meetings held in-person are conducted in room 1700 of the La Crosse County Administrative

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Center, 212 6<sup>th</sup> St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the TAC may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to TAC members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

## COMMITTEE ON TRANSIT AND ACTIVE TRANSPORTATION (CTAT)

### Work Elements

Like the TAC, the CTAT is a subcommittee of the LAPC. CTAT responsibilities include:

- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the TAC.
- Soliciting, evaluating, and ranking Transportation Alternative Program (TAP) applications.
- Developing plans and programs that promote transit and active transportation.
- Reviewing the TIP to ensure consideration of transit and active transportation in roadway projects.
- Recommending and reviewing transit and active transportation program elements in the annual LAPC PWP.

### Membership

The CTAT strives to obtain membership from all LAPC member communities, transit and active transportation advocacy groups, safety officials, and departments of transportation. Interested citizens are also invited to participate.

### Meetings

The CTAT meetings generally occur on the second Thursday during the odd months of January, March, May, July, September, and November. They may occur more or less frequently as business dictates.

CTAT meetings generally take place on the second Thursday of every odd month beginning at 3:00 pm and are open to the public. CTAT meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. CTAT meetings held in-person are conducted in room 1700 of the La Crosse County Administrative Center, 212 6<sup>th</sup> St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the CTAT may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to CTAT members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

