

2025 Transportation Work Program and Budget



*An Economic Development District
and Metropolitan Planning Organization (MPO).
MPOs: Appleton (Fox Cities), Fond du Lac, and Oshkosh*

2025 TRANSPORTATION WORK PROGRAM & BUDGET for East Central Wisconsin Regional Planning Commission

*An Economic Development District and Metropolitan Planning Organization
Serving the Region for Over 45 years*

*Member Counties: Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, and Winnebago
Metropolitan Planning Organizations (MPOs): Appleton (Fox Cities), Oshkosh, and Fond du Lac*

*East Central Wisconsin Regional Planning Commission | 400 Ahnaip Street, Suite 100 | Menasha, WI 54952
Phone: 920-751-4770 | Website: www.ecwrpc.org*

2025 TRANSPORTATION WORK PROGRAM & BUDGET

Fond du Lac MPO Policy Board Approved – October 2, 2024

Appleton (Fox Cities) MPO Policy Board Approved – October 17, 2024

Oshkosh MPO Policy Board Approved – October 24, 2024

East Central Wisconsin Regional Planning Commission Approved – October 24, 2024

Prepared by the:

East Central Wisconsin Regional Planning Commission (ECWRPC)

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ABSTRACT

TITLE: 2025 Transportation Work Program & Budget

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East Central Wisconsin Regional Planning Commission Approved October 24, 2024

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

MPOs REPRESENTED: Appleton (Fox Cities) MPO
Fond du Lac MPO
Oshkosh MPO

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This document outlines the work efforts of the East Central Wisconsin Regional Planning Commission for the next year. The document also includes the transportation planning studies that will be undertaken in the East Central Region by the Wisconsin Department of Transportation, local communities, or consultants to them. The Annual Work Program provides the basis for setting the annual commission budget and dues levy and for adopting an annual staffing plan. The work program serves as the basis for funding assistant applications from various federal and state agencies. Funding shares are identified for individual work items, taking in to account assistance eligibility, sharing formulas, and the total grant amount available. Through cooperative review by the FHWA, WisDOT, and related state agencies, this work program is accepted by all participating agencies. The contents of this document do not necessarily reflect the official views or policy of the U. S. Department of Transportation, Federal Highway Administration.

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Other supporting documents at ecwrpc.org

Public Participation Plans, Appleton (Fox Cities), Oshkosh MPO and Fond du Lac MPO

Title VI Agreement, East Central Wisconsin Regional Planning Commission

Cooperative Planning Agreements, Valley Transit (Appleton MPO), Go Transit (Oshkosh MPO), Fond du Lac Transit (FDL MPO)

<http://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/>

<http://www.ecwrpc.org/programs/fond-du-lac-mpo/>

Documents are also available by contacting staff at 920-751-4770 or by sending an email request to:

staff@ecwrpc.org.



SECTION 1

REGIONAL INFORMATION

SECTION 1: REGIONAL INFORMATION

SECTION 1.0 - MPO AND REGIONAL TRANSPORTATION PROGRAM INTRODUCTION AND PROSPECTUS

Introduction

The Unified Planning Work Program for the Transportation Program is prepared by staff from East Central Wisconsin Regional Planning Commission and it outlines the projects and program deliverables for 2025. The Unified Planning Work Program for the Transportation Program contains six major sections:

- Section 1: An Introduction and Prospectus
- Section 2: Appleton (Fox Cities) MPO 2025 Work Program
- Section 3: Regional Transportation 2025 Work Program
- Section 4: Fond du Lac MPO 2025 Work Program
- Section 5: Oshkosh MPO Work Program
- Section 6: Regional Safe Routes to School Program 2025 Work Program
- Section 7: FTA Planning Studies

About East Central Wisconsin Regional Planning Commission

East Central was created as a regional planning commission by Executive Order No. 41, issued by Governor Patrick J. Lucey and dated June 29, 1972. This action was taken following the submittal of petitions by the ten counties within the East Central region pursuant to SS. 66.945, the existing regional planning enabling statute. The East Central Wisconsin Regional Planning Commission was preceded by two area wide planning agencies: The Fox Valley Council of Governments (FVCOG), which was formed in 1956 and composed of fifteen government units in the Appleton-Neenah and Oshkosh urbanized areas; and the Northeastern Wisconsin Regional Planning Commission (NEWRPC), formed in 1962 and composed of nine counties encompassing the Wolf River Basin. With the issuance of U.S. Department of Housing and Urban Development's (HUD) APO and APJ certification requirements in July, 1970, these two agencies were dissolved and replaced by East Central Wisconsin Regional Planning Commission, which was roughly aligned with proposed uniform state administrative districts. The three northern most counties of NEWRPC were dropped from the region and Calumet, Fond du Lac, Green Lake, and Marquette counties were added on the south. Calumet and Fond du Lac counties had ongoing county planning programs prior to their affiliation with East Central.

The East Central Region as a geographic planning region has counties that are within Metropolitan Planning Organizations (MPOs). First, the Appleton-Oshkosh-Neenah MSA (metropolitan statistical area including Calumet, Outagamie and Winnebago counties) is a geographic unit that cannot be split. This area has mandatory planning requirements for various federal funding programs. Map 1 shows the East Central Region, adjacent counties and RPCs. Map 2 shows the MPOs and Regional Planning Commission (RPCs) from across the state. Map 3 shows the three counties that contain the urban and planning area boundaries for the Appleton (Fox Cities) MPO. Metropolitan areas with a population greater than 200,000 are designated as Transportation Management Areas (TMA) and require additional planning and maintenance activities. Maps 4 and 5 show the Oshkosh and Fond du Lac urban area and planning area boundaries. Fond du Lac was designated as a Metropolitan Planning Organization (MPO) by the Governor in December 2002 after the 2000 U.S. Census showed a population greater than 50,000. The Appleton (Fox Cities), Oshkosh, and Fond du Lac urban areas serve as the focus for the regional planning in this three-county area. Waupaca,

Shawano, and Menominee counties have transportation networks that connect into these urban areas.

Purpose of the Unified Planning Work Program

Within the statutory provisions of Wisconsin State Statutes § 66.0.309 (previously Wisconsin State Statutes § 66.945), East Central's stated purpose is the "function and duty of the making (preparing) and adopting a master (comprehensive) plan for the physical development of the region." To carry out this responsibility, the Commission retains staff and annually programs work activities and budgets. Staffing and budget are based on the work activities scheduled with the constraints of the available revenue. The basic enabling statute is complemented by the comprehensive planning law (Smart Growth) Wisconsin State Statutes § 66.1001 that specifies the content of the regional comprehensive plan.

In 2020, the Commission Board adopted a three-year reorganization plan for the Commission to focus on the following core program areas: Regional Comprehensive Plan update, Economic Development, Water Quality Management/Sewer Service Area Planning, and Transportation.

The Appleton (Fox Cities) MPO, Oshkosh MPO, and Fond du Lac MPO work program and budget is updated annually with accomplishments from the past year and priority projects for the upcoming year. The MPO Work Program is required by federal law, 23 CFR 450.308, which states that metropolitan planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in the transportation work program.

In addition, East Central also receives State Planning and Research (SPR) funding for the Regional Transportation Program. This funding allows the East Central staff to work with rural counties and local municipalities on transportation planning efforts including but not limited to:

- transportation corridor studies;
- community engagement;
- connecting housing and employment;
- coordination with affordable housing organizations;
- multimodal planning, and;
- other transportation studies.

The Regional Safe Routes to School Program began in 2009 with a pilot program. At that time, it was anticipated that forty schools would be interested in participating and within six months of the program, there were over eighty schools that were participating. Today over 100 schools participate in the Regional Safe Routes to School Program, and East Central staff continues to work with communities and schools on local safe routes to school action plans, applying for transportation alternatives set-aside funding, and the implementation of programs including curriculum-based learning, walking school bus programs and many other programs.

Summary of Cost Sharing

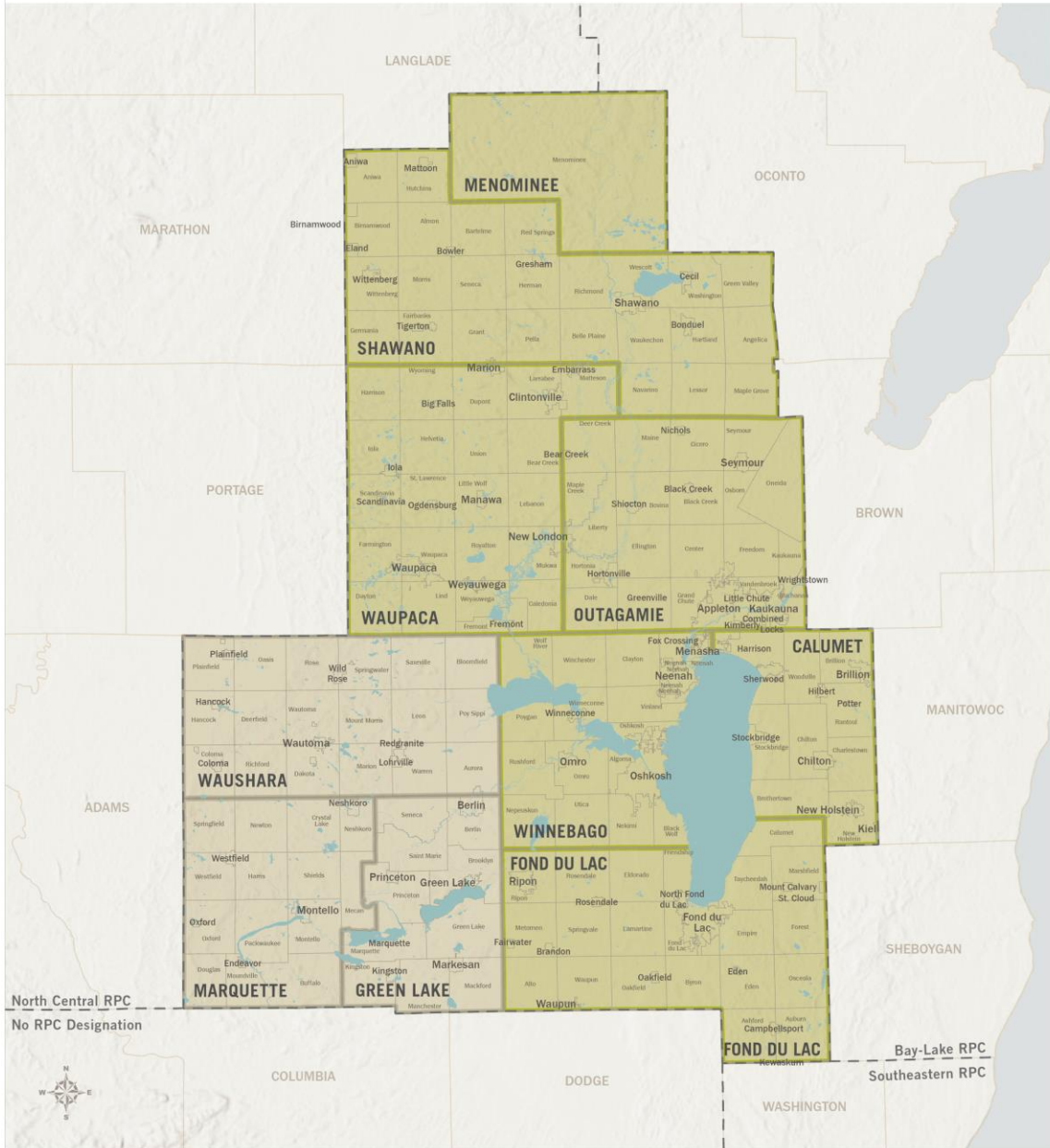
The East Central Wisconsin Regional Planning Commission receives funds to support the transportation planning program from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT). Table 1 shows the levy distribution across member jurisdictions, with a portion dedicated to provide the local match for the metropolitan planning program. The levy amounts for the member counties are considered and approved by the Commission Board at the July Quarterly Commission meeting. Levy letters are sent to the member Counties prior to August 1st. Each work program element includes a table which indicates the allocated the funding amounts.

Table 1: 2025 ECWRPC (Levy) Distribution across Jurisdictions

Participating County	Approved 2025 Tax Levy
Calumet County (MPO)	\$ 60,996.00
Fond du Lac County (MPO)	\$ 103,501.00
Green Lake County	County Not a Member
Marquette County	County Not a Member
Menominee County	\$ 6,160.00
Outagamie County (MPO)	\$ 222,293.00
Shawano County	\$ 44,195.00
Waupaca County	\$ 57,098.00
Waushara County	County Not a Member
Winnebago County (MPO)	\$ 180,757.00
TOTAL LEVY	\$675,000

This levy provides \$208,437 in 2025 for Local Match/Cost Share across transportation programs (an addition excluding the Regional Safe Routes to School Program).

Map 1 Member Counties | ECWRPC



- Regional Planning Commission Boundary
- ECWRPC Member County & Municipality
- ECWRPC Non-Member County & Municipality

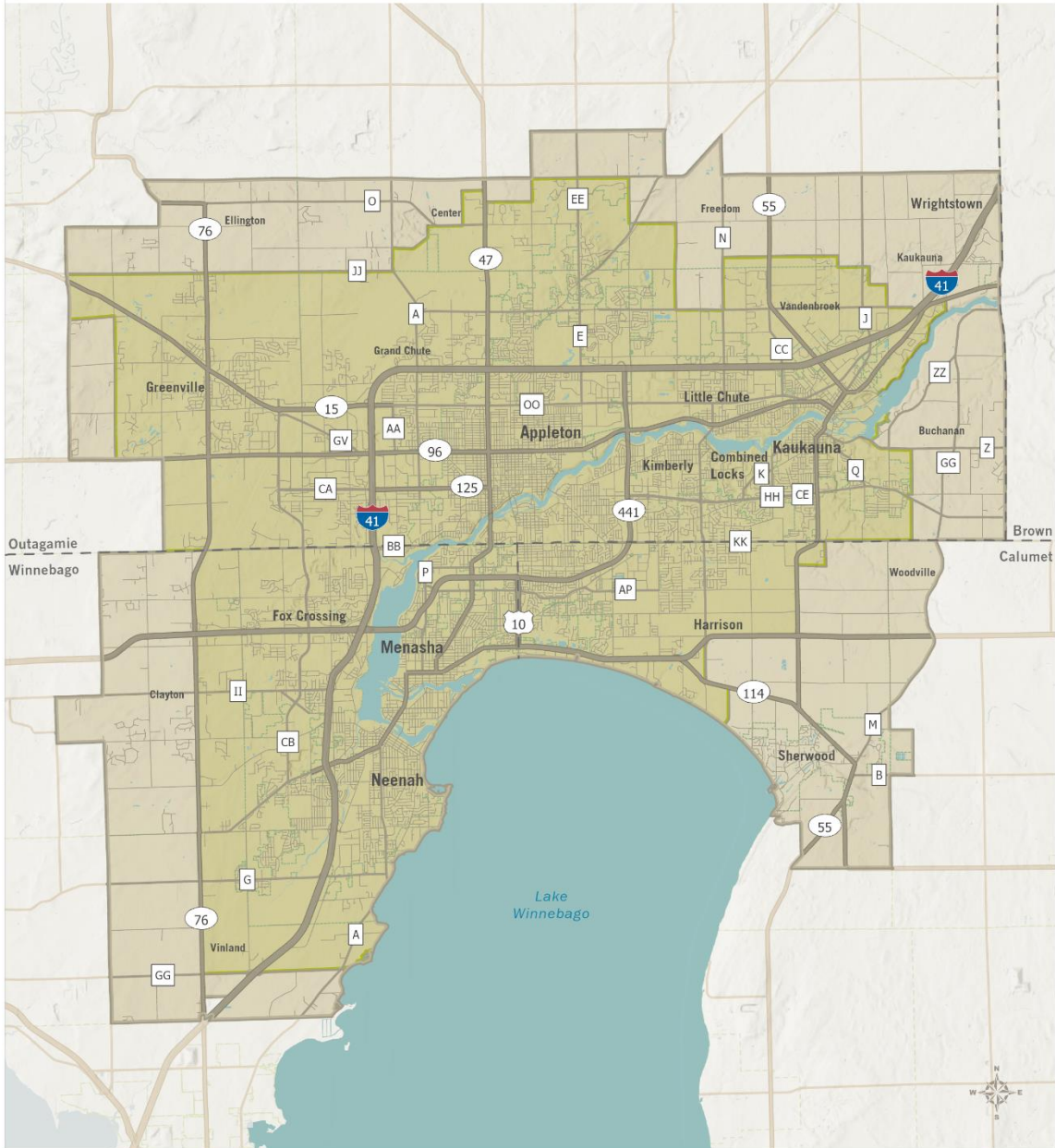


Source: Base data provided by Counties and ECWRPC, 2024.

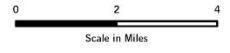
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Map 3 Appleton (Fox Cities) Metropolitan Planning Organization | ECWRPC



- Municipal Boundary
- - - County Boundary
- Appleton (Fox Cities) Urbanized Area
- Appleton (Fox Cities) MPO Planning Area



Source:
 MPO boundaries provided by ECWRPC, 2024.
 Base data provided by Counties and ECWRPC, 2024.

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RESOLUTION FC-04-24

ADOPTING THE 2025 UNIFIED PLANNING WORK PROGRAM AND THE ANNUAL MPO SELF-CERTIFICATION CERTIFICATION FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, the Appleton (Fox Cities) MPO, as a designated Transportation Management Area (TMA) with representation from all jurisdictions within the planning area, has the responsibility to direct, coordinate, and administer the transportation planning process in the planning area, and;

WHEREAS, the Federal Highway Administration and the Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Planning Work Program, and;

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2025 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPO, WisDOT, FTA, and FHWA;

NOW THEREFORE, BE IT RESOLVED BY THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Section 1: The Appleton (Fox Cities) Metropolitan Planning Organization adopts the 2025 Unified Planning Work Program for the Appleton MPO and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration, and;

Section 2: The Appleton (Fox Cities) Metropolitan Organization adopts the projects in the Special Projects section of the Unified Planning Work Program that pertain to projects within the MPO's boundaries, including Valley Transit's Section 5304 grant for the Transit Development Plan update, and;

Section 3: That in accordance with 23 CFR 450.336 the Appleton (Fox Cities) MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C 134 and 49 U.S.C 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Acts as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age employment or business opportunity;
5. Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No.: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects; 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway constructions contracts;
6. 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;

7. The Older Americans Act, as amended (42 U.S.C. 6102), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and discrimination against individuals with disabilities.

Effective Date: October 17, 2024
Submitted To: Appleton (Fox Cities) MPO Policy Board
Prepared By: Kim Biedermann, Principal Transportation Planner

Ch. R. Hill

Chair, Appleton (Fox Cities) Policy Board

Melissa Kraemer Badtke

Attest: Melissa Kraemer Badtke - Executive Director/MPO Director

10/17/2024

Approval Date

RESOLUTION 50-24

ADOPTING THE 2025 TRANSPORTATION WORK PROGRAM AND BUDGET FOR THE REGIONAL TRANSPORTATION PROGRAM AND THE REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, East Central Wisconsin Regional Planning Commission (hereafter, Commission) serves as the regionwide planning agency for a 10-county region with seven member counties, and;

WHEREAS, transportation planning is a major program element of the Commission, and;

WHEREAS, the regional transportation program is funded through an 80% federal share of State Planning and Research Dollars (SPR), and;

WHEREAS, the East Central Wisconsin Regional Planning Commission carries out planning and program activities for the Regional Transportation Program, and;

WHEREAS, the Federal Highway Administration, under 23 CFR 420,111 requires the development of a work program to describe the work to be accomplished under the SPR funds; and,

WHEREAS, the Commission has reviewed the transportation planning activities outlined in the 2025 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of WisDOT and FHWA; and,

WHEREAS, the Regional Planning Commission (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with CFDA 20.205 Federal Funding Requirements.