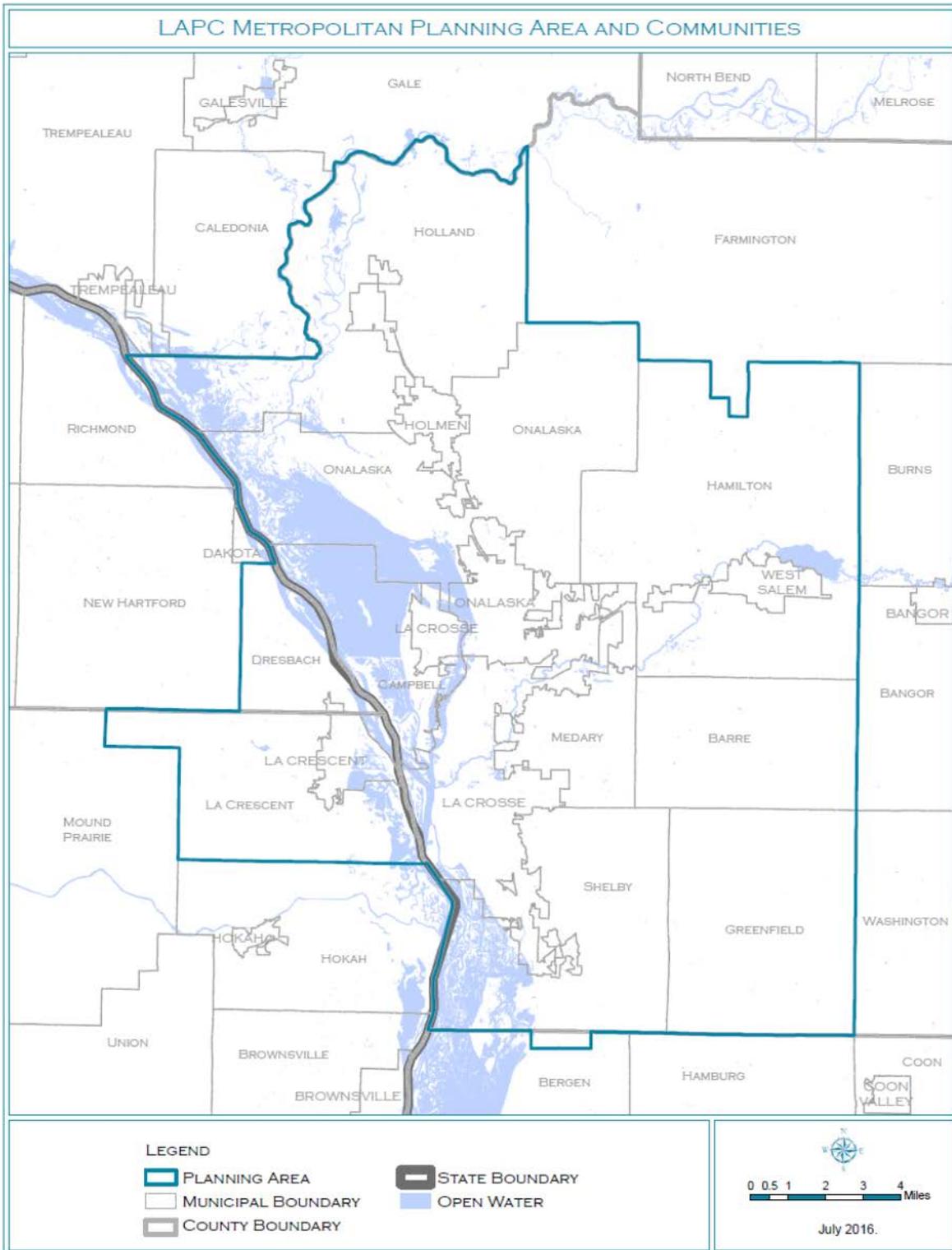


FIGURE 2: LAPC PLANNING AREA

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## Planning Process for LAPC Plans and Programs

### Metropolitan Transportation Plan (MTP)

#### UPDATES AND AMENDMENTS

The LAPC is required by Federal law to prepare a long-range transportation plan, with a minimum 20-year planning horizon, every five years. The MTP must include both long- and short-range strategies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. At a minimum, the MTP must include:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan.
- Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
- A description of the performance measures and performance targets used in assessing the performance of the transportation system.
- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets.
- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters.
- Transportation and transit enhancement activities.
- Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail to develop cost estimates.
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities.
- A financial plan that demonstrates how the adopted transportation plan can be implemented.
- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

As the MTP is being prepared, LAPC staff make use of several outreach methods to provide reasonable opportunities for the public to be involved in the planning process. Each activity and its results are summarized and incorporated into the MTP as appropriate. Public participation is encouraged throughout the update process at LAPC committee and public information meetings and through other outreach activities.

An update of the MTP is completed every five years. It includes the components listed above as well as the results of independent modal plans and studies. These plans serve as stand-alone plans as well as components of the MTP. Once approved by the Policy Board, stand-alone plans and studies are incorporated into the MTP either by reference and/or by content. Amendments to the MTP may occur when significant changes have been made in Federal transportation law. "Significant" changes include:

- Changing the scope of the planning process (i.e., adding a new planning factor).
- Adding new requirements for the development of the plan.
- Adding new requirements for consultation.

### PUBLIC NOTICE AND COMMENT

The public notice process for the new and amended MTP and related modal plans includes:

- Publishing the draft plan along with a public notice on the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) to begin a 30-day public comment period on the plan document.
- Emailing the public notice to all LAPC committee members and interested parties as maintained in a public notice distribution list.
- Inviting the public and notifying the media by meeting agenda to provide public comment at the LAPC Policy Board meeting scheduled to adopt the new or amended MTP or modal plan.

Significant comments received by staff during the comment period are documented and included in an appendix.

An additional 30-day public comment period will be provided in cases where the final MTP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

### PUBLICATION

The MTP and other modal plans and studies will be made available in digital format at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo). Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

### Transportation Improvement Program (TIP)

As required by 23 CFR 450, the LAPC develops a four-year TIP that reflects the investment priorities established in the current MTP and includes:

- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP and linking investment priorities to those targets.
- Capital and non-capital surface transportation projects within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53. (Small-scale projects may be grouped by function, work type, and/or geographic area.)
- Regionally significant projects requiring an action by FHWA or FTA regardless of funding source.

- Sufficient descriptive material, estimated total project cost, the amount of federal funds to be obligated each program year, and identification of the agencies responsible for carrying out each project or phase.
- A financial plan that demonstrates how the approved TIP can be implemented.

The TIP will also include the criteria and process for prioritizing Surface Transportation Program-Urban (STP-U) projects included in the TIP and any changes in priorities from previous TIPs.

The LAPC has elected to include a list of “illustrative projects” that are desired but do not yet have identified funding.

### UPDATES AND AMENDMENTS

LAPC policy is to update the TIP annually to reflect changes in Minnesota and Wisconsin federal- and state-funded projects. The TIP includes the States’ allocations of STP-U and Transportation Alternatives (TA) funds. Public input is encouraged during the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

The general update schedule is illustrated in Table 1.