NOW THEREFORE, BE IT RESOLVED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the East Central Wisconsin Regional Planning Commission adopts the 2025 Regional Transportation Planning Work Program Program and directs staff to submit the document to the Wisconsin Department of Transportation and the Federal Highway Administration, and;

BE IT FURTHER RESOLVED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That East Central Wisconsin Regional Planning Commission certifies its compliance with the following regulations, terms, and conditions:

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP. The TPWP

RESOLUTION 50-24

may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 4220I.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

Effective Date: October 24, 2024

Submitted By: Transportation Committee

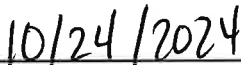
Prepared By: Melissa A. Kraemer Badtke, ECWRPC Executive Director



Alice Connors, Commission Chair
East Central WI Regional Planning Commission



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



Approval Date

RESOLUTION 13-24

ADOPTING THE UNIFIED PLANNING WORK PROGRAM AND BUDGET 2025 FOR THE FOND DU LAC MPO AND ANNUAL MPO CERTIFICATION

WHEREAS, the City of Fond du Lac has been designated by the Governor as a Metropolitan Planning Organization (MPO) and;

WHEREAS, the Fond du Lac MPO Policy Board, with representation from all jurisdictions within the planning area, has the responsibility to direct, coordinate, and administer the transportation planning process, and;

WHEREAS, the Federal Highway Administration and Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Transportation Work Program; and

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2025 Unified Transportation Work Program and finds them consistent with the transportation planning process and desires of the MPO.

NOW THEREFORE, BE IT RESOLVED BY THE FOND DU LAC MPO

Section 1: The Policy Board of the Fond du Lac Metropolitan Planning Organization adopts the 2025 Unified Transportation Work Program and directs the staff to submit this document to the Wisconsin Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration, and;

Section 2: That in accordance with 23 CFR 450.336 (Self Certifications and Federal Certifications) the Fond du Lac MPO Policy Board hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and;
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.


Effective Date: October 2, 2024
Submitted To: Fond du Lac MPO Policy Board
Prepared By: Brenna Root Whitby, Associate Planner
East Central Wisconsin Regional Planning Commission



Ms. Dyann Benson-Chair
Policy Board
Fond du Lac Metro Planning Organization



Attest: Melissa Kraemer Badtke—Exe Director
East Central WI Regional Planning Commission



Approval Date

RESOLUTION OSH-03-24

ADOPTING THE 2025 UNIFIED PLANNING WORK PROGRAM AND ANNUAL MPO SELF-CERTIFICATION FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the Oshkosh Metropolitan Planning Area, and;

WHEREAS, the Oshkosh MPO, with representation from all jurisdictions within the planning area, has the responsibility to direct, coordinate, and administer the transportation planning process in the planning area, and;

WHEREAS, the Federal Highway Administration and the Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Planning Work Program, and;

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2025 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPO, WisDOT, FTA, and FHWA;

NOW THEREFORE, BE IT RESOLVED BY THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION

Section 1: The Oshkosh Metropolitan Planning Organization adopts the 2025 Unified Planning Work Program for the Appleton MPO and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration, and;


Section2: That in accordance with 23 CFR 450.336 the Oshkosh MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C 134 and 49 U.S.C 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Acts as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age employment or business opportunity;
5. Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No.: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects; 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway constructions contracts;
6. 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;
7. The Older Americans Act, as amended (42 U.S.C. 6102), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and discrimination against individuals with disabilities.

Effective Date: October 24, 2024
Submitted To: Oshkosh MPO Policy Board
Prepared By: Kim Biedermann, ECWRPC Principal Planner


Chair
Policy Board
Oshkosh Metropolitan Planning Organization


Attest: Melissa Kraemer Badtke—Exe Director
East Central WI Regional Planning Commission


Approval Date

**Table 2: East Central Wisconsin Regional Planning Commission
2025 Staff Program Percentages**

Staff	Percentage of Time Appleton (Fox Cities) MPO	Percentage of Time Fond du Lac MPO	Percentage of Time Regional Transportation Program	Percentage of Time Oshkosh MPO
Executive Division				
Executive Director/MPO Director	32%	7%	4%	7%
Deputy Director	17%	0%	1%	5%
Transportation				
Principal Transportation Planner	54%	14%	6%	25%
Associate Planner	37%	28%	15%	11%
Associate Planner	16%	4%	8%	69%
Associate Planner	23%	65%	7%	4%
Associate Planner	87%	4%	4%	4%
Senior Planner (SRTS)	2%	0%	0%	0%
Associate Planner (SRTS)	0%	0%	0%	0%
Associate Planner (SRTS)	0%	0%	0%	0%
Environmental Planning				
Senior Planner	9%	0%	3%	0%
Senior Planner	18%	0%	0%	0%
GIS Program				
GIS Manager	32%	11%	4%	13%
GIS Analyst 1	54%	16%	3%	16%
GIS Analyst 1	36%	11%	8%	9%
Administrative				

Administrative Coordinator	2%	1%	0%	2%
IT Manager	0%	0%	0%	0%
Communication	51%	15%	5%	22%
Controller	0%	0%	0%	0%

SECTION 1.1 - 1300 PROGRAM ELEMENT: TRANSPORTATION PROGRAM

The Federal Transportation Law, Infrastructure Investment and Jobs Act (IIJA) (also known as the Bipartisan Infrastructure Law – BIL) and previous federal transportation laws, including Fixing America’s Surface Transportation Act (FAST Act), prescribes a transition to a performance-based approach to all aspects of the planning and programming process that includes measurable outcomes and targets. Guidance based on the transportation law also encourages a regional approach with enhanced coordination with providers of public transportation and across MPO, RPC, and DOT boundaries to develop regional models of cooperation supporting the greater transportation system. Additional transportation modes are addressed through a specific multimodal program including public transit, bicycle and pedestrian, passenger and freight rail, regional public transportation, air, and ports.

The Unified Planning Work Program (UPWP) is divided into six sections as outlined in the table below. Each section contains the budget for that section, and in the subsequent pages following the budget there are detailed program deliverables outlined within each subsection of the work program element.

The purpose of this program element is to coordinate, administer, and promote federal, state, regional and metropolitan transportation planning through the Commission’s Metropolitan Planning Organization (MPO) designation for the three urban areas: Appleton (Fox Cities), Oshkosh, and Fond du Lac. The Appleton (Fox Cities) MPO was designated as a Transportation Management Area (TMA) in 2010. With the TMA designation, the Appleton (Fox Cities) MPO is required to develop a Congestion Management Process that includes strategies to mitigate congestion, performance measures, monitoring, and maintenance. Designation as a Transportation Management Area requires a quadrennial Certification Review by Federal Highway Administration, with the most recent review conducted in August 2023.

1300 Major Transportation Work Program	
Work Program Number	Work Program Description
1310/1320	Appleton (Fox Cities) MPO
1330	Regional Transportation Planning
1340	Fond du Lac MPO
1350/1360	Oshkosh MPO
1380	Regional Safe Routes to School Program
20xx	FTA Planning Studies

The Transportation Program is funded by the Federal Highway Administration, Federal Transit Administration, and the Wisconsin Department of Transportation (WisDOT) through an annual planning grant. A summary of funding sources is provided in the table above. The development

of this work program element is coordinated with federal and state transportation and transit agencies through a continuing, comprehensive, and cooperative process involving previously executed agreements (Visit the website: www.ecwrpc.org). The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Table 3: ECWRPC Regional and MPO 2025 Transportation Work Program

1300 Work Program Elements		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1310	Appleton (Fox Cities) MPO Program (PL)							
1311	Program Administration	\$ 65,000.00	\$ 52,000.00	80.0%	\$ 3,186.08	4.90166%	\$ 9,813.92	15.09834%
1312	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 150,000.00	\$ 120,000.00	80.0%	\$ 7,352.49	4.90166%	\$ 22,647.51	15.09834%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 75,000.00	\$ 60,000.00	80.0%	\$ 3,676.25	4.90166%	\$ 11,323.76	15.09834%
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 155,000.00	\$ 124,000.00	80.0%	\$ 7,597.57	4.90166%	\$ 23,402.43	15.09834%
1322	Transportation Improvement Program (TIP)	\$ 61,731.11	\$ 49,384.89	80.0%	\$ 3,025.85	4.90166%	\$ 9,320.37	15.09834%
1323	Multi-Modal/Transportation Alternatives Program (TAP)	\$ 20,000.00	\$ 16,000.00	80.0%	\$ 980.33	4.90166%	\$ 3,019.67	15.09834%
1324	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 30,000.00	\$ 24,000.00	80.0%	\$ 1,470.50	4.90166%	\$ 4,529.50	15.09834%
1325F	FTA SATO	\$ 135,428.34	\$ 135,428.34	100%				
1325S	FHWA 2.5% SATO	\$ 11,517.28	\$ 11,517.28	100%				
	Sub Total	\$ 703,676.73	\$ 592,330.96		\$ 27,289.07		\$ 84,057.16	

	Local Additional	\$ 45,199.00					\$ 45,199.00	
	Total 1310 Appleton (Fox Cities) MPO Program	\$ 748,875.73	\$ 592,330.96	80.0%	\$ 27,289.07	4.90166%	\$ 129,256.16	15.09834%
1330	Regional Transportation Program (SPR)							
1331	Program Administration/Support	\$ 16,555.40	\$ 13,244.32	80.0%	\$ 1,655.54	10.0%	\$ 1,655.54	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 58,259.20	\$ 46,607.36	80.0%	\$ 5,825.92	10.0%	\$ 5,825.92	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 14,846.30	\$ 11,877.04	80.0%	\$ 1,484.63	10.0%	\$ 1,484.63	10.0%
	Total Regional Transportation Program	\$ 89,660.90	\$ 71,728.72	80.0%	\$ 8,966.09	10.0%	\$ 8,966.09	10.0%
1340	Fond du Lac MPO Program (PL)							
1341	Program Administration/Support	\$ 30,000.00	\$ 24,000.00	80.00000	\$ 1,140.10	3.80034%	\$ 4,859.90	16.19967%
1342	Long-Range Plan/PEAs Activities	\$ 63,000.00	\$ 50,400.00	80.00000	\$ 2,394.21	3.80034%	\$ 10,205.79	16.19967%
1343	Short Range/Multi-Modal Transportation Planning	\$ 30,000.00	\$ 24,000.00	80.00000	\$ 1,140.10	3.80034%	\$ 4,859.90	16.19967%

1344	Transportation Improvement Program (TIP)	\$ 32,000.00	\$ 25,600.00	80.00000	\$ 1,216.11	3.80034%	\$ 5,183.89	16.19967%
1345	Transit Planning/Specialized Transportation	\$ 5,535.67	\$ 4,428.54	80.00000	\$ 210.37	3.80034%	\$ 896.76	16.19967%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 10,000.00	\$ 8,000.00	80.00000	\$ 380.03	3.80034%	\$ 1,619.97	16.19967%
1347F	FTA SATO	\$ 41,248.92	\$ 41,248.92	100.00000	\$ 0.00		\$ 0.00	
1347S	FHWA 2.5% SATO	\$ 2,735.26	\$ 2,735.26	100.00000	\$ 0.00		\$ 0.00	
	Sub Total	\$ 214,519.86	\$ 180,412.72		\$		\$ 27,626.21	
	Local additional	\$ 13,572.00			\$ 0.00		\$ 13,572.00	
	Total Fond du Lac MPO Program	\$ 228,091.86	\$ 180,412.72	80.0%	\$ 6,480.93	3.80034%	\$ 41,198.21	16.19967%
1350	Oshkosh MPO Program (PL)							
1351	Program Administration	\$ 40,473.61	\$ 32,378.89	80.0%	\$ 1,967.14	4.86031%	\$ 6,127.58	15.13969%
1352	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 76,000.00	\$ 60,800.00	80.0%	\$ 3,693.84	4.86031%	\$ 11,506.16	15.13969%
1353	Northeast Region Travel Demand Model Improvement Program	\$ 8,000.00	\$ 6,400.00	80.0%	\$ 388.82	4.86031%	\$ 1,211.18	15.13969%
1361	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 21,000.00	\$ 16,800.00	80.0%	\$ 1,020.67	4.86031%	\$ 3,179.33	15.13969%

1362	Transportation Improvement Program (TIP)	\$ 28,500.00	\$ 22,800.00	80.0%	\$ 1,385.19	4.86031%	\$ 4,314.81	15.13969%
1363	Oshkosh MPO Multi-Modal/Transportation Alternatives Program (TAP)	\$ 5,000.00	\$ 4,000.00	80.0%	\$ 243.02	4.86031%	\$ 756.98	15.13969%
1364	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 6,500.00	\$ 5,200.00	80.0%	\$ 315.92	4.86031%	\$ 984.08	15.13969%
1365F	FTA SATO	\$ 45,108.03	\$ 45,108.03	100%				
1365S	FHWA 2.5% SATO	\$ 3,804.58	\$ 3,804.58	100%				
	Sub Total	\$ 234,386.22	\$ 197,291.50		\$ 9,014.59		\$ 28,080.13	
	Local Additional	\$ 15,045.00					\$ 15,045.00	
	Total 1350 Oshkosh MPO Program	\$ 249,431.22	\$197,291.50	80.0%	\$ 9,014.59	4.86031%	\$ 43,125.13	15.13969%

Table 4: Regional Safe Routes to School Funding

		WisDOT/FHWA - TAP			MPO/Local	
		Budget	Dollars	%	Dollars	%
1380	Regional Safe Routes to School Funding (TAP)					
1381	Program Administration/Support	\$ 385,913.20	\$ 308,730.56	80.0%	\$ 77,182.64	20.0%
1383	Events and Programs	\$ 106,835.27	\$ 85,468.22	80.0%	\$ 21,367.05	20.0%
1384	Communication and Education Materials	\$ 17,790.14	\$ 14,232.11	80.0%	\$ 3,558.03	20.0%
1386	Youth Engagement Program	\$ 9,744.98	\$ 7,795.98	80.0%	\$ 1,949.00	20.0%
1390	Workshops	\$ 335.01	\$ 268.01	80.0%	\$ 67.00	20.0%
1391	Evidence Based Practices and Research	\$ 4,459.10	\$ 3,567.28	80.0%	\$ 891.82	20.0%
	Total Regional Safe Routes to School Program	\$ 525,077.70	\$ 420,062.16	80.0%	\$ 105,015.54	20.0%

Table 5: FTA Special Studies - 2025

		FTA			WisDOT		Local Match	
		Budget	Dollars	%	Dollars	%	Dollars	%
	Study							
2465	Valley Transit – Transit Development Plan	\$200,000.00	\$160,000.00	80.0%	\$ -	0.0%	\$40,000.00	20.0%
	Total Program	\$ 200,000.00	\$ 160,000.00	80.0%	\$ -	0.0%	\$ 40,000.00	20.0%



SECTION 2

APPLETON (FOX CITIES) MPO

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
APPLETON (FOX CITIES) MPO POLICY BOARD

Jake Woodford	City of Appleton
Katie Van Zeeland	City of Appleton
Vered Meltzer	City of Appleton
Denise Fenton	City of Appleton
Jane Lang	City of Neenah
Cari Lendrum	City of Neenah
Jason Van Eperen	Town of Grand Chute
Dale Younquist	Village of Fox Crossing
Tony Penterman	City of Kaukauna
Austin Hammond	City of Menasha
Brian Van Lankveldt	Village of Little Chute
Jack Anderson	Village of Greenville
Allison Blackmer	Village of Harrison
Chuck Kuen	Village of Kimberly
Joe Coenen	Town of Buchanan
Bob Schmeichel	Town of Neenah
Ken Heckner	Village of Combined Locks
Bob Benz	Village of Sherwood
Gary Timm	Town of Center
Joan Coenen	Town of Vandenbroek
Justin Schumacher	Town of Freedom
Mike Van Asten	Town of Kaukauna
Don O'Connell	Town of Vinland
Joe Schumacher	Town of Ellington
Terry Schaeuble	Village of Wrightstown
Jeff Wisnet	Town of Woodville
Joy Hagen	Outagamie County
Matthew Budde	Calumet County
Jon Doemel	Winnebago County
Tom Bucholz	WisDOT, NE Region
Ronald McDonald	Valley Transit
Abe Weber	Appleton International Airport
Mary Forlenza	FHWA
William Wheeler	FTA
Melissa Kraemer Badtke	MPO Director

Bolded names represent those committee members with a voting seat. Those names left in regular font are advisory members.

SECTION 2: APPLETON (FOX CITIES) MPO 2025 WORK PROGRAM

SECTION 2.1 – INTRODUCTION AND PROSPECTUS FOR THE APPLETON TMA AND APPLETON (FOX CITIES) MPO

ECWRPC as the MPO for Appleton (Fox Cities) MPO

While ECWRPC serves as the MPO for the Appleton (Fox Cities) Metropolitan Planning Area, a new Policy Board was created, in accordance with 49 USC Section 5303(d). The Policy Board oversees the program activities for the Appleton (Fox Cities) MPO. A Transportation Advisory Committee is also responsible for provide insight and guidance on the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. The Metropolitan Transportation Plans have a 20-year horizon date, and the Transportation Improvement Program includes all regionally-significant and federally-funded projects within a four-year timeframe.

Plans and programs that are included in the Appleton (Fox Cities) MPO are:

- Public Participation Plan
- Title VI Plan
- Congestion Management Process (CMP)
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Program (TIP)
- Bicycle and Pedestrian Plan
- Comprehensive Safety Action Plan (CSAP)

Throughout each of these planning processes, public involvement is a transparent process for community members that may be affected by projects, programs, strategies and initiatives recommended from the transportation planning process. Public involvement is required by the Metropolitan Planning Regulations of the United States Department of Transportation 23 CFR 450.316, 49 U.S.C. 5307(b)(1-7) and FTA Circular 9030.1E.

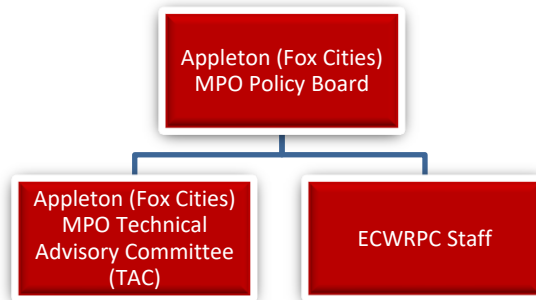
MPO Committee Structure

During the Appleton (Fox Cities) Transportation Management Area Certification Review meeting in August of 2023, ECWRPC was provided a corrective action regarding its policy board structure. At the time of the certification review, the Commission board, comprised of elected officials throughout the Commission's seven-member county region, served as the policy board for both the Appleton (Fox Cities) and Oshkosh MPOs. This policy board makeup is not in compliance with federal code, which requires the policy board to represent all major modes of transportation and local governments that, combined, make up at least 75% of the Metropolitan Planning Area (MPA) population.

Throughout 2023 and 2024, ECWRPC worked with FHWA, FTA, WisDOT, hired legal counsel, and local communities to develop a new policy board structure for the Appleton (Fox Cities) MPO. This involved vetting options for policy board composition, weighing options for voting members versus advisory members, hosting meetings with elected officials, and, ultimately, creating a final option for what the policy board composition would be. In the summer of 2024, local communities throughout the planning area boundary brought forth resolutions of support on redesignating the policy board for the Appleton (Fox Cities) MPO. In total, 24 communities,

including all three counties served by the Appleton (Fox Cities) MPO, adopted a resolution of support of the new policy board structure.

As of September 3, 2024, the MPO is guided by a Policy Board comprised of local elected officials representing at least 75% of the population of the MPA. A Technical Advisory Committee comprised of technical transportation representatives from communities throughout the MPO to advise the Policy Board on transportation matters. Work for the MPO is conducted by East Central Wisconsin Planning Commission staff, who work in coordination with the Policy Board, the Technical Advisory Committee (TAC), the Wisconsin Department of Transportation (WisDOT), the Federal Highway Administration, and Federal Transit Administration to ensure that the program and projects align with federal compliance.



Approval of the Appleton (Fox Cities) Work Program and Budget

The Transportation Work Program and Budget for the Appleton (Fox Cities) MPO, created on an annual basis, will be brought to the Appleton (Fox Cities) MPO Technical Advisory Committee for a recommendation to the Appleton (Fox Cities) MPO Policy Board for approval. The Appleton (Fox Cities) MPO Policy Board is the final authorizing body for the Appleton (Fox Cities) work program and budget. Any amendments made to the Appleton (Fox Cities) work program shall be brought forth to the Technical Advisory Committee for recommendation and, subsequently, to the Appleton (Fox Cities) MPO Policy Board for a decision. Development of the work program and budget and any amendments should be made in coordination with local units of government, stakeholders, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. In addition to approval by the Appleton (Fox Cities) MPO Policy Board, the annual work program & budget and amendments must be sent to WisDOT for approval. WisDOT will then forward to FHWA for final approval.

The Appleton (Fox Cities) MPO TAC and Policy Board will also approve of projects within the Appleton (Fox Cities) MPO listed in the Special Studies section.

SECTION 2.2 – PROJECTS AND PRIORITIES FOR THE APPLETON MPO

Administration

ECWRPC staff will continue to implement its new policy board and technical advisory committee structure. The MPO Policy Board is comprised of 22 voting members and 15 advisory members, totaling 37 local elected officials serving on the Policy Board. This meets the federal requirement to have at least 75% of the population of the planning area boundary represented. ECWRPC will also continue to coordinate with WisDOT, FHWA, and FTA on corrective actions and recommendations that resulted from the August 2023 TMA certification review. Many of the corrective actions will be addressed through planning documents, including the Transportation Improvement Program (TIP), Metropolitan Transportation Process (MTP), and Congestion Management Process (CMP).

Metropolitan Transportation Plan

Staff will continue to update Connect Fox Cities 2050, the Metropolitan Transportation Plan for the Appleton (Fox Cities) MPO. The process for updating this plan is driven off extensive community engagement and stakeholder engagement, and is informed through federal and state guidance.

Transportation Improvement Plan Implementation

In 2025, staff will be working with WisDOT staff to input the TIP projects more efficiently and potentially integrate the process into an ESRI GIS database and/or in an eTIP software. Staff will finalize the new criteria for the Surface Transportation Block Grant, Carbon Reduction Program, and Transportation Alternatives Set-aside Program funding that is allocated through the MPO.

Performance Measures and Targets

ECWRPC will continue to work with the Appleton (Fox Cities) MPO along with WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This will include developing a performance measures report along with ESRI GIS datasets to continue to evaluate the progress of the performance measures.

Corridor Studies and Safety

In 2025, ECWRPC staff will continue to work with local communities and WisDOT on the I-41 expansion project. Additionally, ECWRPC will continue to support communities on corridor studies, including the College Avenue Corridor project. ECWRPC staff work together with county staff and local government staff regarding local roadway improvement projects. Support for these activities may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

Active Transportation and Safe and Accessible Transportation Options

In 2025, the Appleton (Fox Cities) MPO and Oshkosh MPO Bicycle and Pedestrian plan will continue to be implemented, and staff will begin to update the bicycle and pedestrian plan in late 2025. East Central staff will also be working with communities to develop wayfinding placement plans and bicycle and pedestrian counts. Additional activities will include updating the Complete Streets policy for the MPO, starting an MPO ADA transition plan, and hosting a trail summit with partner organizations.

Transit

ECWRPC staff will work with Valley Transit staff and a consultant to update their Transit Development Plan. Staff will also work with Valley Transit on the 2025 5310 program cycle.

Additionally, staff will continue to support Valley Transit with their transit facility and downtown transfer center projects.

Health in Transportation Planning

East Central staff will be working with Public Health Department, Community Development Departments, and Public Works Departments to build relationship and demonstrate the linkage from the built environment to public health.

SECTION 2.3 – PLANNING EMPHASIS AREAS (PEAs)

On December 30, 2021, the Federal Highway Administration and the Federal Transit Administration released updated 2021 planning emphasis areas (PEAs) for the use in the development of the metropolitan and statewide planning and research programs. The following details how the Appleton (Fox Cities) Metropolitan Planning Organization address the PEAs through various planning activities and planning documents updates (including the Unified Planning Work Program). Highlighted below are work program deliverables that advance the following PEAs.

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the two MPOs.
- Update the Complete Streets policy to include resilient and green infrastructure.
- Continue to support Valley Transit staff in their operations.
- Update the Congestion Management Process for the Appleton (Fox Cities) MPO, which includes community and stakeholder engagement.
- Continue to support efforts for the High Cliff Connection project and the College Avenue Corridor project.

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the MPO, enhancing public engagement opportunities, and considering how equity is furthered within each action item.
- Continue to participate in workgroups that enhance diversity and equity work through the Appleton (Fox Cities) MPO.
- Enhance GIS-based equity analyses.
- Implement activities and actions identified in the Equitable Community Engagement Toolkit and Guidebook.
- Continued coordination with Valley Transit.
- Continue to support engagement efforts in the College Avenue Corridor project.

Complete Streets – ECWRPC has two complete streets policies: one for the region and one for the Appleton (Fox Cities) and Oshkosh MPOs. The MPO-level Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects. To further ensure that streets are safe for all roadway users, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Continue to develop a complete streets toolkit and guidebook.
- Work with communities to implement the Comprehensive Safety Action Plan that will examine the safety of roadways within the MPOs for all roadway users.
- Support communities in implementing infrastructure identified in the action plan for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan.
- Update the Complete Streets policy for the Appleton (Fox Cities) MPO.
- Start to develop an ADA Transition Plan for the Appleton (Fox Cities) MPO.
- Work with local partners to host a Trail Summit.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in MPO-level planning projects. Deliverables outlined in the Unified Work Program and Budget that assist in this PEA include:

- Implement activities and actions identified in the Equity in Community Engagement Toolkit and Guidebook, which will include virtual and in-person public engagement opportunities, including in the development of the Congestion Management Process and the Metropolitan Transportation Plan.
- Integrate public involvement throughout the planning process and working with non-traditional partners to reach historically underserved populations.
- Continue to work with partners on the College Avenue Corridor project, which involves intensive public engagement.

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the Appleton (Fox Cities) MPO. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

FLMA Coordination – No federal land exists in the Appleton (Fox Cities) MPO. However, should federal land be established in the MPOs, East Central staff will coordinate with FMLA on transportation projects and activities that connect to federal land.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. East Central staff will continue to coordinate and review environment documents as they relate to transportation projects.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the [Transportation Hub](#) the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. East Central receives certain datasets from local communities and state and federal agencies and also shares out East Central’s datasets to local communities and state and federal agencies. To continue to address the topic of data sharing, needs, and analytics, the following deliverables have been included in the 2025 Unified Work Program and Budget:

- Use Miovision cameras and bicycle and pedestrian counters validate models and examine use and safety trends throughout the MPOs.
- Continue to integrate the TIPs into a GIS database.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPOs.
- Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting.

Table 6: Appleton (Fox Cities) MPO 2025 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1310	Appleton (Fox Cities) MPO Program (PL)							
1311	Program Administration/Support	\$ 65,000.00	\$ 52,000.00	80.0%	\$ 3,186.08	4.90166%	\$ 9,813.92	15.09834%
1312	Metropolitan Transportation Plan /PEAs Activities	\$ 150,000.00	\$ 120,000.00	80.0%	\$ 7,352.49	4.90166%	\$ 22,647.51	15.09834%
1313	Northeast Region Travel Demand Model Improvement Program	\$ 75,000.00	\$ 60,000.00	80.0%	\$ 3,676.25	4.90166%	\$ 11,323.76	15.09834%
1321	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 155,000.00	\$ 124,000.00	80.0%	\$ 7,597.57	4.90166%	\$ 23,402.43	15.09834%
1322	Transportation Improvement Program (TIP)	\$ 61,731.11	\$ 49,384.89	80.0%	\$ 3,025.85	4.90166%	\$ 9,320.37	15.09834%
1323	Multi-Modal/Transportation Alternatives Set Aside Program (TA Set-Aside)	\$ 20,000.00	\$ 16,000.00	80.0%	\$ 980.33	4.90166%	\$ 3,019.67	15.09834%
1324	Transit Planning	\$ 30,000.00	\$ 24,000.00	80.0%	\$ 1,470.50	4.90166%	\$ 4,529.50	15.09834%
1325F	FTA SATO	\$ 135,428.34	\$ 135,428.34	100%				
1325S	FHWA 2.5% SATO	\$ 11,517.28	\$ 11,517.28	100%				
	Sub Total	\$ 703,676.73	\$ 592,330.96		\$ 27,289.07		\$ 84,057.16	
	Local Additional	\$ 45,199.00					\$ 45,199.00	
	Total 1300 Appleton (Fox Cities) MPO Program	\$ 748,875.73	\$ 592,330.96	80.0%	\$ 27,289.07	4.90166%	\$ 129,256.16	15.09834%

Map 3 Appleton (Fox Cities) Metropolitan Planning Organization | ECWRPC



- Municipal Boundary
- County Boundary
- Appleton (Fox Cities) Urbanized Area
- Appleton (Fox Cities) MPO Planning Area



Source:
MPO boundaries provided by ECWRPC, 2024.
Base data provided by Counties and ECWRPC, 2024.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

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**SECTION 2.4 – 1310 MAJOR WORK PROGRAM ELEMENT: APPLETON (FOX CITIES)
METROPOLITAN PLANNING ORGANIZATION – 2025**

Objective: East Central staff will prepare and maintain required plans, reports, studies, models, and data necessary for the operation and management of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). The 2025 Work Program is based on the planning requirements as prescribed by the Bipartisan Infrastructure Law (BIL) and FAST Act.

**1310 - Work Program Funding Allocation		
FHWA - PL	\$ 445,384.89	80.0%
WisDOT - PL	\$ 27,289.07	4.90166%
ECWRPC	\$ 84,057.16	15.09834%
Sub Total	\$ 556,731.11	100.0%
FTA SATO	\$ 135,428.34	100.0%
FHWA 2.5% SATO	\$ 11,517.28	100.0%
Sub Total	\$ 703,676.73	
Local additional	\$ 45,199.00	0%
Total	\$ 748,875.73	

1310 - Staff Allocations	
Position	Hours
MPO Director	499
Deputy Director	271
Principal Planner	870
Senior Planner	467
Associate Planner	2627
GIS Manager	530
GIS Analyst 1	1434
IT Manager	0
Communications	638
Controller	0
Administrative Coordinator	24

***1310 is the total for the Appleton (Fox Cities) TMA.*

FY 2024 Major Accomplishments

- Worked with Federal Highway Administration, the Federal Transit Administration, WisDOT, hired legal counsel, and local communities to implement a new policy board structure for the Appleton (Fox Cities) MPO.
- Developed and approved the 2025 UPWP.
- Worked with communities and WisDOT to select projects for the Surface Transportation Block Grant Program, Carbon Reduction Program, and the Transportation Alternatives Set-aside.
- Continued to work with partner organizations on the Northeast Travel Demand Model.
- Began the process to update the Congestion Management Process and the Metropolitan Transportation Plan.

1310 Work Program—FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1	Work with Federal Highway Administration, the Wisconsin Department of Transportation, local stakeholders and organizations to ensure plans and programs meet federal, state, and local planning requirements.	Ongoing
1.2	Develop and maintain the following documents: <ul style="list-style-type: none"> • Unified Planning Work Program (UPWP) • Congestion Management Process (CMP) • Metropolitan Transportation Plan (MTP) • Transportation Improvement Program (TIP) • Annual listing of Obligated Projects • Title VI/Americans with Disabilities Act and Limited English Proficiency Plan • Specialized Transportation Coordinated Plans (Winnebago, Outagamie, and Calumet counties) • Public Participation Plan (PPP) 	Ongoing
1.3	*Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) and Planning Factors, as prescribed by the Bipartisan Infrastructure Law.	Ongoing
1.4	Administer programming and funding for the Appleton MPO through the following activities: <ul style="list-style-type: none"> • Prepare meeting materials for the Technical Advisory Committee and Policy Board • Meet one-on-one with communities to better understand their needs and projects. • Prepare the 2026 UPWP • Prepare quarterly reimbursement requests for WisDOT 	Ongoing

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION – 2025 PLANNING DOCUMENTS AND TIMELINE		
Plan Name	Plan Details	Next Adoption Date
Metropolitan Transportation Plan (updated every 5 years)	- Appleton (Fox Cities) Metropolitan Planning Organization (MPO) 2050 Metropolitan Transportation Plan https://www.ecwrpc.org/wp-content/uploads/2021/07/LRTP-Appleton-2020.pdf	October 2025 *Work to begin on 2030 plan update in 2028
Transportation Improvement Plan (TIP)	- Appleton (Fox Cities) Metropolitan Planning Area Transportation Improvement Program 2025-2028 - anticipated approval October 17, 2024 https://www.ecwrpc.org/wp-content/uploads/2023/11/2024-Fox-Cities-TIP.pdf	October 2025 (annually)
Unified Planning Work Program	2025 Unified Planning Work Program for the Appleton (Fox Cities) Metropolitan Planning Organizations, anticipated approval October 17, 2024	October 2025 (annually)
Congestion Management Process Plan (CMP)	Congestion Management Process for the Appleton (Fox Cities) Transportation Management Area, approved October 29, 2021 https://www.ecwrpc.org/wp-content/uploads/2021/11/Appleton-TMA-Congestion-Management-Plan-2021.pdf	March 2025 *Work to begin on 2030 update in 2028
Public Participation Plan	Public Participation Plan Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization, adopted October 27, 2023 https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf	October 2025 (to reflect separate plan for Appleton MPO) (normally updated every five years)
MPO Cooperative Agreement	Valley Transit—Executed, January 5, 2017 (https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementVT.pdf)	
Adjusted Urban Area Boundary	Approved by MPO on March 28, 2024 Approved by FHWA/FTA June 6, 2024	Every 10 years
Metropolitan Planning Area Boundary	Approved by MPO on March 28, 2024 WisDOT on June 28, 2024	Every 10 years
Annual Listing of Obligated Projects	Calendar Year 2023 annual listing posted on website (must be posted by March 31 each year): https://www.ecwrpc.org/wp-content/uploads/2024/03/2023-Appleton-Obligated-Projects.pdf	Annually
Title VI Plan/ADA and Limited English Proficiency Plan	Title VI Plan/Limited English Proficiency Plan, adopted October 27, 2023 (updated every 3 years)	October 2026
FHWA—FTA Certification (TMA) - (conducted every 4 years) Appleton (Fox Cities) MPO	August 2023	August 2027

1311 Work Item: Program Support and Administration for the Appleton (Fox Cities) MPO

Objectives: To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements.

1311 - Work Program Funding Allocation		
FHWA - PL	\$ 52,000.00	80.0%
WisDOT - PL	\$ 3,186.07	4.90166%
ECWRPC	\$ 9,813.92	15.09834%
Total	\$ 65,000.00	100.0%

1311 - Staff Allocations	
Position	Hours
MPO Director	78
Deputy Director	144
Principal Planner	129
Senior Planner	0
Associate Planner	81
GIS Manager	16
GIS Analyst 1	0
IT Manager	0
Communications	250
Controller	0
Administrative Coordinator	24

FY 2024 Major Accomplishments

- Adopted the 2025 Unified Work Program.
- Met with member communities to discuss their priorities related the transportation program.
- Prepared quarterly reimbursement requests and attended the MPO Directors meetings.

1311 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Unified Planning Work Program (UPWP) Development	Develop and approve the 2026 UPWP.	Plan Document	May – October 2025
	Meet with communities to discuss MPO projects.		May 2025
	Attend meeting with WisDOT to review UPWP.		August
	Amend 2025 UPWP, as needed.		January – December
1.2 MPO Administration	Prepare agendas and minutes and distribute meeting materials for MPO Technical Advisory Committee and Policy Board.	Meeting Materials	January – December
	Meeting preparation and coordination, including distributing public notices and public information.		January – December
	Work in coordination with FHWA, FTA, WisDOT, and the newly designated Policy	Educational Materials	January – June

	Board for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) to develop and update materials for the board to better understand MPOs and the role of the policy board.		
	Continue to update the East Central Website and include the Metropolitan Planning Organization Information for Appleton that allows the user to be one click away from the information.	Program Admin	January – December 2025
	Provide progress reports to WisDOT, FHWA, and WisDOT regarding the status of corrective actions and recommendations provided in the 2023 TMA Certification Review report.	Program Admin	January – December 2025
1.3 Program Administration, Review and Reporting	Prepare quarterly reimbursement requests and progress reports for WisDOT.	Quarterly Report	January – December 2025
	Prepare reports for mid-year review meeting with WisDOT, and FHWA.	Mid-Year Report	May – June 2025
	Attend MPO Director meetings, including the MPO/RPC/DOT Conference.	Capacity Building	January – December 2025
	Monitor federal requirements and current federal transportation bill.	Capacity Building	January – December 2025
	Annual audit as required by 2 CFR 200.516 (a).	Audit Document	January – March 2025
1.4 Staff Development	Training and staff development on MPO program administration, processes, and reporting, etc.(including the AMPO Institute)	Capacity Building	January – December 2025

1312 Work Item: Appleton (Fox Cities) Long-Range Transportation (LRTP) Major Updates

Objective: To continually monitor, evaluate and update the Public Participation Plans (PPP), the adopted LRTPs, the Title VI/ADA and Limited English Proficiency Plan, and amendments for the urban areas based on BIL. To maintain and implement transportation plans based on updates and changes to local plans and programs and maintain valid, up-to-date information that identifies future needs, current priorities and available resources.

1312 - Work Program Funding Allocation		
FHWA - PL	\$ 120,000.00	80.0%
WisDOT - PL	\$ 7,352.49	4.86031%
ECWRPC	\$ 22,647.51	15.13969%
Total	\$ 150,000.00	100.0%

1312 - Staff Allocations	
Position	Hours
MPO Director	78
Deputy Director	96
Principal Planner	161
Senior Planner	112
Associate Planner	741
GIS Manager	125
GIS Analyst 1	274
IT Manager	0
Communications	100
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Updated the Urban Area Boundary for the MPO.
- Updated the Metropolitan Planning Area Boundary for the MPO.
- Drafted the State of the System report for the MPO.
- Kicked off the Metropolitan Transportation Plan process, including creating branding for the effort (Connect Fox Cities 2050) and stakeholder engagement process.