**TABLE 1: GENERAL SCHEDULE FOR TIP REVIEW AND APPROVAL**

<b>Activity</b>	<b>Schedule</b>
Coordinate with MnDOT and La Crosse MTU on MN TIP project list	February - June
Wisconsin project solicitation	May-June
Public notice for 15-day public comment period for draft MN TIP	June - July
TAC and LAPC review/approve MN TIP project list	July
Coordinate with WisDOT and transit agencies on WI TIP project lists	June - August
Prepare draft TIP document	August - October
Publish notice for 15-day public comment period for draft TIP	October - November
TAC and LAPC review and adopt TIP	November
LAPC submits final TIP	November

Revisions to the TIP may occur between its annually scheduled updates. Revisions include administrative modifications and amendments.

**Administrative modifications** are revisions to the TIP that are not significant enough to require public or committee notification, review, and comment or re-demonstration of fiscal constraint. Examples include:

- Changing the implementation schedule for a project within the TIP’s four-year program window.
- Changing the character of work or project limits while remaining reasonably consistent with an approved project.
- Changing source (federal, state, local), category, or amount of funding for a project without changing the scope of work or schedule of any other project within the TIP’s four-year program window.

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- Changing the total cost of a project by less than 10 percent.
- Adding, deleting, or modifying a project in the Grouped Project List.

**Amendments** are project changes significant enough to require public review and comment and re-demonstration of fiscal constraint. Amendments are processed through the LAPC committee structure and by WisDOT and/or MnDOT and require a 15-day public comment period. Amendments include:

- Transit projects that include the addition or deletion of a programmed project, changes to a programmed project's program year or funding source, or a major change in project scope or cost.
- Adding or deleting a project.
- Advancing a project for implementation from the illustrative list.
- Moving a project forward out of the four-year project window.
- Changing the character of work or the project limits of a project such that the current description is no longer reasonably accurate.
- Changing project funding that impacts funding for other projects, forcing any project out of the four-year window.
- Changing the total cost of a project by 10 percent or more or \$1,000,000.

## PUBLIC NOTICE AND COMMENT

The annual TIP update and TIP amendments initiate a public input process whereby LAPC staff:

- Publish the annual TIP update document, TIP amendment, and/or TIP project list and a public notice on the LAPC website to begin a 15-day public comment period.
- Illustrate new projects amended into the TIP in the LAPC TIP projects [web map](#).
- Email a public notice of TIP amendment to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the annual TIP, the annual Minnesota TIP project list, and an amendment to the TIP project list.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 15-day public comment period will be provided in cases where the final TIP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

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### Public Transit Operating Assistance (Section 5307)

The LAPC provides public notice and an opportunity for public comment for the Urbanized Area Formula Program (Section 5307) that is available for transit operating assistance.

The public notice and time established for public review and comment on the TIP is the same as established above and satisfies the program of projects requirements of Section 5307 for the La Crosse Municipal Transit Utility and the Onalaska Shared Ride (Onalaska/Holmen/West Salem Public Transit).

The public notice process for the Section 5307 program includes publishing a public notice for the La Crosse Municipal Transit Utility (MTU) on the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo). Comments are forwarded to the La Crosse MTU.

### PUBLICATION

A copy of the public notice and all significant comments received will be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo). Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

### Public Participation Plan (PPP)

#### UPDATES AND AMENDMENTS

The public participation process outlined in the PPP will be evaluated and amended at least every five years. An amendment to the PPP may also occur if a federal or state regulation regarding public involvement has been adopted. In all cases, the public will be invited to provide comment. Public input is encouraged throughout the update process at LAPC and technical committee meetings. Additional public meetings may be held depending on the scope of the update or amendment.

#### PUBLIC NOTICE AND COMMENT

The public notice process for the PPP includes:

- Publishing the PPP document and a public notice on the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) to begin a 45-day public comment period on the draft plan.
- Emailing a public notice to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the PPP.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in Appendix C.