1312 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Metropolitan Transportation Plan	Consult with WisDOT, FHWA, and FTA to ensure federal and state compliance on development of the plan.	Plan Document	January – October 2025
	Continue the update process for the Metropolitan Transportation Plan (MTP) for the MPO, including incorporating housing patterns into projects and strategies.		January – October 2025
	Ensure projects within the MTP advance federal performance measures. Ensure goals, implementation recommendations, and		January – October 2025

	performance measures are linked throughout planning documents.		
	Continue to implement current Appleton (Fox Cities) MPO Long Range Transportation Plan.	Implementation Activities	January-December 2025
*1.2 Title VI Plan	Monitor and Evaluate the Title VI Plan.	Plan Monitoring and Evaluation	January - December 2025
	Start to update the Title VI Plan for the Appleton (Fox Cities) MPO	Plan Document	October – December 2025 (due October 2026)
	Implement actions identified the Equitable Engagement Toolkit and Guidebook and incorporate best practices into current and future planning efforts.	Planning Support	Ongoing
1.3 GIS Data and Visualization	Continue to work with WisDOT staff to update the functional classification system for the Appleton (Fox Cities) MPO.	Program Admin	January – September 2025
	Maintain and update, as needed, the Transportation ArcGIS Hub to add the Long-Range Transportation/Land Use Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.	Data Collection and Monitoring	January – December 2025
	Update the existing and future land use GIS data and conduct an analysis regarding the transit oriented and affordable housing and workforce housing.	Data Collection	January – December 2025
*1.4 Infill study	Conduct an inventory and analysis of residential infill and redevelopment opportunities as they relate to transportation infrastructure in the Appleton (Fox Cities) MPO.	Report Document	January – December 2025
*1.5 Data collection and analysis	Continue to identify and develop health and transportation data sets and conduct data analysis on the functional classification network. Enhance the GIS-based environmental justice and equity analyses for the functional classification network to help inform the planning processes.	Data Collection	Ongoing
	Maintain and update, as needed, the Transportation ArcGIS Hub to	Transportation Hub	Ongoing

	add the Metropolitan Transportation Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.		
	Staff will develop GIS data sets for the performance measures and targets along with developing infographics to make the performance measures easy to understand, including updating the performance measures, targets, and data in the State of System reports for the Appleton MPO.	Data Collection and Monitoring	January – July 2025
1.6 Organizational Collaboration and Capacity Building	Work with WisDOT on development of statewide transportation plans, including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Capacity Building Capacity Building	Ongoing
	*Work with local partners, including economic development organizations and public health organizations to identify transportation gaps and opportunities.		Ongoing
	*Staff will continue to work with public health organizations (at the local, state, and federal levels) to evaluate public health in transportation projects and possibly conduct health impact assessments for transportation projects.		Ongoing
	Staff to participate in initiatives that enhance our equity and diversity work based on our Title VI plan. This includes but isn't limited to Fox Valley THRIVES, Hispanic Interagency, Casa Hispania, the Multicultural Communications Committee, etc.		Ongoing
	Continue to work with WisDOT regarding possible passenger rail studies.		Ongoing

1313 Work Item: Northeast Region Travel Demand Model Improvement Program

Objective: Continue to work with WisDOT, consultants and local government agencies to update and calibrate the Northeast Region Travel Demand Model.

1313 - Work Program Funding Allocation		
FHWA - PL	\$ 60,000.00	80.0%
WisDOT - PL	\$ 3,676.25	4.90166%
ECWRPC	\$ 11,323.76	15.09834%
Total	\$ 75,000.00	100.0%

1313 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	48
Senior Planner	0
Associate Planner	241
GIS Manager	187
GIS Analyst 1	403
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff participated in coordination meetings with WisDOT to provide updated school enrollment data in the Fox Cities.
- Staff completed a forecast request for the Town of Neenah surrounding the New Neenah High School.
- Staff conducted a forecast request for the CTH AP corridor for Winnebago County.

1313 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Travel Demand Model	Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting. As U.S. Census data becomes available, begin updating the data for the travel demand model.	Forecast	January – December 2025
	Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.	Model Updates	Ongoing
	Continue to update the employment data as new development occurs within the MPO and develop traffic forecasts.	Model Updates	Ongoing
1.2 Data Collection and Model Validation	Continue to use the Miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.	Data Collection	Ongoing
1.3 Staff Development	Training and staff development on modeling and modeling programs.	Capacity Building	January – December 2025

1321 Work Item: Short-Range Street and Highway Planning—Congestion Management Process (CMP)

Objectives: To maintain an ongoing program of traffic operations and highway improvement project assistance that contributes to the safety and improved operation of the street and highway system in the Appleton (Fox Cities) Urbanized Areas.

1321 - Work Program Funding Allocation		
FHWA - PL	\$ 124,000.00	80.0%
WisDOT - PL	\$ 7,597.57	4.90166%
ECWRPC	\$ 23,402.43	15.09834%
Total	\$ 155,500.00	100.0%

1321 - Staff Allocations	
Position	Hours
MPO Director	218
Deputy Director	16
Principal Planner	177
Senior Planner	16
Associate Planner	419
GIS Manager	47
GIS Analyst 1	128
IT Manager	0
Communications	38
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff started work on the Appleton (Fox Cities) Congestion Management Process update, which included working with FHWA, FTA, and WisDOT on the corrective actions provided.
- Staff continued to work with Brown County on the second phase of the freight intermodal study.
- Staff worked with the Appleton (Fox Cities) MPO to select projects for the Carbon Reduction Program and the Surface Transportation Block Grant program.
- Staff worked with Outagamie County and community partners on the College Avenue Corridor project (A NEW Avenue).

1321 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
*1.1 Corridor Studies	Work with Outagamie County and partner organizations on the Community Connectors Grant Program supporting the College Avenue Corridor Project. (Year 1)	Organizational Collaboration	January – December 2025
	Continue to work with local municipalities and WisDOT to conduct corridor studies, including but not limited to CTH KK / Calumet St, STH 47, etc.	Organizational Collaboration	Ongoing
	Start to develop a roadway urbanization guidebook to assist local communities,	Plan Document	April – January 2025

	as staff capacity allows. A consultant may be necessary to assist in the process.		
*1.2 Congestion Management Process	Finalize the update to the Congestion Management Process for the Appleton (Fox Cities) MPO and develop an annual action plan.	Plan Document	January – March 2025
1.3 Surface Transportation Block Grant Program	Work with WisDOT and local communities on applications for the Surface Transportation Block Grant Program.	Program Admin	March – October 2025
	Review and score applications; recommend projects for funding awards.	Program Admin	November – December
	Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in STBG projects and scheduling of projects.	Organizational Collaboration	January – December 2025
1.4 Carbon Reduction Program	Work with WisDOT and local communities on applications for Carbon Reduction Program.	Program Admin	January-December 2025
	Review and score applications; recommend projects for funding awards.	Program Admin	March – October 2025
	Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in Carbon Reduction projects and scheduling of projects.	Program Admin	January – December 2025
1.5 Community Support and General Planning Services Assistance	Update the Capital Improvement Program (CIP) datasets for communities in the Appleton (Fox Cities) MPO on a project-based basis.	Data Collection and Monitoring	September-December 2025
	Continue to work with WisDOT and local partner organizations to conduct traffic counts with the Miovision cameras; analyze the data to put into the travel demand model, as applicable.		Ongoing
1.6 GIS Analysis and Data Visualization	Continue to develop, implement, and monitor performance measures and targets.	Data Collection and Monitoring	Ongoing
	GIS staff will support the Freight Intermodal Study through conducting an analysis	Data Collection	January – December 2025
1.7 Freight Intermodal Study	Continue to work with Green Bay MPO, WisDOT staff, partner organizations, and a consultant on Phase II - Northeast Wisconsin Intermodal Freight Facility study and implementation	Plan Document	January – December 2025

1.8 Organizational Collaboration and Capacity Building	Work with WisDOT, communities, and businesses on the I-41 Expansion Project between De Pere and Appleton.	Organizational Collaboration	Ongoing
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1322 Work Item: Appleton (Fox Cities) Transportation Improvement Program (TIP)

Objectives: Prepare a transportation capital improvement program that identifies all projects using federal funding and all other projects that significantly impact the operation of the transportation system. To actively solicit eligible candidate transportation projects from local governments to prioritize and prepare a logical program to efficiently utilize Surface Transportation Block Grant-Urban funds, Carbon Reduction Program funds, and Transportation Alternatives Set-aside funds, and to improve the traffic operations on the system. A primary objective of the TIP process is to provide appropriate public notification of TIP requirements and the ability to identify and comment on projects.

1322 - Work Program Funding Allocation		
FHWA - PL	\$ 49,384.89	80.0%
WisDOT - PL	\$ 3,025.85	4.90166%
ECWRPC	\$ 9,320.37	15.09834%
Total	\$ 61,731.11	100.0%

1322 - Staff Allocations	
Position	Hours
MPO Director	78
Deputy Director	0
Principal Planner	81
Senior Planner	0
Associate Planner	322
GIS Manager	31
GIS Analyst 1	81
IT Manager	0
Communications	25
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Completed and processed amendments for the 2024 Transportation Improvement Program for the Appleton MPO.
- Developed the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program – 2025.
- Staff started to develop new scoring criteria for STBG, TA Set-aside, and Carbon Reduction programs.

1322 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Transportation Improvement Program	Process 2025-2028TIP amendments, as requested.	Plan Document	January – December 2025
	Draft and approve the 2026-2029 Transportation Improvement Plan.		April – October 2025
	Demonstrate how the MPO is meeting its FHWA-required performance targets (23 CFR 450.326(d)) and how a performance-based planning and programming process and performance targets drive project selection (23 CFR 450.326(f)).		April – October 2025

	Complete all public participation requirements as outlined in the Public Participation Plan.		January – December
1.2 E-TIP Software	Implementation of e-TIP software for tracking projects within the TIP (possibly hire a consultant for this work).	Data Collection	January – December 2025
1.2 Program Selection Criteria and Monitoring	Work with the MPO Technical Advisory Committee and Policy Board to update the selection criteria for STBG, TA Set-aside, and Carbon Reduction Program projects to update the selection criteria and monitor progress.	Selection Criteria Document	January – September
	Staff will review quarterly progress reports from WisDOT NE Region staff regarding projects programmed in the TIP.	Monitoring	January – December
1.3 Obligated Projects Report	Staff will develop and publish the Obligated Projects Report.	Report Document	January – March (required to be published by March 31, 2025).
1.4 GIS Data Analysis and Visualization	Staff to create Illustrative Project survey and map for use in the TIP document.	Survey	April – May 2025
	Update TIP maps.	Maps	April – November 2025
1.5 Staff Development	Staff participation in trainings, webinars, and conferences including topics related to the transportation improvement program, performance measures, and program administration and monitoring, etc.	Trainings	January – December

1323 Work Item: Appleton (Fox Cities) Multi-Modal/Transportation Alternatives Set-Aside Program (TA Set-aside)

Objective: To encourage, promote and accommodate walking and wheeling as safe and efficient modes of transportation. ECWRPC will work cooperatively with WisDOT, MPO communities, and stakeholders to provide equitable access to opportunities, alleviate congestion, improve air quality, and increase safety through implementation of bicycle and pedestrian facilities and programming.

1323 - Work Program Funding Allocation		
FHWA - PL	\$ 16,000.00	80.0%
WisDOT - PL	\$ 980.33	4.90166%
ECWRPC	\$ 3,019.67	15.09834%
Total	\$ 20,000.00	100.0%

1323 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	64
Senior Planner	0
Associate Planner	129
GIS Manager	0
GIS Analyst 1	48
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Coordinated and held Appleton and Oshkosh MPO Bicycle and Pedestrian Committee meetings.
- Staff met with Wisconsin Department of Human Services and local partners to discuss the State Physical Activity Grant.
- Staff participated in the Designing for Pedestrian Safety course.
- Staff continued to participate in the core team for the High Cliff Connection project.
- Staff selected 2024-2028 Transportation Alternatives Set-Aside Program projects.

1323 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Meetings	Continue to host regular bicycle and pedestrian advisory committee meetings.	Meetings	January – December 2025
*1.2 Transportation Alternatives Set-aside Program	Continue to meet with WisDOT on a quarterly basis to discuss projects, project budgets, and scheduling	Meetings	January – December 2025
	Continue to support communities awarded TA Set-aside funding with their projects	Planning Support	January-December 2025

	Create an addendum and clarification for communities seeking to apply for TA Set-aside funding for the 2026-2030 cycle.	Program Admin	April-June 2025
	Meet with communities and review draft applications for the 2026-2030 TA Set-aside program.	Program Admin	June-October 2025
	Create and convene a committee to review and score TA Set-aside applications and recommend projects for funding.	Program Admin	October-December 2025 (may be carried into 2026)
1.3 GIS Analysis and Data Visualization	Continue to update multimodal infrastructure and information in the Transportation Hub.	Data Collection	Ongoing

1324 Work Item: Transit and Specialized Transportation Development and Coordination/Safety and Security

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Appleton (Fox Cities) Urbanized Areas.

1324 - Work Program Funding Allocation		
FHWA - PL	\$ 24,000.00	80.0%
WisDOT - PL	\$ 1,470.50	4.90166%
ECWRPC	\$ 4,529.50	15.09834%
Total	\$ 30,000.00	100.0%

1324 - Staff Allocations	
Position	Hours
MPO Director	47
Deputy Director	0
Principal Planner	81
Senior Planner	0
Associate Planner	48
GIS Manager	16
GIS Analyst 1	32
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Worked with Valley Transit on an application for 5310 funds to hire a consultant to develop an update to the Transit Development Plan.
- Staff worked to incorporate Transit and recommendations/findings in Valley Transit's Transit Development Plan into the Congestion Management Process and the Metropolitan Transportation Plan.

1324 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Valley Transit	*Support Valley Transit in implementing their Transit Development Plan (TDP) recommendations.	Planning Support	January – December 2025
	Provide Valley Transit staff with planning-based assistance relating to transit projects and programs.	Planning Support	As Needed
	Support Valley Transit and their consultant in updating the Transit Development Plan, which also includes administration of the 5304 grant.	Planning Support	January – December 2025
	Work with Valley Transit on the 5310 process.	Planning Support	April – November 2025
	Work with Valley Transit to update their 5310 Coordination Management Plan.	Plan Document	January – May 2025

	Continue to work with Valley Transit regarding performance measures and targets.	Organizational Collaboration	Ongoing
	Continue to support Valley Transit with Whitman Avenue Facility project and Appleton Downtown Transit Center project.	Planning Support	January – December 2025
1.2 Organizational Collaboration and Capacity Building	Continue working with WisDOT, FTA, GO Transit and Valley Transit to implement the planning requirements for coordination in the Appleton (Fox Cities) MPO for funding as prescribed by the Bipartisan Infrastructure Law.	Planning Support	Ongoing
	Work with public transportation agencies, FTA and WisDOT to monitor options for intercity transportation initiatives along the I-41 corridor (replaces Commuter Service Study).	Organizational Collaboration	Ongoing
	Continue to coordinate with Winnebago Catch a Ride within the Appleton (Fox Cites) MPO.	Organization Collaboration	Ongoing
1.3 Staff Development	Staff participation in trainings, webinars, and conferences including topics related to improving transit ridership, transit-oriented development, and specialized transportation, etc.	Capacity Building	January – December 2025

1325F Work Item: FTA SATO

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Appleton (Fox Cities) Urbanized Areas.

1325F - Work Program Funding Allocation		
FTA	\$ 135,428.34	100.0%

1325F - Staff Allocations	
Position	Hours
Deputy Director	16
Principal Planner	113
Senior Planner	339
Associate Planner	579
GIS Manager	109
GIS Analyst 1	402
IT Manager	0
Communications	200
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Started to plan for Trail Summit 2.0.
- Continued to support efforts for the High Cliff Connection.
- Worked with communities to collect bicycle and pedestrian count data to support current and future planning efforts.

1325F Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
*1.1 Community Support, Planning, Planning Assistance, and Collaboration	Start the update process for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan.	Plan Document	September – December 2025
	Support communities with bicycle and pedestrian wayfinding signage.	Planning Support	Ongoing
	Continue to plan for and host Trail Summit 2.0.	Trail Summit	January – March 2025
	Work with partners and communities to advance the discussions, findings, and recommendations from Trail Summit 2.0, including any follow-up events.	Document	March – December 2025
	Update the Complete Streets policy for the Appleton (Fox Cities) MPO.	Plan Document	April – November 2025
	Continue to implement recommendations in the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan, including conducting a bikeshare study and creating an interactive trails app.	Planning Support	Ongoing

	Conduct counts on the local bicycle and pedestrian network.	Data	April – October 2025
	Continue to develop a Complete Streets Guidebook for communities to reference in their roadway projects, and work with communities to implement best practices as identified in the guidebook.	Document	January – October 2025
	Continue to provide planning-based support to transit agencies, including support that expands ridership and increases access.	Planning Support	January – December 2025
*1.2 GIS and Data Visualization	Conduct a Level of Traffic Stress (LTS) analysis for bicyclists and pedestrians to identify streets that work well and areas in need of improvement (possibly hire a consultant to complete this work).	Data	January – November 2025
	Continue to maintain ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, and crash data.	Data	Ongoing
	*Incorporate user/use data into trail mapping, specificity related to whether trails are bicycle only, pedestrian only, or mixed-use trails.	Data	Ongoing
	*Explore incorporating the Wisconsin Initiative on Climate Change Impacts (WICCI) Assessment Report and other environmental health data into active transportation planning.	Data	February – December 2025
*1.3 Housing, Transit-Oriented Development, and Land Use Planning to Promote Safe and Accessible Transportation Options	Assess the benefits of transit-oriented design and/or economic development opportunities within the context of public transportation usage, exploring best practices/collaboration to incorporate bicycle and pedestrian safety into land use planning.	Data and Document	Ongoing
	Continue to coordinate with housing partners and stakeholders on active transportation and multimodal planning efforts to ensure equitable access to transportation is offered to residents.	Organizational Collaboration	Ongoing
	Update fact sheets for communities to reference regarding best practices for multimodal design.	Report Document	June – October 2025
	Begin to develop an ADA Transition Plan for the Appleton (Fox Cities) MPO.	Planning Document	October – December 2025

1325S Work Item: FHWA 2.5% SATO

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Appleton (Fox Cities) Urbanized Areas.

1325S - Work Program Funding Allocation		
FHWA 2.5% SATO	\$ 11,517.28	100.0%

1325S - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	16
Associate Planner	64
GIS Manager	0
GIS Analyst 1	64
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed and produced an Active Transportation and Health Equity report.

1325S Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Active Transportation and Health and Equity Report	Develop Active Transportation and Health Equity Report, which examines where active transportation investments are being made and the health and equity impacts of these investments in the MPO.	Report Document	July – December 2025
	Explore digitizing information for the Active Transportation and Health Equity Report into a storymap	Storymap	July – December 2025

Appleton (Fox Cities) Metropolitan Planning Organization 2025 Meeting Schedule			
Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 28	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, February 20	3:00 p.m.	PEAs, CMP, MTP, TIP	TAC
Thursday, February 20	5:00 p.m.	PEAs, CMP, MTP, TIP	PB
Thursday, April 17	3:00 p.m.	Performance measures, MTP, special projects; CMP adoption	TAC
Thursday, April 17	5:00 p.m.	Performance measures, MTP, special projects; CMP adoption	PB
Tuesday, April 22	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, June 19	3:00 p.m.	Performance measures, TIP, MTP, formula-based funding programs, UPWP discussion, special projects	TC
Thursday, June 19	5:00 p.m.	Performance measures, TIP, MTP, formula-based funding programs, UPWP discussion, special projects	PB
Tuesday, July 22	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, August 21	3:00 p.m.	MTP draft review and discussion, TIP draft review and discussion, formula-based funding discussion, performance measures	TAC
Thursday, August 21	5:00 p.m.	MTP draft review and discussion, TIP draft review and discussion, formula-based funding discussion, performance measures	PB
TBD August/September	Multiday	MPO/WisDOT/FHWA/RPC Conference	Staff
Thursday, October 16	3:00 p.m.	UPWP approval, TIP approval, MTP approval, formula-based funding	TAC
Thursday, October 16	5:00 p.m.	UPWP approval, TIP approval, MTP approval, formula-based funding	PB
Thursday, December 11	3:00 p.m.	MTP implementation, formula-based funding corridor/major studies	TAC
Thursday, December 11	5:00 p.m.	MTP implementation, formula-based funding, corridor/major studies	PB

Updated: September 2024

- Policy Board - Policy Board (PB)
- Technical Advisory Committee (TAC)
- Metropolitan Transportation Plan (MTP)
- Planning Emphasis Areas (PEAs)
- Transportation Improvement Program (TIP)

SECTION 2.5 – METROPOLITAN PLANNING FACTORS FOR APPLETON (FOX CITIES) MPO – 2025

The Federal Transportation Bill, Bipartisan Infrastructure Law (BIL), continues the planning factors from previous federal bills, Fixing America’s Surface Transportation (FAST) Act, MAP-21 and SAFETEA-LU. Planning factors are to be considered by Metropolitan Planning Organizations (MPOs) when developing and implementing transportation plans and programs. This year’s Unified Planning Work Program activities will continue to consider the following ten planning factors:

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life; and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2025 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

Table 7: Metropolitan Planning Factors to be Considered in the 2025 UPWP for the Appleton (Fox Cities) MPO

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1311 Program Support and Administration for Appleton (Fox Cities) MPO										
2026 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration	X			X	X	X	X			
1312 - Appleton (Fox Cities) Long Range Transportation/Land Use Major Updates										
Public Participation Process	X			X	X	X				
Metropolitan Transportation Plan Development and Implementation	X	X	X	X	X	X	X	X	X	X
Transportation Planning GIS Data and Analysis	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Update functional classification	X				X	X			X	
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Infill Development Study and Analysis of Transportation Network	X	X	X	X	X	X	X	X	X	X
Housing Coordination	X	X	X	X	X	X	X	X	X	X
Public Health and Transportation Coordination	X	X	X	X	X	X	X	X	X	X
1313 - Northeast Region Travel Demand Model Improvement Program										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
Active Transportation Model	X	X	X	X	X	X	X	X	X	X
1321 - Short Range Street and Highway Planning - Congestion Management Process (CMP)										
Corridor Studies (i.e. CTH KK, STH 47, etc.)	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Update and Implement the Congestion Management Process	X	X	X	X	X	X	X	X	X	X
1322 - Appleton (Fox Cities) Transportation Improvement Program (TIP)										
Annual Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Enhancing the selection criteria and a performance-based selection process for STBG, Carbon Reduction, and TA Set-aside	X		X		X		X	X	X	
1323 - Appleton (Fox Cities) Multi-Modal/Transportation Alternatives Program										
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			

1324 - Transit and Specialized Transportation Development and Coordination/Safety and Security										
Support in implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Planning Support/Special Transit Studies	X	X	X	X	X	X	X	X	X	
1325F – Safe and Accessible Transportation Options—FTA										
Bicycle and Pedestrian Planning	X	X	X	X	X	X	X		X	X
Transit Planning	X	X	X	X	X	X	X	X	X	
Housing, TOD, and Land Use Planning	X	X	X	X	X	X	X	X	X	X
1325S – Safe and Accessible Transportation Options—FHWA										
Active Transportation and Health Equity Report		X	X	X	X	X				X

SECTION 2.6 – APPLETON (FOX CITIES) MPO SELF-CERTIFICATION

The East Central Wisconsin Regional Planning Commission as the Policy Board for the Appleton (Fox Cities) MPO is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart. These citations summarize the metropolitan planning organization requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Land Use Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements approved metropolitan area boundaries, and annual listings of obligated projects.

Appleton (Fox Cities) MPO: The MPO complies with this requirement because it currently has an approved TIP, Long-Range Transportation Land Use Plan, Bicycle and Pedestrian Plan, a Unified Planning Work Program and a Public Participation Plan. The Appleton MPO, as a designated Transportation Management Area, also has an approved Congestion Management Process. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects. Based on feedback, recommendations, and corrective actions received during the 2023 quadrennial TMA Certification Review, ECWRPC staff are working with WisDOT, FHWA, and FTA to update the TIP, MTP, and CMP to ensure full federal compliance is met within the content of the documents.

(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S. C. 7504, 7506 (c) and (d)) and 40 CFR Part 93. State and local transportation officials take part in 3C planning process to determine which planning elements will be implemented to improve air quality.

Appleton (Fox Cities) MPO Compliance: This requirement does not currently apply to the Appleton MPO because it is not within a non-attainment or maintenance area.

(3) Title VI of Civil Rights Act of 1964, as amended (42 U.S. C. 20000d-1) and 49 CFR Part 21. Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color or national origin.

Appleton (Fox Cities) MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.

Appleton (Fox Cities) MPO: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.

Appleton MPO Compliance: The Appleton (Fox Cities) MPO will follow WisDOT's DBE policy if outside contracts are hired to complete MPO projects using federal MPO planning funds.

(6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.

Appleton (Fox Cities) MPO Compliance: This requirement does not directly apply to the Appleton (Fox Cities) MPO because it is not involved in federal and federal-aid highway construction contracts. However, the MPO follows East Central Wisconsin Regional Planning Commission's equal employment opportunity policy because the Appleton (Fox Cities) MPO is housed within the East Central Wisconsin Regional Planning Commission.

(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, 38. Programs and activities funded with federal dollars are prohibited from discrimination based on disability.

Appleton (Fox Cities) MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.

Appleton (Fox Cities) MPO: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.

Appleton (Fox Cities) MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

Appleton (Fox Cities) MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.



SECTION 2A

EXTENSION OF FUNDING AVAILABILITY

Table 7: Extension of Funding Availability for the Appleton (Fox Cities) and Oshkosh MPO 2024 Transportation Work Program*

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
2024 Extension of Funding Availability								
1312A	Long Range Transportation Plan	\$47,400.00	\$37,920.00	80.0%	\$2,367.72	4.9952%	\$7,112.78	15.0048%
1321A	Short-Range Street and Highway Planning – CMP: Congestion Management Process Update	\$14,000	\$11,200.00	80.0%	\$ 699.33	4.9952%	\$2,100.67	15.0048%
1312A	Short-Range Street and Highway Planning – Intermodal Freight Facility Study Phase II	\$74,007.00	\$59,205.60	80.0%	\$3,696.80	4.9952%	\$11,104.60	15.0048%
Total Program		\$135,407.00	\$ 108,325.60	80.0%	\$ 6,763.85	4.9952%	\$20,318.05	15.0048%

**Section 2A.1 -
Work Item: 1312A – Long Range Transportation Plan**

Objectives: Continue to work with WisDOT, FHWA, FTA, local units of government, and residents/stakeholders to update the Metropolitan Transportation Plans for the Appleton (Fox Cities) and Oshkosh MPOs.

1312A Work Program Funding Allocation		
FHWA/FTA	\$ 37,920.00	80.00%
State Match	\$ 2,367.72	4.99520%
Local Match	\$ 7,112.78	15.00480%
Total	\$ 47,400.00	100%

1312A - Staff Allocations	
Position	Hours
MPO Director	20
Deputy Director	40
Principal Planner	60
Associate Planner	380
GIS Manager	20
GIS Analyst 1	40
IT Manager	0
Controller	0
Administrative Coordinator	0

1312A Work Program—FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1 Metropolitan Transportation Plan	Continue to work with communities, WisDOT, FHWA, and FTA on developing the update to the Metropolitan Transportation Plan for the Appleton (Fox Cities) MPO.	January – May 2025
	Continue to work with communities, WisDOT, FHWA, and FTA on developing the update to the Metropolitan Transportation Plan for the Oshkosh MPO.	January – May 2025

**Section 2A.2 -
Work Item: 1321A – Short Range Street and Highway Planning**

Objectives: Work with the Green Bay MPO, stakeholders, and a consultant to complete the Freight Intermodal Study Phase II. Continue to work with WisDOT, FHWA, FTA, local units of government, and residents/stakeholders to update the Congestion Management Plan for the Appleton (Fox Cities) MPO

1321A: CMP Work Program Funding Allocation		
FHWA/FTA	\$ 11,200.00	80.00%
State Match	\$ 699.33	4.99520%
Local Match	\$ 2,167.67	15.00480%
Total	\$ 14,000.00	100%
1321A: Freight Work Program Funding Allocation		
FHWA/FTA	\$ 59,205.60	80.00%
State Match	\$ 3,696.80	4.99520%
Local Match	\$ 11,104.60	15.00480%
Total	\$ 74,007.00	100%

1321A - Staff Allocations		
Position	CMP Hours	Freight Hours
MPO Director	10	80
Deputy Director	15	
Principal Planner	30	
Associate Planner	80	
GIS Manager	10	20
GIS Analyst 1	20	
IT Manager	0	
Controller	0	
Administrative Coordinator	0	

1321A Work Program—FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1 NE Wisconsin Intermodal Facility Plan – Phase II	Continue to work with Green Bay MPO, WisDOT staff and other partner organizations on the NE Wisconsin Intermodal Facility Plan- Phase II.	January – November 2025
	Work with consultant, the Green Bay MPO* and the coalition on deliverables related to the contract, including the following: <ul style="list-style-type: none"> • 10 Consultations • 2 Intermodal Coalition Meetings • Working Paper 2: Summary of Data and Outreach • Working Paper 3: Viability and Potential Locations for Facility • Develop Draft Study Document • Develop Final Study Document 	
1.2 Congestion Management Process	Continue to work with communities, WisDOT, FHWA, and FTA on developing the update to the CMP for the Appleton (Fox Cities) MPO.	January – May 2025



SECTION 3

REGIONAL TRANSPORTATION
PROGRAM

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Alice Connors, Chair
Jeremy Johnson, Vice-Chair
Melissa Kraemer Badtke, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Nicholas Kesler
Tom Reinl
(David DeTroye, Alt.)

FOND DU LAC COUNTY

Sam Kaufmann
Steve Abel (Dean Will, Alt.)
Brenda Schneider
Tiffany Brault (Joe Moore, Alt.)

MENOMINEE COUNTY

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Elizabeth Moses
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Denise Gilane

OUTAGAMIE COUNTY

Thomas Nelson
(Kevin Englebert, Alt.)
Lee Hammen
Jake Woodford
Dan Gabrielson
Karen Lawrence

SHAWANO COUNTY

Thomas Kautza
Matt Pleshek
Ken Capelle

WAUPACA COUNTY

Dave Morack
Brian Smith (Aaron Jenson, Alt.)
DuWayne Federwitz

WINNEBAGO COUNTY

Jon Doemel
(Jerry Bougie, Alt.)
Tom Egan
(Nate Gustafson, Alt.)
Robert Schmeichel
Austin Hammond
Matt Mugerauer
(Mark Rohloff, Alt.)

SECTION 3: REGIONAL TRANSPORTATION PROGRAM

SECTION 3.1 – INTRODUCTION AND PROSPECTUS FOR THE REGIONAL TRANSPORTATION WORK PROGRAM

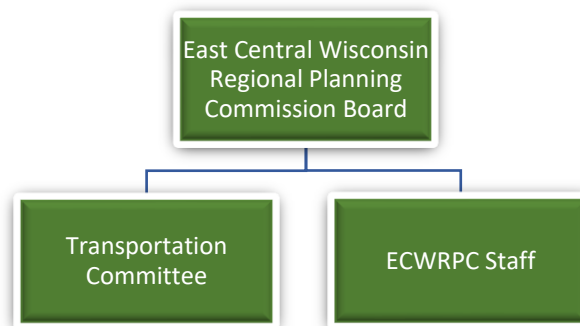
East Central Wisconsin Regional Planning Commission

East Central Wisconsin Regional Planning Commission currently has seven, member counties within the Region. The Regional Transportation Program was developed to assist all member counties and communities within the region on transportation projects. East Central staff also works in cooperation with the Wisconsin Department of Transportation on corridor studies and reconstruction projects. In addition, East Central staff provides technical assistance to local communities.

This program includes program deliverables for all modes of transportation. The focus for 2025 will be to meet with county highway commissioners, administrators and local elected leaders to discuss how East Central staff can assist their communities as it relates to the Regional Transportation Program. In addition, East Central will continue to work with local communities and counties on Asset Management projects and the implementation of their bicycle and pedestrian plans.

Commission Committee Structure

The East Central Wisconsin Regional Planning Commission Board is made up of representation from each of the member counties within the Region. The Transportation Committee provides recommendations to the Commission Board. East Central staff works in coordination with the transportation committee, the county and local municipal staff, the Wisconsin Department of Transportation (WisDOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to ensure that the program deliverables and projects are compliant with federal and state regulations.



Approval of the Regional Transportation Planning Work Program and Budget

The Regional Transportation Planning Work Program and Budget, created on an annual basis, will be brought to the Transportation Committee for a recommendation to the Commission board for Approval. The Commission board is the final authorizing body for the Regional Transportation Planning Work Program and Budget. Any amendments made to the Regional

Transportation Planning Work Program and Budget work program shall be brought forth to the Transportation Committee for recommendation and, subsequently, to the Commission board. Development of the work program and budget and any amendments should be made in coordination with local units of government, stakeholders, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. In addition to approval by the Commission board, the annual work program & budget and amendments must be sent to WisDOT for approval. WisDOT will then forward to FHWA for final approval.

East Central Wisconsin Regional Planning Commission Regional Transportation Work Program

Table 9: ECWRPC Regional Transportation Work Program Budget - 2025

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1330	Regional Transportation Program (SPR)							
1331	Program Administration/Support	\$ 16,555.40	\$ 13,244.32	80.0%	\$ 1,655.54	10.0%	\$ 1,655.54	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 58,259.20	\$ 46,607.36	80.0%	\$ 5,825.92	10.0%	\$ 5,825.92	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 14,846.30	\$ 11,877.04	80.0%	\$ 1,484.63	10.0%	\$ 1,484.63	10.0%
	Total Regional Transportation Program	\$ 89,660.90	\$ 71,728.72	80.0%	\$ 8,966.09	10.0%	\$ 8,966.09	10.0%

SECTION 3.2 – PLANNING PRIORITIES FOR THE EAST CENTRAL REGION

Asset Management

Over the last five years, there has been an increasing demand from the rural communities regarding resources to assist them with asset management. Many rural communities are facing decreased funding for their local streets and/or county corridors. East Central staff will continue to work with local government organizations to conduct road sign inventories, update their PASER and WISLR data, and assist them with culvert inventories, Miovision counts and bicycle and walk audits.

Regional Corridor Studies

ECWRPC will continue to work with WisDOT, counties and local units of government to address safety concerns on corridors that have a regional impact. ECWRPC staff will work with county staff and local government staff regarding local roadway improvement projects and assist with the application process. Support for these projects may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

Active Transportation

Many of our counties have developed and adopted a bicycle and pedestrian plan. Currently, Outagamie, Shawano, Winnebago and Waupaca counties each have committees that are implementing their bicycle and pedestrian plans. Common priorities throughout these bicycle and pedestrian plans include a need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. The bicycle and pedestrian count program expanded bicycle and pedestrian counts throughout Calumet, Fond du Lac, Shawano, Outagamie, and Winnebago counties. The transportation team is working to establish a regional long-term count program throughout the region to establish baseline data.

Specialized Transportation Coordination Plans

Specialized transportation coordination plans for each of the member counties within the region were updated in 2023. In addition, communities have continued to request assistance for updating their data, and assistance with applying for funding. Staff continue to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans, including convening semi-annual meetings with the “keepers of the plan” to discuss ongoing activities and challenges.

State of the System Report for the Region

East Central will update the data in the State of the System Report for the Region periodically. Staff will continue to maintain regional transportation and equity-based datasets.

Urban Area Boundary Adjustments and Functional Classification Network

In 2025, East Central staff will continue to work with the Wisconsin Department of Transportation, local administrators and elected leaders to update the functional classification for small urban communities throughout member counties in the region.

SECTION 3.3 – PLANNING EMPHASIS AREAS

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2025 Unified Planning Work Program and Budget:

- Assist Outagamie, Shawano, Winnebago, and Waupaca counties in implementing their bicycle and pedestrian plans, which further multimodal transportation and encourage a shift to active transportation.
- Continue to work with counties on implementing their Specialized Coordinated Transportation plans, including convening semi-annual meetings with the “keepers of the plan” to discuss ongoing activities and challenges

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, East Central will continue to work with transportation, local public health partners, and coalitions to integrate health and equity into the transportation and community health improvement planning processes. Furthermore, the regional comprehensive plan will examine transportation and housing patterns, which will provide key information to assist communities in planning equitable and accessible transportation infrastructure.

Complete Streets – ECWRPC has two complete streets policies: one for the region and one for the MPOs. The regionwide Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects and provide communities with the framework to develop their own policies. To further ensure that streets are safe for all roadway users, East Central staff will continue to assist Outagamie, Shawano, Waupaca, and Winnebago counties with implementing their bicycle and pedestrian plans.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in planning projects. ECWRPC maintains a public participation plan and developed an Equitable Engagement Toolkit and Guidebook. Virtual and in-person opportunities for the public to participate in the planning process will be offered during planning efforts.

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the region. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects that may be impacted in the event that there is a natural disaster or a federal emergency.

FLMA Coordination – Federal Land Management Agencies include the Bureau of Indian Affairs, U.S. Forest Service, National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, Bureau of Land Reclamation, and the Department of Defense. Fond du Lac County, Marquette County, Menominee County, Outagamie County, Shawano County, Waupaca County, Waushara County, and Winnebago County have federal land within a portion of their respective counties. East Central staff will coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity related to transportation infrastructure and projects that connect to federal lands.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that

environmental, community, and economic goals are considered early in the planning process. East Central will work with communities to review environmental documentation for transportation projects, as necessary.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the ESRI GIS [Transportation Hub](#); the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. To continue to address the topic of data sharing, needs, and analytics, East Central will continue to update land use and regional transportation GIS datasets including but not limited to crash data, functional classification data, centerline data, bicycle and pedestrian network and count data, etc. Staff will also continue to work with local municipalities to update their asset management data, including, but not limited to, road signs inventory, PASER data, WISLR data, and crash data.

**SECTION 3.4 – 1330 MAJOR WORK PROGRAM ELEMENT: REGIONAL
MULTIMODAL TRANSPORTATION PLANNING**

Program Objective: To assist WisDOT, counties, local jurisdictions and other operating agencies in providing a safe and efficient transportation system that includes all modes of travel. To work with WisDOT and local government and the municipalities to promote and encourage improvements based on the policies of Connections 2050, the Wisconsin Rail Plan 2050 and other transportation planning initiatives.

1330 - Work Program Funding Allocation		
FHWA - PL	\$ 71,728.72	80.0%
WisDOT - PL	\$ 8,966.09	10.0%
ECWRPC	\$ 8,966.09	10.0%
Total	\$ 89,660.90	100.0%

1330 - Staff Allocations	
Position	Hours
Executive Director	62
Deputy Director	16
Principal Planner	97
Senior Planner	48
Associate Planner	548
GIS Manager	62
GIS Analyst 1	177
IT Manager	0
Communications	63
Controller	0
Administrative Coordinator	0

1330 Work Program – FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1	Program Support and Administration of Regional Transportation Studies	Ongoing
1.2	Regional Transportation Planning/Coordination/Technical Assistance	Ongoing
1.3	Regional Comprehensive Planning/Transportation Element	Ongoing

1331 Work Item: Program Support and Administration of Regional Transportation Studies

Objectives: Continue to assist WisDOT in providing counties, communities and the public with timely studies and information addressing regional transportation system needs and opportunities.

1331 - Work Program Funding Allocation		
FHWA - PL	\$ 13,244.32	80.0%
WisDOT - PL	\$ 1,655.54	10.0%
ECWRPC	\$ 1,655.54	10.0%
Total	\$ 16,555.40	100.0%

1331 - Staff Allocations	
Position	Hours
Executive Director	47
Deputy Director	16
Principal Planner	32
Senior Planner	0
Associate Planner	16
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Communications	63
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed the 2025 RTWP.
- Prepare and submit quarterly reimbursement requests.
- Attend MPO/ RPC/WisDOT/FHWA/FTA Quarter Meetings.

1331 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Regional Transportation Work Program	Develop and approve the 2026 Regional Transportation Work Program.	Plan Document	May – October 2025
1.2 Program Administration	Prepare agendas and minutes and distribute meeting materials for Transportation Committee.	Meeting Materials	January – December 2025
	Meet one-on-one with member counties and local municipalities to discuss transportation projects and coordination of transportation projects for 2026.		February – June 2025

1.3 Program Administration, Review and Reporting	Prepare quarterly reimbursement requests and progress reports for WisDOT.	Report	January – December 2025
	Prepare reports for mid-year review meeting with WisDOT	Report	May – June 2025
	Attend the MPO/RPC Directors Quarterly Meetings.	Capacity Building	January – December 2025
	Monitor federal requirements and current federal transportation bill	Capacity Building	January – December 2025
	Annual audit as required by 2 CFR 200.516 (a).	Audit Document	January – March 2025
1.4 Staff Development	Training and staff development on Regional Transportation program administration and development, administrative processes, and reporting, etc.	Capacity Building	January – December 2025

1332 Work Item: Regional Transportation Planning/Coordination/Technical Assistance

Objective: To coordinate with WisDOT’s initiatives along with assisting municipalities and counties implement aspects of transportation planning in their communities.