## PUBLICATION

The PPP will be made available in digital format at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) and in hardcopy at the LAPC staff office. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

## Other Plans and Programs

### MODAL PLANS AND STUDIES

Because modal plans tend to undergo a rigorous public input process throughout the planning process, they do not undergo a formal comment period (15-day, 30-day, 45-day) as do the TIP, MTP, and PPP. The public has the opportunity to comment on the plan throughout the process as well as when the draft plan is made available on the LAPC website. A notice is emailed to the public notice distribution list that the draft plan is available and that comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

Studies are completed to provide information on existing conditions such as safety or to determine the feasibility of a potential future investment. The information is most often used to establish need in a modal plan or the MTP. Studies do not undergo a formal comment period. Studies and their results are presented to the TAC, CTAT, and Policy Board for information and discussion only. The notice for the completed study is provided in the meeting agenda.

### OPERATIONAL AND POLICY PROGRAMS

Operational programs include the Title VI Program and the LAPC Planning Work Program (PWP).

#### Title VI Program

The [Title VI Program](#) ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The Program establishes the policies and procedures necessary to ensure a non-discriminatory planning process for minority and limited-English proficient persons to participate in LAPC plans and programs. It also includes the process for filing a complaint if a member of the public feels the LAPC has engaged in discrimination. Because the Program is more subject to partner agency review and comment to ensure the Program is compliant with federal regulations, it does not undergo a formal public comment period as do the TIP, MTP, and PPP, but is made available for public viewing and comment through the LAPC website and committee structure.

#### Planning Work Program (PWP)

The PWP is an annual program of LAPC staff activities. It is developed with the input of our member municipalities, partner agencies, transit providers, and other interested stakeholders. Discussion of work activities is conducted through our committee structure and annual agency work program meetings. Agency meetings include representatives from our Wisconsin and Minnesota Departments of

Transportation, Federal Highway Administration, and Federal Transit Administration. The PWP does not undergo a formal comment period as do the TIP, MTP, and PPP. A draft PWP is made available on the LAPC website. Comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

## Outreach Activities and Evaluation

### Activities

The LAPC uses a variety of methods to inform and engage the public during the planning, update, and amendment of plans and programs. The type of medium used and the degree to which the public are encouraged to be involved depends on the planning activity that is taking place. The LAPC commonly uses the following methods and techniques:

- **Committee Structure.** Public participation most often occurs at one or more of the LAPC committees.
- **News Media.** LAPC staff distributes committee meeting agendas, public notices, and public announcements via a media email and fax list maintained by La Crosse County.
- **Interested Public Email Distribution Lists.** LAPC staff maintain interested public distribution lists for each of the committees. The Public Notice Distribution List is a combined list of committee members and each committee's list of interested parties.
- **Website.** The website located at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) serves as the information resource for LAPC operations; committee meetings; plans, programs, and studies; local planning events; performance monitoring; partner agency activities and contacts; and links to web maps illustrating transportation projects, services, and performance. The website serves as a medium for announcing public notices for comment periods and for obtaining public comment.
- **Public Information Meetings (PIMs), Workshops, & Open Houses.** LAPC staff may hold one or more public information event during plan updates and planning studies. The results and significant comments obtained at these meetings are incorporated into their respective planning documents. All public events are held at locations and times accessible to persons with disabilities and persons dependent on public transit.
- **Public Relations.** LAPC staff will upon request present before or participate in any school, civic, special interest, neighborhood, or other group event to educate the public on LAPC planning functions, plans, programs, and studies. Staff typically participate in the monthly meetings of our member communities, transit providers, and regional partners. Staff also serve on the boards and committees of standing commissions and ad hoc planning committees.
- **Focus Groups.** LAPC staff and/or consultant staff may conduct focus groups as needed during the planning process for any plan or plan update. The results and comments are incorporated into the final document.

- **Surveys.** LAPC staff or consultant staff may conduct online or paper surveys as needed for plans and studies. The process and results are incorporated into their respective planning documents.
- **Information Booths/Kiosks.** LAPC staff may participate in local events by staffing a display table of LAPC planning activities.
- **Visualization Techniques.** LAPC staff incorporates maps, charts, and pictures into its planning documents and utilizes presentation software and display boards with graphics to describe MTPs, TIPs, and studies at public meetings. Staff have added online web mapping (ArcGIS Online, UrbanSDK) to the LAPC website for more user-friendly visualization of LAPC transportation projects, services, and performance.
- **Technical Assistance.** This is a more passive technique, but it allows the LAPC to get its name and logo out for public recognition. Technical assistance most often includes making maps and other display materials and doing data analysis for government entities within our planning area.

La Crosse County provides IT administrative support to the MPO. The IT department limits the use of social media platforms (Facebook, Twitter, etc.) due to security concerns. LAPC staff work with the County Marketing Analyst to post promotional and public meeting information on the County’s Facebook page when applicable. LAPC staff also developed a social media plan in 2021, but the plan’s applicability is limited due to IT department policies.

## Evaluation

Table 2 is an evaluation matrix of the outreach activities, their frequency of use, and their relative success rank for and challenges to engaging the public in LAPC plans and programs.

**TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES**

Outreach Activity	Frequency of Use	Success Rank	Pros/Cons	How to improve
Committee structure	Monthly or bi-monthly	Good	Participation has improved with virtual options available	Survey of committee members
News media	Monthly or bi-monthly	Fair	Attend only when a controversial issue is on the agenda	Develop press releases as well as public notices
Distribution lists	Monthly	Fair to Good	Limited contacts among under-represented groups; good contacts for agencies, fair for “interested parties”	Seek out community-based organizations
Website	Ongoing	Good	Updated in 2021 to be ADA accessible; added web mapping	Continue to work on accessibility and visualization
Public meetings	During plan development and updates	Fair	Poor to fair attendance	Better targeted marketing; offer virtual participation options

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**TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES (CONTINUED)**

Outreach Activity	Frequency of Use	Success Rank	Pros/Cons	How to improve
Public relations	When requested	Good	Improved with staff participation in member committee meetings	Direct solicitation of civic, neighborhood, and other groups
Focus groups	During plan development and updates	Very good	Challenge with obtaining the appropriate contacts	Expand network; improve public relations
Surveys	During plan updates/studies	Very good	Distribution to desired universe	Establish contacts for external distribution
Information booths	At special events	Fair	Attendees reluctant to stop and chat	Provide more eye-catching displays
Visualization	Ongoing	Very good	Can be too technical and static; improving with web mapping	Simplify; make easier to interpret and more user-friendly
Technical assistance	When requested	Fair	Passive	Ensure LAPC is sourced

Table 3 identifies the pages in this Public Participation Plan where the requirements of 23 CFR 450 are addressed.

**TABLE 3: ASSESSMENT OF REQUIREMENTS UNDER 23 CFR 450 SECTION 316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION**

Requirement	Pages where addressed
Providing adequate public notice	6, 7, 9, 11, 12, 13
Providing timely notice and reasonable access to information	6, 7, 9, 11, 12, 13, 18
Employing visualization techniques to describe plans and programs	15
Making public information available in electronically accessible formats	16-17, 18
Holding public meetings at convenient and accessible locations and times	6, 7, 15
Demonstrating explicit consideration and response to public input	10, 12, 13, 14
Seeking out and considering the needs of those traditionally underserved by existing transportation systems	2-3, 16, 17
Providing an additional opportunity for public comment if the final MTP or TIP differs significantly from the version made available for public comment	10, 12
Coordinating with statewide processes	4, 6, 7
Reviewing the effectiveness of the participation plan	16-17

Evaluation of the current Public Participation Plan reveals a need to be more aggressive with some of our outreach techniques to increase participation, especially by those traditionally underserved. We also need to continue to work on accessibility policies and best practices to make LAPC plans, programs, and processes as equally accessible to persons with disabilities those without. The 2019 Public Participation Improvement Plan identified three goals for public involvement to be met by this update:

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- Improving attendance at LAPC committee meetings.
- Improving participation by those traditionally underserved.
- Complying with Title II of the Americans with Disabilities Act.

### Attendance at LAPC Committee Meetings

During 2020 and 2021, the COVID 19 pandemic had a profound impact on not only daily personal activities but also the standard operations of businesses and governments. In-person meetings were suspended, which meant rethinking and retooling how collaboration and public input took place. Virtual platforms replaced in-person meetings. The LAPC, with support from the La Crosse County IT Department, held committee meetings with Microsoft Teams, which led to greater participation by committee members. The virtual component made attending meetings more convenient, especially for committee members who needed to travel significant distances. Microsoft Teams also replaced our use of the Polycom, which, in the past, was the go-to technology for remote participation. The Polycom was limited in that it allowed no more than three participants to call in at one time.