1332 - Work Program Funding Allocation		
FHWA - PL	\$ 46,607.36	80.0%
WisDOT - PL	\$ 5,825.92	10.0%
ECWRPC	\$ 5,825.92	10.0%
Total	\$ 58,259.20	100.0%

1332 - Staff Allocations	
Position	Hours
Executive Director	0
Deputy Director	0
Principal Planner	48
Senior Planner	0
Associate Planner	532
GIS Manager	47
GIS Analyst 1	145
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff worked with WisDOT to refine small urban area boundaries.
- Staff facilitated semi-annual meetings regarding Specialized Transportation Coordination plan implementation.
- Staff continued to meet with counties regarding implementation of bicycle and pedestrian plans and projects.
- Staff supported Waupaca County stakeholder efforts to develop a transportation feasibility study by researching funding opportunities, coordinating meetings between Waupaca, ECWRPC, and WisDOT stakeholders, and scoping objectives and work elements necessary to guide the development of a county-wide transportation feasibility study.

1332 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
Regional Transportation Planning			
1.1 GIS Data Analysis and Visualization	Work with WisDOT Region staff and WisDOT Central Office staff to update functional classification network for the small urban communities within the member counties.	Maps	January – December 2025

	Update land use and regional transportation GIS datasets, including, but not limited to, crash data, functional classification data, centerline data, bicycle and pedestrian network and count data, etc.	Data and Maps	Ongoing 2025
1.2 Organizational Collaboration and Capacity Building	Assist local communities with transportation planning and applying for grant and program funding, including federal and state grant programs.	Planning Support	January – December 2025
	Work with local communities, partner organizations (including economic development organizations, etc.) to assist with housing coordination and the impacts on the transportation network.	Organizational Collaboration	January – December 2025
	Work with WisDOT on the development of statewide transportation plans including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Organizational Collaboration	Ongoing
	Continue to work with WisDOT BOTS team regarding the update and implementation of the bicycle and pedestrian portion of the Wisconsin Strategic Highway Safety Plan.	Organizational Collaboration	Ongoing
	*Continue to work with transportation, local public health partners, and coalitions to integrate health and equity into the transportation planning and community health	Organizational Collaboration	Ongoing

	improvement planning processes.		
	Participate in statewide and regional corridor planning and environmental feasibility studies as coordinated by WisDOT.	Organizational Collaboration	Ongoing
1.3 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to equity, regional transportation planning, and funding/grant programs.	Capacity Building	Ongoing
Asset Management and Corridor Studies			
1.4 Asset Management	Work with local municipalities to update their asset management data, including, but not limited to, road signs inventory, Miovision data, PASER data, WISLR data, and crash data.	Data Collection	May – September 2025
1.5 Organizational Collaboration and Capacity Building	Participate in statewide and regional corridor planning and environmental feasibility studies as coordinated by WisDOT.	Organizational Collaboration	Ongoing
	*Participate in county Traffic Safety Commission meetings.	Capacity Building	Ongoing
1.6 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to equity, asset management and corridor studies, performance measures, and funding/grant programs.	Capacity Building	Ongoing
Bicycle and Pedestrian Projects			
1.7 General Planning	Continue to work with local government agencies and counties to design sign placement templates for bicycle	Planning Support	Ongoing

Services and Assistance	and pedestrian wayfinding signage.		
	*Work with local communities on implementing their bicycle and pedestrian plans, including, but not limited to, Outagamie County, Winnebago County, City of Waupaca, City of Shawano, Waupaca County and Shawano County and seek opportunities for regional collaboration on trail systems and bicycle and pedestrian networks.	Capacity Building	Ongoing
1.9 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to equity, bicycle and pedestrian and active transportation topics, and funding/grant programs.	Capacity Building	Ongoing
Specialized Transportation Program			
1.10 Organizational Collaboration and Capacity Building	*Coordinate Specialized Transportation Coordinated Plan Implementation Assistance meetings for member counties. Offer technical assistance related to Specialized Transportation Coordinated Plans, as needed.	Capacity Building	Ongoing
	*Assist rural communities in developing/exploring funding/implementing employment transportation programs, including assisting with the Workforce Innovation Grant for Waupaca County and coordination with organizations and local units of government regarding workforce and affordable housing options.	Organizational Collaboration	Ongoing

1.11 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to specialized transportation, and funding/grant programs.	Capacity Building	Ongoing
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1333 Work Item: Regional Comprehensive Planning/Transportation Element

Objectives: Staff will finalize the Regional Comprehensive Plan in 2025 and then work on implementation of the Comprehensive Plan, which will be reflected in the work program deliverables for this section.

1333 - Work Program Funding Allocation		
FHWA - PL	\$ 11,877.04	80.0%
WisDOT - PL	\$ 1,484.63	10.0%
ECWRPC	\$ 1,484.63	10.0%
Total	\$ 14,846.30	100.0%

1333 - Staff Allocations	
Position	Hours
Executive Director	16
Deputy Director	0
Principal Planner	16
Senior Planner	48
Associate Planner	0
GIS Manager	16
GIS Analyst 1	32
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff developed and completed the 2023 Regional State of the System (SOTS) Report.

1333 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Regional Comprehensive Plan	Develop and prioritize recommendations for the Transportation Chapter in the Regional Comprehensive Plan. The issues pertaining to region-wide transportation include: regional trails, rural highway deficiencies and pavement ratings, intermodal facilities and their connections to broader markets, rural functional classification, rural transit (Local Adopted Transportation Coordination Plans) programs, bicycle	Transportation Chapter	January – October 2025

	<p>and pedestrian facilities and other planning initiatives including rail, water, trucking, and air freight transportation.</p> <ul style="list-style-type: none"> • Existing Conditions with the Regional Transportation Network. • Update regional transportation GIS datasets. • Safety considerations and data analysis on the functional classification roadway. • Recommendations for a multi-modal transportation network. 		
	Develop a Regional Transportation Action Plan for 2026 for implementation of the Regional Comprehensive Plan Transportation Chapter.	Action Plan	Ongoing
	Identify regional trends related to transportation and land use for both the urban, suburban and rural areas and incorporate them into the Regional Comprehensive Plan.	Data Collection	Ongoing
1.2 State of the System Report	Continue to maintain data on performance measures and targets related to the State of the System Report for the region.	Data Collection	January – December 2025

SECTION 3.5—REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION

The Regional Planning Commissions (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with the following regulations, terms and conditions:

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP.

The TPWP may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 4220I.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

WisDOT and USDOT, at all times during the effective period of the TPWP, will be accorded proper facilities for inspection of the transportation planning work activities and

shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under the TPWP.

Work Product

RPCs shall give WisDOT and applicable USDOT agencies reasonable opportunity to review and comment on their respective reports produced under the TPWP prior to publication of the final report.

All reports and documents published by all parties shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views or policies.

WisDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under the TPWP for government purposes.

Prohibited Interest

No member, officer or employee of the RPC or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

Funding and Payment

- A. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, this Self-Certification shall be deemed to be a part of the TPWP with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the TPWP will be set forth in WisDOT's annual authorization letter.
- B. All costs incurred during the progress of the transportation planning work activities shall be shared by the RPC and the other participating agencies on the basis of the cost allocation schedule set forth in the approved TPWP.

WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be paid to the RPC following the receipt of a properly executed invoice, and a detailed status of expenditures report.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

WisDOT may withhold or delay approval of invoices if the RPC fails to submit progress reports or scheduled products in a timely and satisfactory manner.

WisDOT shall provide reimbursement to the RPC for the timely payment for all submitted and approved progress reports, finished products, and invoices.

Article IX: Cost Principles

A. Allowable Costs. Actual costs incurred by RPC under this TPWP shall be eligible for reimbursement provided the costs are:

1. Verifiable from the RPC's records;
2. Not included as match funds as prescribed by federal law or regulation for any other federally assisted program;
3. Necessary and reasonable for proper and efficient accomplishment of the approved TPWP;
4. In conformance with the standards for allowable costs set forth in 2 CFR 225 (Office of Management and Budget (OMB) Circular A-87, revised) and with applicable guidelines, regulations, or federal agreement provisions issued by FHWA or FTA.
5. Not paid by the federal government under another assistance agreement unless authorized to be used as match funds under the other federal agreement and the laws and regulations governing such agreement; and
6. Provided for in the approved TPWP.

No contributions where costs are not incurred, such as volunteer services or donated property, may be accepted as the non-federal share.

B. Indirect Costs. RPC costs charged on an indirect basis shall be supported by an indirect cost allocation plan and indirect cost rate proposal. Such plans shall be submitted with certification to WisDOT and the host agency's cognizant federal agency for approval prior to recovering any indirect costs included under this TPWP.

Property Utilization and Management

The RPC shall comply with the property management standards as set forth in 2 CFR 200, Subpart D, Property Standards.

Records and Audits

- A. The RPC shall, for the program of transportation planning and programming activities maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the federal, state and local units of government, or any other quasi-public or private source under this TPWP.
- B. All eligible costs, including paid services and expenses contributed by the RPC, shall be charged to the approved TPWP by the RPC and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the RPC under this TPWP shall be maintained by the RPC and shall be clearly identified and readily accessible. WisDOT and USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this TPWP at any reasonable time. The RPC shall retain all records and documents applicable to this TPWP for a period of not less than three (3) years after final payment is made to WisDOT by the federal funding agencies.
- C. The RPC shall have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations. (See 2 CFR 200 Subpart F Audit Requirements.). This audit shall be performed in accordance with 2 CFR 200, and state single, organization-wide audit guidelines issued by the Wisconsin Department of Administration (DOA). A copy of the audit shall be furnished to WisDOT.

Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
 - 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.



SECTION 4
FOND DU LAC MPO

**FOND DU LAC AREA METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD**

Fond du Lac Policy Board Membership		
Voting Members		
City of Fond du Lac	Community Development Director	Dyann Benson, Chair
City of Fond du Lac	Director of Public Works	Paul DeVries, Vice Chair
City of Fond du Lac	City Manager	Joe Moore
City of Fond du Lac	Council President	Tiffany Brault
Fond du Lac County	County Executive	Sam Kaufmann (Perm. Alt. Terry Dietzel)
Fond du Lac County	Highway Commissioner	Tom Janke
Village of North Fond du Lac	Village Administrator	Nick Leonard
Township Representative (representing all Towns)	Chairperson	Jim Pierquet
WisDOT, NE Region	Director	Scott Nelson (Perm. Alt. Nick Weber)
Non-Voting Members		
Fond du Lac County (Alternate)	Director of Land Information	Terry Dietzel
City of Fond du Lac (Alternate)	City Engineer	Chris Johnson
Village of North Fond du Lac (Alternate)	Director of Public Works	Mitch Vis
East Central Wisconsin Regional Planning Commission	MPO Director	Melissa Kraemer Badtke
WisDOT, NE Region (Alternate)	Planning Unit Supervisor	Jenny Nelson
WisDOT Central Office	MPO Liaison	Vacant
Federal Highway Administration	Team Lead, Senior Planner	Mary Forlenza

SECTION 4: 2025 FOND DU LAC MPO WORK PROGRAM AND BUDGET

SECTION 4.1 – INTRODUCTION AND PROSPECTUS FOR THE FOND DU LAC MPO

About the Fond du Lac MPO

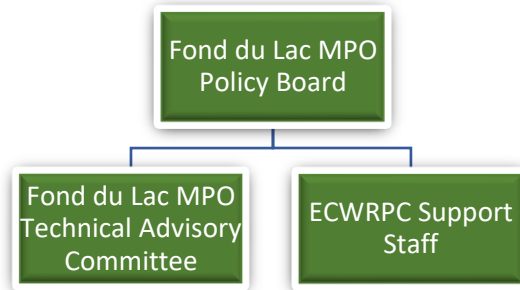
All urban areas over 50,000 in population, as determined by the United States Census, are required to have a Metropolitan Planning Organization (MPO) if county or municipal agencies spend federal money on planning or development of projects such as transportation improvements. The planning area is defined by the existing urbanized area plus the projected 20-year growth area. As outlined by the Secretary of Transportation when the Fond du Lac MPO was established, the city accepts MPO responsibilities that are then staffed by ECWRPC planners.

An MPO is required to provide a continuous, cooperative, and comprehensive transportation planning process that considers all transportation modes and supports the region's overall economic, social and environmental goals. Throughout each of these planning processes, public involvement is a transparent process for community members that may be affected by projects, programs, strategies and initiatives recommended from the transportation planning process. Public involvement is required by the Metropolitan Planning Regulations of the United States Department of Transportation 23 CFR 450.316, 49 U.S.C. 5307(b)(1-7) and FTA Circular 9030.1E.

The urban area of the Fond du Lac MPO includes the City of Fond du Lac, the Village of North Fond du Lac, and portions of the towns Empire, Fond du Lac, Friendship, and Taycheedah. The planning area of the Fond du Lac MPO includes the City of Fond du Lac, the Town of Fond du Lac, the Village of North Fond du Lac, and portions of the towns of Byron, Eden, Empire, Friendship, and Taycheedah. The MPO policy board and technical advisory committee were established with representation from these municipalities, and from various other transportation modes, WisDOT, and FHWA. An agreement was made with East Central Wisconsin Regional Planning Commission (ECWRPC) to serve as staff to the MPO. East Central Wisconsin Regional Planning Commission, as the staff for the Fond du Lac MPO, are responsible for working with the Technical Advisory Committee and the Policy Board on conducting the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan.

MPO Committee Structure

The Fond du Lac MPO Technical Advisory Committee is made up of representation from each of the communities within the MPO. The Technical Advisory Committees (TAC) provides recommendations to the Fond du Lac MPO Policy Board. East Central staff works in coordination with the technical advisory committees, the Wisconsin Department of Transportation (WisDOT), and the Federal Highway Administration (FHWA) to ensure that the program and projects align with federal compliance.



Approval of the Fond du Lac Work Program and Budget

The Transportation Work Program for the Fond du Lac MPO, created on an annual basis, will be brought to the Fond du Lac MPO Technical Advisory Committee for a recommendation to the Fond du Lac MPO Policy Board for approval. The Fond du Lac MPO Policy Board is the final authorizing body for the Fond du Lac work program and budget. Any amendments made to the Fond du Lac work program shall be brought forth to the Technical Advisory Committee for recommendation and, subsequently, to the Fond du Lac MPO Policy Board for a decision. Development of the work program and budget and any amendments should be made in coordination with local units of government, stakeholders, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. In addition to approval by the Fond du Lac MPO Policy Board, the annual work program & budget and amendments must be sent to WisDOT for approval. WisDOT will then forward to FHWA for final approval.

The Fond du Lac MPO TAC and Policy Board will also approve of projects within the Fond du Lac MPO listed in the Special Studies section.

SECTION 4.2 – PRIORITIES AND PROJECTS FOR THE FOND DU LAC MPO

Metropolitan Transportation Plan Development

Building off of work completed in 2024, ECWRPC will continue the update process for the Metropolitan Transportation Plan for the Fond du Lac MPO with an anticipated adoption date of October 2025.

Title VI Update

ECWRPC staff will begin the update process for the Fond du Lac MPO Title VI Plan with anticipated adoption in October of 2026. Included is continued monitoring and evaluation of the current Title VI plan.

Fond du Lac Area Transit Development and Coordination & Title IV Update

Support FDLAT in implementing their Transit Development Plan, provide staff with technical assistance relating to transit programs and projects, and support transit studies related to Safe and Accessible Transportation Options (SATO) funding. ECWRPC will also work with FDLAT to update their Title VI Plan.

Multi-Modal and Active Transportation

ECWRPC staff will continue to work to assist the Fond du Lac MPO in implementation of the findings in the Bicycle and Pedestrian Plan, and the Fond du Lac WIS 23 Study.

E-TIP Software

Implementation of e-TIP software for tracking projects within the TIP.

Safe and Accessible Transportation Options

Continue to assist the Fond du Lac MPO with bicycle and pedestrian planning, implementation, and assistance with Complete Streets policy, as needed. Continuation of bicycle and pedestrian counts, and ongoing inventory of routes and usage, destinations, and safety data.

Program Selection Criteria and Monitoring

Staff will work with the MPO Technical Advisory Committee and the Policy Board to update the selection criteria for STBG Projects and Carbon Reduction Program.

GIS Data Analysis and Visualization

ECWRPC will continue work with the Fond du Lac MPO, WisDOT, FHWA, and local stakeholders to update the functional classification of roadways. The GIS team will also continue to monitor data on performance measures and targets related to the State of the System Report, and make necessary updates to the Transportation Hub.

Performance Measures and Targets

ECWRPC will continue to work with the Fond du Lac MPO and WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This includes updating GIS datasets, and updating the Transportation Improvement Program with new performance measures and targets.

SECTION 4.3 – PLANNING EMPHASIS AREAS

On December 30, 2021, the Federal Highway Administration and the Federal Transit Administration released updated 2021 planning emphasis areas (PEAs) for the use in the development of the metropolitan and statewide planning and research programs. The following details how the Fond du Lac Metropolitan Planning Organization addresses the PEAs through various planning activities and documents. The PEAs are denoted throughout the Unified Planning Work Program (UPWP) with an asterisk (*).

Tackling the Climate Crisis - Transition to a Clean Energy, Resilient Future – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 levels by 2030, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Assist the Fond du Lac MPO in implementing their Bicycle and Pedestrian Plan.
- Support Fond du Lac Area Transit to increase access to public transportation and implement their Transit Development Plan (TDP) recommendations.
- Creation and adoption of Focus 2050, the Fond du Lac MPO Metropolitan Transportation Plan, which includes identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

Equity and Justice⁴⁰ in Transportation Planning – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Development and data reporting in the Active Transportation Health and Equity Report.
- Participation in trainings, webinars, and conferences including topics related to equity, housing coordination, transit-oriented development, and multi-modal transportation access.
- Assist to align the Fond du Lac County Specialized Transportation Coordinated Plan with the Fond du Lac Area Transit TDP and other related MPO plans.
- Support Fond du Lac MPO Safe Routes to School program.
- Enhance GIS-based equity analysis tools, including updates to the Transportation Hub.
- Work to incorporate equity into the selection criteria for STBG Projects and Carbon Reduction Program.

Complete Streets – ECWRPC has a Complete Streets policy that is advisory for the entire region. The regional Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects and provide a framework for communities to adopt their own policies. To further ensure that streets are safe for all roadway users, East Central staff will continue to assist the Fond du Lac MPO in implementing complete streets projects.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in MPO-level planning projects. These opportunities include virtual and in-person engagement activities for the public to

participate in. The Fond du Lac Public Participation Plan, adopted in October 2023, outlines these activities. Public involvement will be used throughout the development of Focus2050.