### Participation by Persons from Disadvantaged and Underserved Communities

The pandemic also impacted the opportunity for disadvantaged persons to participate, especially low-income persons. Because meetings were being conducted remotely and libraries were shut down, low-income persons whose only access to virtual meetings was through the computers available at libraries were presented with little opportunity to participate. LAPC staff did, however, continue to notify stakeholders from organizations that represent these communities.

Participation by stakeholders from underserved communities at committee meetings continues to lag. As public activities open up again, LAPC staff will use more targeted outreach (posting agendas at the La Crosse Main Library and Grand River Station Transit Center, for example).

### Complying with Title II of the Americans with Disabilities Act

Because the LAPC is a small organization with only two staff and no physical assets like buildings and roads, the LAPC only needs to ensure that its planning process, plans, and programs and communications are accessible to persons with disabilities. To meet this requirement, the LAPC underwent a significant overhaul of its [website](#). The La Crosse County Sitefinity platform provides the home for the LAPC website, which is subject to County policies. The ease and user-friendliness of the platform allows LAPC staff to quickly update and post content, including public notices. We have also embedded a link to Google Translate.

## Appendix A: Non-Discrimination Statements and Protections Compliance with the Americans with Disabilities Act

### Notice Under the Americans with Disabilities Act



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the La Crosse Area Planning Committee will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The La Crosse Area Planning Committee does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The La Crosse Area Planning Committee will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in La Crosse Area Planning Committee's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The La Crosse Area Planning Committee will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in La Crosse Area Planning Committee offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the La Crosse Area Planning Committee, should contact the office of Peter Fletcher at 608.785.5977 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the La Crosse Area Planning Committee to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the La Crosse Area Planning Committee is not accessible to persons with disabilities should be directed to Peter Fletcher at 608.785.5977.

The La Crosse Area Planning Committee will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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## Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **La Crosse Area Planning Committee**. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Peter Fletcher**  
Executive Director, LAPC  
212 6<sup>th</sup> St N, Room 2300  
La Crosse County Administrative Center  
La Crosse, WI 54601

Within 15 calendar days after receipt of the complaint, **Peter Fletcher** or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Peter Fletcher** or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **La Crosse Area Planning Committee** and offer options for substantive resolution of the complaint.

If the response by **Peter Fletcher** or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Wisconsin Department of Transportation (WisDOT) ADA Coordinator** or her designee.

Within 15 calendar days after receipt of the appeal, the **WisDOT ADA Coordinator** or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **WisDOT ADA Coordinator** or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Peter Fletcher** or his designee, appeals to the **WisDOT ADA Coordinator** or her designee, and responses from these two offices will be retained by the **La Crosse Area Planning Committee** for at least three years

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### Written Communications Policy

The LAPC has adopted a written communications policy and a public meeting accessibility policy to ensure that persons with disabilities have an opportunity to request auxiliary aids and services to participate in LAPC programs, services, and activities.

The LAPC will include in each document it distributes to the general public the following statement indicating that the information is available in alternate formats to individuals with disabilities upon request and within reason:

“To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org).”

### Public Meeting Accessibility Policy

The LAPC will include in its written correspondence for meetings and events open to the public the following statement ensuring accessible meeting locations and interpretive assistance:

“If you have a disability and need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org) at least one week in advance of the meeting.”

### Compliance with Title VI of the Civil Rights Act of 1964

Please see the LAPC’s [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) for all Title VI policies and procedures.

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## Appendix B: Identifying Disadvantaged Populations and Underserved Communities

To identify areas of potential disproportional impact from a planned or programmed transportation project on disadvantaged populations and underserved communities, a community impact assessment is conducted. The assessment identifies tracts with a high percentage of low-income, minority, limited-English proficient (LEP), and disabled populations relative to the planning area. Tracts are used instead of smaller levels of geography to improve the reliability of the data shown.

Tracts whose lower bound percentage of the variable in question is greater than the upper bound percentage for the planning area are identified as areas that could experience disproportionately high and adverse effects of a transportation project. This ensures that the margins of error are considered in all comparisons. This methodology also applies to identifying areas of need for new or expanded services (i.e., transit service).