Strategic Highway Network (STRAHNET)/US Department of Defense (DOD) Coordination – No STRAHNET or DOD facilities exist within the Fond du Lac MPO, however, ECWRPC staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

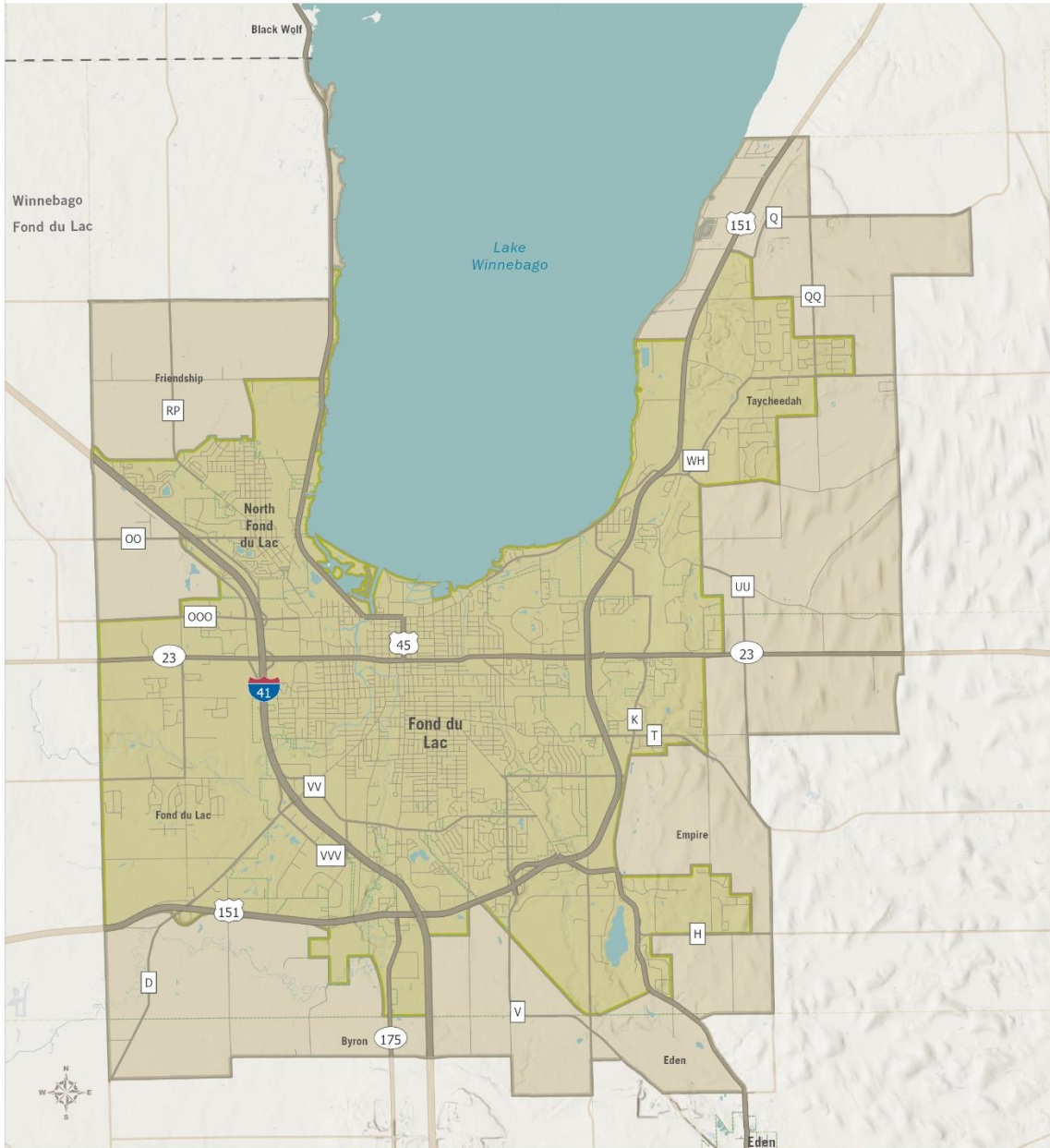
Federal Land Management Agency (FLMA) Coordination – No federal land exists in the Fond du Lac MPO. However, should federal land be established in the MPO, ECWRPC staff will coordinate with FLMA on transportation projects and activities that connect to federal land.

Planning and Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. ECWRPC staff will continue to coordinate and review environment documents as they relate to transportation projects.

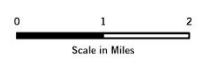
Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the [Transportation Hub](#); the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. To continue to address the topic of data sharing, needs, and analytics, the following deliverables have been added into the 2025 Unified Work Program and Budget:

- Use Miovision cameras and bicycle and pedestrian counters to validate models and examine use and safety trends throughout the MPO.
- Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPO.

Map 4 Fond du Lac Metropolitan Planning Organization | ECWRPC



- Municipal Boundary
- County Boundary
- Fond du Lac Urbanized Area
- Fond du Lac MPO Planning Area



Source:
MPO boundaries provided by ECWRPC, 2020.
Base data provided by Counties and ECWRPC, 2024.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

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Table 10: Fond du Lac MPO 2025 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1340	Fond du Lac MPO Program (PL)							
1341	Program Administration/Support	\$ 30,000.00	\$ 24,000.00	80.00000	\$ 1,140.10	3.80034%	\$ 4,859.90	16.19967%
1342	Long-Range Plan/PEAs Activities	\$ 63,000.00	\$ 50,400.00	80.00000	\$ 2,394.21	3.80034%	\$10,205.79	16.19967%
1343	Short Range/Multi-Modal Transportation Planning	\$ 30,000.00	\$ 24,000.00	80.00000	\$ 1,140.10	3.80034%	\$ 4,859.90	16.19967%
1344	Transportation Improvement Program (TIP)	\$ 32,000.00	\$ 25,600.00	80.00000	\$ 1,216.11	3.80034%	\$ 5,183.89	16.19967%
1345	Transit Planning/Specialized Transportation	\$ 5,535.67	\$ 4,428.54	80.00000	\$ 210.37	3.80034%	\$ 896.76	16.19967%
1346	Northeast Region Travel Demand Model Improvement Program	\$ 10,000.00	\$ 8,000.00	80.00000	\$ 380.03	3.80034%	\$ 1,619.97	16.19967%
1347F	FTA SATO	\$ 41,248.92	\$ 41,248.92	100.00000	\$ 0.00		\$ 0.00	
1347S	FHWA 2.5% SATO	\$ 2,735.26	\$ 2,735.26	100.00000	\$ 0.00		\$ 0.00	
	Sub Total	\$ 214,519.86	\$ 180,412.72		\$		\$27,626.21	
	Local additional	\$ 13,572.00			\$ 0.00		\$13,572.00	
	Total Fond du Lac MPO Program	\$ 228,091.86	\$ 180,412.72	80.0%	\$ 6,480.93	3.80034%	\$41,198.21	16.19967%

**SECTION 4.4 – 1340 MAJOR WORK PROGRAM ELEMENT: FOND DU LAC
METROPOLITAN PLANNING ORGANIZATION (MPO) – 2025**

Program Objective: Through a contractual agreement for staffing with the City of Fond du Lac, and formal planning agreement with the Wisconsin Department of Transportation and the operators of public transportation; East Central staff will prepare and maintain the required plans, reports, studies, models, and data necessary for the development and management of the Fond du Lac Metropolitan Planning Organization (MPO) as outlined in the federal transportation bills.

1340 - Work Program Funding Allocation		
FHWA - PL	\$ 136,428.54	80%
WisDOT - PL	\$ 6,480.93	4.86031%
ECWRPC	\$ 27,626.21	15.13969%
Sub Total	\$ 170,525.68	100%
FTA SATO	\$ 41,248.92	100%
FHWA 2.5% SATO	\$ 2,735.26	100%
Sub Total	\$ 214,519.86	
Local additional	\$ 13,572.00	
Total	\$ 228,091.86	

1340 - Staff Allocations	
Position	Hours
MPO Director	109
Deputy Director	0
Principal Planner	226
Senior Planner	0
Associate Planner	1627
GIS Manager	171
GIS Analyst 1	451
IT Manager	0
Communications	188
Controller	0
Administrative Coordinator	12

1340 Work Program—FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1	Work with Federal Highway Administration, the Wisconsin Department of Transportation, local stakeholders and organizations to ensure plans and programs meet federal, state, and local planning requirements.	Ongoing
1.2	Develop and maintain the following documents: <ul style="list-style-type: none"> • Unified Planning Work Program (UPWP) • Metropolitan Transportation Plan (MTP) • Transportation Improvement Program (TIP) • Annual listing of Obligated Projects • Title VI/Americans with Disabilities Act and Limited English Proficiency Plan • Fond du Lac Area Transit Title VI Plan • Fond du Lac County Specialized Transportation Coordinated Plan • Public Participation Plan (PPP) 	Ongoing
1.3	*Incorporate the U.S. DOT Planning Emphasis Areas (PEAs).	Ongoing

**METROPOLITAN PLANNING ORGANIZATION (MPO) —
2025 PLANNING DOCUMENT SCHEDULE AND TIMELINE**

Plan Name	Plan Details	Next Adoption Date
Unified Planning Work Program	2025 Unified Work Program for the Fond du Lac Metropolitan Planning Organization, anticipated approval October 2, 2024	October 2025
Metropolitan Transportation Plan	Fond du Lac Metropolitan Planning Organization (MPO) 2050 Long Range Land Use Transportation Plan, adopted October 7, 2020 https://www.ecwrpc.org/wp-content/uploads/2021/07/LRTP-FDL-2020.pdf	Anticipated approval October 2025
Transportation Improvement Program	Fond du Lac Metropolitan Planning Area 2025 - 2028 Transportation Improvement Program, anticipated approval October 2, 2024	October 2025
Annual Listing of Obligated Projects	2024 annual listing posted on website https://www.ecwrpc.org/wp-content/uploads/2024/06/Fond-du-Lac-Obligated-Projects-Report-Final.pdf	March 2025
Fond du Lac Metropolitan Planning Organization Title VI/Americans with Disabilities Act and Limited English Proficiency Plan	Adopted October 4, 2023 https://www.ecwrpc.org/wp-content/uploads/2023/11/2023-FDL-MPO-Title-VI-and-LEP-Plan.pdf	October 2026
Public Participation Plan	Public Participation Plan for the Fond du Lac Metropolitan Planning Organization (MPO) Adopted October 4, 2023 https://www.ecwrpc.org/wp-content/uploads/2024/02/Fond-du-Lac-MPO-2023-Public-Participation-Plan.pdf	October 2027
MPO Cooperative Agreement	Executed November 28, 2016 https://www.ecwrpc.org/wp-content/uploads/2017/01/Signed_Cooperative-Agreement_Fond-du-Lac_Fond-du-Lac-Area-Transit_November_28_2016.pdf	N/A
Urban Area Boundary	Approved by MPO on March 6, 2024 Approved by WisDOT/FHWA on June 6, 2024	Every 10 years
Metropolitan Planning Area	Approved by MPO on April 3, 2024 Approved by WisDOT June 28, 2024	Every 10 years
Fond du Lac Area Transit Title VI Plan	Every 3 Years Adopted December 14, 2022	October 2025

1341 Work Item: Program Support and Administration for the Fond du Lac MPO

Objectives: To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements.

1341 - Work Program Funding Allocation		
FHWA - PL	\$ 24,000.00	80%
WisDOT - PL	\$ 1,140.10	3.80034%
ECWRPC – req'd	\$ 4,859.90	16.19967%
Total	\$ 30,000.00	100%

1341 - Staff Allocations	
Position	Hours
MPO Director	31
Deputy Director	0
Principal Planner	48
Senior Planner	0
Associate Planner	209
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Communications	100
Controller	0
Administrative Coordinator	12

FY 2024 Major Accomplishments

- Developed the 2025 Unified Transportation Work Program.
- Developed process document for MPO meetings.
- Submitted quarterly reimbursement and progress reports.
- Attended MPO director meetings.

1341 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Unified Planning Work Program (UPWP) Development	Develop and approve the 2026 UPWP.	Plan Document	May – October 2025
	Meet with communities to discuss MPO projects.		May 2025
	Attend meeting with WisDOT to review UPWP.		August 2025
	Amend 2025 UPWP, as needed.		January – December 2025
1.2	Prepare agendas and minutes and distribute meeting materials for MPO	Meeting Materials	January – December 2025

MPO Administration	Technical Advisory Committee and Policy Board.		
	Meeting preparation and coordination, including distributing public notices and public information.		January – December 2025
	Develop new member educational materials about the Fond du Lac MPO.	Educational Materials	January – June 2025
1.3 Program Administration, Review and Reporting	Prepare quarterly reimbursement requests and progress reports for WisDOT.	Quarterly Report	January – December 2025
	Prepare reports for mid-year review meeting with WisDOT, and FHWA.	Mid-Year Report	May – June 2025
	Attend MPO Director meetings and MPO/RPC/DOT Annual Conference.	Capacity Building	January – December 2025
	Monitor federal requirements and current federal transportation bill.	Capacity Building	January – December 2025
	Annual audit as required by 2 CFR 200.516 (a).	Audit Document	January – March 2025
1.4 Staff Development	Training and staff development on MPO program administration, processes, and reporting, including the AMPO Institute trainings, etc.	Capacity Building	January – December 2025

1342 Work Item: Fond du Lac MPO Long Range Transportation Plan Implementation and Monitoring

Objectives: In 2025, staff will continue to update the Fond du Lac MPO Long Range Plan. The MPO will continue to monitor current socioeconomic trends and work to incorporate the BIL guidance, planning emphasis areas, and the ladders of opportunity into the planning process.

1342 - Work Program Funding Allocation		
FHWA - PL	\$ 50,400.00	80%
WisDOT - PL	\$ 2,394.21	3.80034%
ECWRPC – req'd	\$ 10,205.79	16.19967%
Total	\$ 63,000.00	100%

1342 - Staff Allocations	
Position	Hours
MPO Director	31
Deputy Director	0
Principal Planner	64
Senior Planner	0
Associate Planner	563
GIS Manager	62
GIS Analyst 1	96
IT Manager	0
Communications	38
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff made significant progress on the Metropolitan Transportation Plan, including branding, community engagement, and drafting the chapters of the document.
- Published the State of the System Report for 2024.
- Completed updates to the Urban Area Boundary.

1342 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Long Range Transportation Plan Development	*Continue the update process for the Metropolitan Transportation Plan (MTP) for the Fond du Lac MPO, including incorporating housing patterns into projects and strategies.	Plan Document	January – October 2025
	Ensure projects within the MTP advance federal performance measures. Ensure goals, implementation recommendations, and performance measures are linked throughout planning documents.		January – October 2025

	*Consult and coordinate on the implementation of the Long Range Transportation Plan.		January – December 2025
1.2 State of the System Report	Continue to maintain data on performance measures and targets related to the State of the System Report.	Data Collection	January – December 2025
1.3 Title VI Plan	*Update Title VI Plan.	Plan Document	January – December 2025 (Due Oct. 2026)
	Monitor and evaluate the Title VI plan.	Monitoring and Evaluation	January – December 2025
1.4 GIS Data Analysis and Visualization	*Maintain and update, as needed, the Transportation ArcGIS Hub to add the MTP/Land Use Plan and enhance the online mapping application.	Data Collection and Monitoring	January – December 2025
	*Develop and maintain base maps and data layers related to the Fond du Lac MPO (equity, land use, housing, etc.).		January – December 2025
	Development and approval of Urban Area Boundary and Metropolitan Planning Area Boundary.		January – May 2025
	Continue to work with WisDOT staff to update the functional classification system, as needed.		January – December 2025
1.5 Organizational Collaboration and Capacity Building	*Work with WisDOT on development of statewide transportation plans, including WI Rail Plan 2050, WI State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management.	Capacity Building	Ongoing
	*Work with local partners, including but not limited to economic development and public health organizations to identify	Organizational Collaboration	Ongoing

	transportation gaps and explore collaboration opportunities.		
1.6 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to equity, long range planning, performance measures, and funding/grant programs.	Capacity Building	January – December 2025

1343 Work Item: Fond du Lac MPO Short Range Multi-Modal Performance Measures and Monitoring

Objectives: To encourage, promote and accommodate all modes of transportation for bicyclists and pedestrians as safe and efficient modes of transportation.

1343 - Work Program Funding Allocation		
FHWA - PL	\$ 24,000.00	80%
WisDOT - PL	\$ 1,140.10	3.80034%
ECWRPC – req'd	\$ 4,859.90	16.19967%
Total	\$ 30,000.00	100%

1343 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	32
Senior Planner	0
Associate Planner	273
GIS Manager	31
GIS Analyst 1	32
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Adoption of 2024 Fond du Lac MPO Bicycle and Pedestrian Plan
- Administer the TA Set-aside, Surface Transportation Block Grant Program – Urban and the Carbon Reduction Program solicitation for the Fond du Lac MPO.

1343 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Transportation Alternatives – Set Aside Program	*Assist communities in the development and review of Transportation Alternatives – Set Aside Program applications for potential bicycle and pedestrian projects.	Program Administration	April – October 2025
1.2 Surface Transportation Block Grant Program	*Work with WisDOT and local municipalities to develop and review Surface Transportation Block Grant applications and select projects.	Program Administration	April – December 2025

1.3 Carbon Reduction Program	*Work with WisDOT and local municipalities to develop and review Carbon Reduction program applications and select projects.	Program Administration	January – December 2025
1.4 Community Support and Planning Assistance	*Assist the Fond du Lac MPO in implementing the findings in the Bicycle and Pedestrian Plan and the Fond du Lac WIS 23 Study.	Community Support	Ongoing
	Work with WisDOT and local municipalities to develop and/or review grant applications, as applicable.	Planning Assistance	As Requested
1.5 GIS Data Analysis and Visualization	*Update the Capital Improvement Program (CIP) maps for municipalities within the Fond du Lac MPO, as needed.	Data Collection and Monitoring	As Requested
	*Continue to assist communities in bicycle and pedestrian, and transportation related projects and programs, including Miovision requests.		
1.6 Organizational Collaboration and Capacity Building	*Work with local partners, including but not limited to economic development and public health organizations to identify multi-modal transportation gaps and explore collaboration opportunities.	Organizational Collaboration	Ongoing
1.7 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to equity, multi-modal transportation, corridor planning, short-range planning, performance measures, and funding/grant programs.	Capacity Building	January – December 2025

1344 Work Item: Fond du Lac MPO Transportation Improvement Program (TIP)

Objectives: To transform the annual Transportation Improvement Program (TIP) to a performance-based planning process for the Fond du Lac Urbanized Area.

1344 - Work Program Funding Allocation		
FHWA - PL	\$ 32,000.00	80%
WisDOT - PL	\$ 1,216.11	3.80034%
ECWRPC – req'd	\$ 5,183.89	16.19967%
Total	\$ 32,000.00	100%

1344 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	48
Senior Planner	0
Associate Planner	225
GIS Manager	0
GIS Analyst 1	48
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed the 2025-2028 Transportation Improvement Program (TIP).
- Staff processed amendments to the TIP based on guidance and as requested by the Wisconsin Department of Transportation.
- Published the Obligated Project Report.

1344 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Transportation Improvement Program	Develop the 2026-2029 Transportation Improvement Program (TIP) for the Fond du Lac MPO.	Program Administration	April – October 2025
	Demonstrate how the MPO is meeting its FHWA-required performance targets (23 CFR 450.326(d)) and how a performance-based planning and programming process and performance targets drive project selection (23 CFR 450.326(f)).		April – October 2025

	Process 2025-2028 TIP amendments, as needed.		January – October 2025
	*Complete all public participation requirements as outlined in the Public Participation Plan.		January – December 2025
1.2 E-TIP Software Implementation	Implementation of e-TIP software for tracking projects within the TIP (possibly hire a consultant for this work).	Program Administration	January – December 2025
1.3 Program Selection Criteria and Monitoring	*Work with the MPO Technical Advisory Committee and the Policy Board to update the selection criteria for STBG Projects and Carbon Reduction Program.	Selection Criteria Document	January – September 2025
	Staff will review quarterly progress reports from WisDOT NE Region staff regarding the STBG and Carbon Reduction projects and their progress.	Monitoring	January – December 2025
1.4 Obligated Projects Report	Staff will develop and publish the Obligated Projects Report (required to publish by March 31, 2025)	Report Document	January – March 2025
1.5 GIS Data Analysis and Visualization	Staff to create Illustrative Project survey and map for use in the TIP document.	Data Collection and Monitoring	April – May 2025
	Update TIP maps for the TIP document and on the dashboard.		April – November 2025
1.6 Staff Development	*Staff participation in trainings, webinars, and conferences including topics related to the transportation improvement program, performance measures, and program administration and monitoring, etc.	Capacity Building	January – December 2025

1345 Work Item: Fond du Lac MPO Transit and Specialized Transportation Development and Coordination

Objective: To work with Fond du Lac Transit and other transportation providers to develop transit operating and capital improvement programs which efficiently and effectively serve the Fond du Lac Urbanized Area.