The following definitions are consistent with *FTA Circular 4702.1B Title VI Requirements*.

- *Low-income* refers to a person whose median household income is below 150%<sup>1</sup> the U.S. Department of Health and Human Services (HHS) poverty guidelines. The data source is C17002 Ratio of Income to Poverty Level for the most recent 5-year estimates available from the ACS.
- *Minority* refers to a person who identifies with being American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or some other race that is not White. The data source is B03002 Hispanic or Latino Origin by Race for the most recent 5-year estimates available from the American Community Survey (ACS).
- *Limited-English proficient* refers to a person for whom English is not their primary language and who speaks English less than very well. The data source is S1601 Language Spoken at Home for the most recent 5-year estimates available from the ACS.
- *Disabled* refers to a person who reported having any one of the following difficulties: hearing, vision, cognitive, ambulatory, self-care, or independent living. The data source is B18101 Sex by Age by Disability Status for the most recent 5-year estimates available from the ACS.

Disabled populations may also be mapped by location of facilities that provide housing and services to elderly and disabled persons (i.e., assisted-living facilities, senior centers).

Elderly communities may be mapped thematically using the same methodology as used for minority, LEP, low-income, and disabled communities. The data source would be the same as for disability. Because disabled and elderly (defined as a person 60 and older, which is consistent with the eligibility requirements for County senior transportation services) populations are highly correlated, the general practice is to map disabled populations thematically and show point locations for housing and social services that support disabled and elderly

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<sup>1</sup>This threshold is consistent with the definition of “low-income” found in 49 U.S.C. 5302 as amended by MAP-21.

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## Appendix C: Public Process for PPP

### Public Process

- 1) Public comment period initiated on January 15, 2019 by posting a public notice on the LAPC website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) and by noticing LAPC-interested parties and committee members by e-mail.

#### Public Notice on Website:

The LAPC [Public Participation Plan](#) has undergone a minor update to its analysis geography and contacts and is now available for public comment. The Plan is anticipated to be approved at the LAPC's March 20, 2019 meeting. See this and other plans on our [Plans and Programs](#) page.

For comments or questions, please contact Jackie Eastwood at (608) 785-6141 or at [JEastwood@LaCrosseCounty.org](mailto:JEastwood@LaCrosseCounty.org)

#### E-mail:

Good morning, LAPC committee members and interested parties!

This e-mail initiates a minimum 45-day public comment period for the update of the LAPC Public Participation Plan, which will be considered for approval by the LAPC Policy Board at its March 20, 2019 meeting.

This update is a minor update to reflect a change in the methodology for assessing population impacts, a change in LAPC contacts (including in LAPC ADA notices and policies), and other minor changes as itemized in a [summary document](#). The methodology was modified to increase the reliability of LAPC maps and geographic comparisons. The contacts were modified to reflect changes in staffing.

You can find a link to the [draft 2019 Plan](#) under Public Notices on the main page of the [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) as well as links on the [Plans and Programs](#) page.

If you have questions, comments, or need a document in an alternate format, please contact me at the information below.

Jackie Eastwood  
Transportation Planner  
La Crosse Area Planning Committee  
212 6<sup>th</sup> St N, Room 1200  
La Crosse WI 54601  
PH: 608.785.6141

- 2) Public comment period ends on March 1, 2019.

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- 3) Substantive comments are incorporated into the Public Participation Plan (PPP).
- 4) Public Participation Plan is introduced to the Technical Advisory Committee on March 13, 2019 and to the Committee on Transit and Active Transportation on March 14, 2019 for their recommendation to the Policy Board to approve the PPP.
- 5) LAPC Policy Board approves the Public Participation Plan on March 20, 2019.

## Substantive Comments

Comment from Evan Gross, Federal Transit Administration:

FTA “regulations require formal approval documentation of TIP changes that include: the addition or deletion of a programmed project, or changes to a programmed project’s program year, funding source, or major change in project scope or cost.”

Resolution:

The current PPP includes “Changing the implementation schedule for a project within the TIP’s four-year program window” as a revision eligible for **administrative modification**. Because this is inconsistent with FTA policy, this type of revision for transit projects will now require an amendment to the TIP (see page 12), accompanied by the requisite approval documentation.