1345 – Work Program Funding Allocation		
FHWA – PL	\$ 4,428.54	80%
WisDOT – PL	\$ 210.37	3.80034%
ECWRPC – req'd	\$ 896.76	16.19967%
Total	\$ 5,535.67	100%

1345 – Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	64
GIS Manager	16
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Worked with FDLAT to implement Transit Development Plan recommendations.
- Assisted with transit specific data collection related to MPO Bicycle and Pedestrian Plan.
- Met 1:1 with Transit Director to speak about 2025 priorities and meet new staff.

1345 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Fond du Lac Area Transit Development and Coordination	*Support FDLAT in implementing their Transit Development Plan (TDP) recommendations.	Program Development and Coordination	January – December 2025
	*Provide FDLAT staff with technical assistance relating to transit projects and programs.		As Needed
	*Support microtransit feasibility study, as needed.		January – December 2025
	*Work with FDLAT to update their Title VI Plan.	Plan Document	January – October 2025

<p>1.2 Specialized Transportation Development and Coordination</p>	<p>*Assist to align the Fond du Lac County Specialized Transportation Coordinated Plan with the TDP and other related Fond du Lac MPO plans.</p>	<p>Program Development and Coordination</p>	<p>Ongoing</p>
<p>1.3 Staff Development</p>	<p>*Staff participation in trainings, webinars, and conferences including topics related to improving transit ridership, transit-oriented development, and specialized transportation, etc.</p>	<p>Capacity Building</p>	<p>January – December 2025</p>

1346 Work Item: Fond du Lac MPO Travel Model Improvement Program

Objectives: Staff will continue working with WisDOT, their consultants, and partner organizations within the MPO to update and calibrate the Northeast Region Travel Demand Model.

1346 - Work Program Funding Allocation		
FHWA - PL	\$ 8,000.00	80%
WisDOT - PL	\$ 380.03	3.80034%
ECWRPC – req'd	\$ 1,619.97	16.19967%
Total	\$ 10,000.00	100%

1346 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	32
GIS Manager	0
GIS Analyst 1	64
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Continued to update the travel demand model as it relates to traffic count data, employment data, and school enrollment data.
- Worked with the Wisconsin Department of Transportation to review the socioeconomic data for the statewide travel demand model update.
- Continued to work with WisDOT and local agencies regarding traffic projections for regionally significant corridors.

1346 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Travel Demand Model	Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting. As U.S. Census data becomes available, begin updating the data for the travel demand model.	Forecast	January – December 2025
	Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.	Model Updates	Ongoing
	Continue to update the employment data as new development occurs within the MPO and develop traffic forecasts.	Model Updates	Ongoing

<p>1.2 Data Collection and Model Validation</p>	<p>Continue to use the Miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.</p>	<p>Data Collection</p>	<p>Ongoing</p>
<p>1.3 Staff Development</p>	<p>Continue to participate in the Model User Group meetings and possibly work with a consultant to continue to provide training opportunities for staff.</p>	<p>Capacity Building</p>	<p>Ongoing</p>

1347F Work Item: FTA SATO

Objectives: Staff will work to incorporate safe and accessible transportation options in planning efforts in the Fond du Lac MPO.

1347F - Work Program Funding Allocation		
FTA	\$ 41,248.92	100%

1347F - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	32
Senior Planner	0
Associate Planner	257
GIS Manager	62
GIS Analyst 1	162
IT Manager	0
Communications	25
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Adoption of the Fond du Lac MPO Bicycle and Pedestrian Plan
- Completion of the Active Transportation Health and Equity Report, a report focused on infrastructure, health, and equity, to give a quick glance at areas that are performing well, and areas that can be improved related to how well the network serves all users and modes of transportation.

1347F Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Community Support and Planning Assistance – Active Transportation	*Continue to assist FDL MPO with bicycle and pedestrian planning, and implementation of their bicycle and pedestrian plan and complete streets policy, as needed.	Community Support	Ongoing
	*Continue to conduct and analyze (including factoring) bicycle and pedestrian counts for local communities and WisDOT.	Data Collection	January – December 2025
	*Continue to maintain ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, and crash data.	Data Collection	Ongoing

	*Work with communities to design sign placement templates for bicycle and pedestrian wayfinding signage, as needed.	Community Support	January – December 2025
1.2 Active Transportation Health and Equity Report	*Conduct analysis to update the data included in the Active Transportation Health and Equity Report, as needed.	Report Document	June – December 2025
	*Explore digitizing the information from the report into an ArcGIS StoryMap.		June – December 2025
	*Conduct a Level of Traffic Stress (LTS) analysis for bicyclists and pedestrians to identify streets that work well and areas in need of improvement (possibly hire a consultant to complete this work).	Data Collection	June – December 2025
1.3 GIS Data Analysis and Visualization	*Update active transportation ECWRPC Transportation Hub.	Transportation Hub Update	January – December 2025
	*Incorporate user/use data into trail mapping, specificity related to whether trails are bicycle only, pedestrian only, or mixed-use trails.	Data Collection	January – December 2025
	*Explore incorporating the Wisconsin Initiative on Climate Change Impacts (WICCI) Assessment Report and other environmental health data into active transportation planning.	Data Collection	January – December 2025
1.4 Public Transportation	*Collect and analyze transit stop data for Fond du Lac Area Transit and compile into a data report.	Report Document	January – December 2025
	*Produce Fond du Lac Area Transit RideScore route analysis in GIS with data for popular destinations and businesses, boarding and alighting data, and walkability/multimodal indicators.	Report Document	January – December 2025
1.5	*Assess the benefits of transit-oriented design/economic development opportunities within the context of public transportation	Data Collection	Ongoing

Transit-Oriented Development and Land Use Planning	usage, exploring best practices/collaboration to incorporate bicycle and pedestrian safety into land use planning.		
	Continue to coordinate with housing partners and stakeholders on active transportation and multimodal planning efforts to ensure equitable access to transportation is offered to residents.	Organizational Collaboration	Ongoing
	Begin to develop an ADA Transition plan for the Fond du Lac MPO.	Plan Document	October – December 2025

1347S Work Item: FHWA 2.5% SATO

Objectives: Staff will work to incorporate safe and accessible transportation options in planning efforts in the Fond du Lac MPO.

1347S - Work Program Funding Allocation		
FHWA 2.5% SATO	\$ 2,735.26	100%

1347S - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	48
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Conducted an inventory and analysis of residential infill and redevelopment opportunities as they related to transportation infrastructure in the Fond du Lac MPO.

1347S Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Public Transportation	*Produce Fond du Lac Area Transit RideScore route analysis in GIS with data for popular destinations and businesses, boarding and alighting data, and walkability/multimodal indicators.	Report Document	January – December 2025

FOND DU LAC METROPOLITAN PLANNING ORGANIZATION

2025 MEETING SCHEDULE

MPO Policy Board and Technical Advisory Committee

Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 28	9:00 a.m.	Wisconsin MPO Quarterly Directors	MPO staff
Wednesday, February 5	9:00 a.m.	MTP Update / TIP / PEAs / Capacity Building / Performance Measures & Targets	TAC
	10:00 a.m.		PB
Tuesday, April 22	9:00 a.m.	Wisconsin MPO Quarterly Directors	MPO Staff
Wednesday, May 7	9:00 a.m.	MTP Update / TIP / Special Studies & Reports / Prelim. UPWP 2027 Projects / Program Administration / Selection Criteria Discussion	TAC
	10:00 a.m.		PB
TBD May / June	TBD	WisDOT / FHWA / MPO WP Mid-Year Review Meeting	MPO Staff
Wednesday, June 25	9:00 a.m.	MTP Update / TIP / PEAs / Special Studies & Reports / UPWP 2027 Projects / FDLAT Title VI Update / Program Administration / Selection Criteria Discussion	TAC
	10:00 a.m.		PB
Tuesday, July 22	9:00 a.m.	Wisconsin MPO Quarterly Directors	MPO Staff
TBD September/October	TBD	MPO/WisDOT/FHWA Conference	MPO Staff
Wednesday, October 1	9:00 a.m.	2026 UPWP Action / MTP Action / TIP Review and Action / Program Administration	TAC
	10:00 a.m.		PB
Wednesday, November 5	9:00 a.m.	Special Studies & Reports / Performance Measures & Targets / Program Administration	TAC
	10:00 a.m.		PB

Updated August 2024

*Technical Advisory Committee (TAC)
Policy Board (PB)
Metropolitan Transportation Plan (MTP)*

*Unified Planning Work Program (UPWP)
Planning Emphasis Areas (PEAs)
Transportation Improvement Program (TIP)*

**Special meetings of the TAC and PB can be held as needed to address transportation issues.*

SECTION 4.5– METROPOLITAN PLANNING FACTORS FOR THE FOND DU LAC MPO— 2025

The Federal Transportation Bill, Bipartisan Infrastructure Law (BIL) continues the planning factors from previous federal bills, FAST Act, MAP-21 and SAFETEA-LU. Planning factors are to be considered by Metropolitan Planning Organizations (MPOs) when developing and implementing transportation plans and programs. This year's Unified Planning Work Program activities will continue to consider planning factors from the FAST Act. The ten metropolitan planning factors include:

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life; and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2025 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

Table 11: Metropolitan Planning Factors to be Considered in the 2025 UPWP for Fond du Lac MPO

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1341 Program Support and Administration										
2025 Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X
MPO Administration and Staff Development	X			X	X	X	X			
1342 Long Range Land Use Transportation Plan										
Long Range Transportation Plan Development/Public Participation Process	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Update functional classification	X				X	X			X	
Housing Coordination	X	X	X	X	X	X	X	X	X	X
Public Health and Transportation Coordination	X	X	X	X	X	X	X	X	X	X
1343 Short Range Multi-Modal Performance Measures and Monitoring										
TA-Set Aside, STBG and CRP Programs/Corridor Studies	X	X	X	X	X	X	X	X	X	X
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Development of bicycle and pedestrian wayfinding	X	X	X	X	X	X	X	X		X
Conducting bicycle and pedestrian counts and analyzing data	X	X	X	X	X		X	X		
Implementation of the Bicycle and Pedestrian Plan	X	X	X	X	X	X	X	X	X	X
1344 Transportation Improvement Program (TIP)										
Annual Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Enhancing program selection criteria for STBG and CRP	X		X		X		X	X	X	
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
1345 Transit and Specialized Transportation Development and Coordination										
Support in implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Planning Support/Special Transit Studies	X	X	X	X	X	X	X	X	X	
Update to Title VI Plan	X	X	X	X	X	X	X	X	X	
Specialized Transportation Coordinated Plan Assistance	X	X	X	X	X	X	X	X	X	X
1346 Travel Model Improvement Program										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Assistance to local communities and agencies and working with WisDOT staff	X	X	X	X	X	X	X	X	X	X
Data calibration and validation	X		X	X	X	X	X			
1347F (FTA) & 1347S (FHWA) – Safe and Accessible Transportation Options										
Community Support and Planning Assistance – Active Transportation	X	X	X	X	X	X	X	X	X	X
Active Transportation Health and Equity Report/GIS Data and Visualization	X	X	X	X	X	X	X	X	X	X
Public Transportation and Transit-Oriented Development/Land Use Planning	X	X	X	X	X	X	X	X	X	X

SECTION 4.6 – FOND DU LAC MPO SELF-CERTIFICATION

The Fond du Lac Policy Board is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart. These citations summarize the metropolitan planning organization requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Land Use Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements approved metropolitan area boundaries, and annual listings of obligated projects.

Fond du Lac MPO Compliance: The MPO complies with this requirement because it currently has an approved Transportation Improvement Program, a Long-Range Transportation Land Use Plan, a Unified Transportation Work Program and a Public Participation Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S. C. 7504, 7506 (c) and (d)) and 40 CFR Part 93. State and local transportation officials take part in 3C planning process to determine which planning elements will be implemented to improve air quality.

Fond du Lac MPO Compliance: This requirement does not currently apply to the Fond du Lac MPO because it is not within a non-attainment or maintenance area.

(3) Title VI of Civil Rights Act of 1964, as amended (42 U.S. C. 20000d-1) and 49 CFR Part 21. Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color or national origin.

Fond du Lac MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.

(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.

(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.

Fond du Lac MPO Compliance: The MPO will follow WisDOT's DBE policy if outside contracts are hired to complete MPO projects using federal MPO planning funds.

(6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.

Fond du Lac MPO Compliance: This requirement does not directly apply to the Fond du Lac MPO because it is not involved in federal and federal-aid highway construction contracts. However, the MPO follows East Central Wisconsin Regional Planning Commission's and the City of Fond du Lac's equal employment opportunity policy because the City of Fond du Lac is delegated as the MPO.

(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, 38. Programs and activities funded with federal dollars are prohibited from discrimination based on disability.

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.

(8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.

(9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

Fond du Lac MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Fond du Lac MPO Policy Board on October 4, 2023.



SECTION 5
OSHKOSH MPO

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
OSHKOSH MPO POLICY BOARD

*Due to redesignation of the MPO Policy Board, municipalities and counties are going through their appointment process. This listing is up to date as of September 25, 2024.

Mark Rohloff	City of Oshkosh
Mayor Matt Mugerauer	City of Oshkosh
Deputy Mayor	City of Oshkosh
Joel Rasmussen	Town of Algoma
Frank Frassetto	Town of Black Wolf
Don O'Connell	Town of Vinland
Jim Erdman	Town of Oshkosh
Town of Omro	TBD
Town of Nekimi	TBD
Town of Utica	TBD
Jim Collins	GO Transit

Bolded names represent those committee members with a vote. Those names left in regular font are advisory members.

SECTION 5: OSHKOSH MPO 2025 WORK PROGRAM

SECTION 5.1 – INTRODUCTION AND PROSPECTUS FOR THE OSHKOSH MPO

ECWRPC as the MPO for Oshkosh MPO

While ECWRPC serves as the MPO for the Oshkosh Metropolitan Planning Area, a new Policy Board was created in September 2024, in accordance with 49 USC Section 5303(d). The Policy Board oversees the program activities for the Oshkosh MPO. A Transportation Advisory Committee is also responsible for provide insight and guidance on the federal required transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. The Metropolitan Transportation Plans have a 20-year horizon date, and the Transportation Improvement Program includes all state and federally-funded projects within a four-year timeframe.

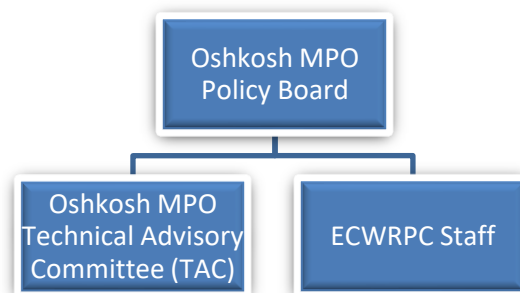
Plans and programs that are included in the Oshkosh MPO are:

- Public Participation Plan
- Title VI Plan
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Program (TIP)
- Bicycle and Pedestrian Plan
- Comprehensive Safety Action Plan (CSAP)

Throughout each of these planning processes, public involvement is a transparent process for community members that may be affected by projects, programs, strategies and initiatives recommended from the transportation planning process. Public involvement is required by the Metropolitan Planning Regulations of the United States Department of Transportation 23 CFR 450.316, 49 U.S.C. 5307(b)(1-7) and FTA Circular 9030.1E.

MPO Committee Structure

The Oshkosh MPO is guided by a Policy Board comprised of local elected officials representing at least 75% of the population of the Metropolitan Planning Area. A Technical Advisory Committee comprised of technical transportation representatives from communities throughout the MPO to advise the Policy Board on transportation matters. Work for the MPO is conducted by East Central Wisconsin Planning Commission staff, who work in coordination with the Policy Board, the TAC, the Wisconsin Department of Transportation (WisDOT), the Federal Highway Administration, and Federal Transit Administration to ensure that the program and projects align with federal compliance.



Approval of the Oshkosh MPO Work Program and Budget

This work program, created on an annual basis, will be brought to the Oshkosh MPO Technical Advisory Committee for a recommendation to the Oshkosh MPO Policy Board for approval. The Oshkosh MPO Policy Board is the final authorizing body for the Oshkosh work program and budget. Any amendments made to the Oshkosh work program shall be brought forth to the Technical Advisory Committee for recommendation and, subsequently, to the Oshkosh MPO Policy Board for a decision. Development of the work program and budget and any amendments t should be made in coordination with local units of government, stakeholders, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. In addition to approval by the Oshkosh MPO Policy Board, the annual work program & budget and amendments must be sent to WisDOT for approval. WisDOT will then forward to FHWA for final approval.

The Oshkosh MPO TAC and Policy Board will also approve of projects within the Oshkosh MPO listed in the Special Studies section.

SECTION 5.2 – PROJECTS AND PRIORITIES FOR THE OSHKOSH MPO

Administration

ECWRPC staff will continue to implement its new policy board and technical advisory committee structure. On September 3, 2024, a new policy board structure was put in place, which is comprised of seven voting members and nine advisory members, totaling 16 local elected officials serving on the Policy Board. This meets the federal requirement to have at least 75% of the population of the planning area boundary represented.

Metropolitan Transportation Plan

Staff will continue to update Connect Fox Cities 2050, the Metropolitan Transportation Plan for the Oshkosh MPO. The process for updating this plan is driven off extensive community engagement and stakeholder engagement, and is informed through federal and state guidance.

Transportation Improvement Plan Implementation

In 2025, staff will be working with WisDOT staff to input the TIP projects more efficiently and potentially integrate the process into an ESRI GIS database and/or in an eTIP software. Staff will finalize the new criteria for the Surface Transportation Block Grant and Carbon Reduction Program, funding that is allocated through the MPO.

Performance Measures and Targets

ECWRPC will continue to work with the Oshkosh MPO along with WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This will include developing a performance measures report along with ESRI GIS datasets to continue to evaluate the progress of the performance measures.

Corridor Studies and Safety

ECWRPC staff work together with county staff and local government staff regarding local roadway improvement projects. Support for these activities may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

Active Transportation and Safe and Accessible Transportation Options

In 2025, the Appleton (Fox Cities) MPO and Oshkosh MPO bicycle and pedestrian plan will continue to be implemented, and staff will begin to update the bicycle and pedestrian plan in late 2025. East Central staff will also be working with communities to develop wayfinding placement plans and bicycle and pedestrian counts. Additional activities will include updating the Complete Streets policy for the MPO, creating an MPO ADA transition plan, and hosting a trail summit with partner organizations.

Transit

ECWRPC staff will continue to work with and support GO Transit staff on their planning efforts. This includes continuing to support their staff in improvements to the paratransit services.

Health in Transportation Planning

East Central staff will be working with Public Health Department, Community Development Departments, and Public Works Departments to build relationship and demonstrate the linkage from the built environment to public health.

SECTION 5.3 – PLANNING EMPHASIS AREAS (PEAs)

On December 30, 2021, the Federal Highway Administration and the Federal Transit Administration released updated 2021 planning emphasis areas (PEAs) for the use in the development of the metropolitan and statewide planning and research programs. The following details how the Oshkosh Metropolitan Planning Organizations address the PEAs through various planning activities and planning documents updates (including the Unified Planning Work Program). Highlighted below are work program deliverables that advance the following PEAs.

Tackling the Climate Crisis – To help achieve the national greenhouse gas reduction goal of 50-52% below the 2005 level by 2030, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the two MPOs.
- Update the Complete Streets policy to include resilient and green infrastructure.
- Continue to examine the feasibility and potential implementation of a I-41 commuter service between Oshkosh and the Fox Cities.
- Continue to support GO Transit staff in their operations.
- Support the Oshkosh MPO in implementing recommendations identified in the EV Readiness Plan.

Equity and Justice – To advance racial equity and support for underserved and disadvantaged communities and to increase public involvement, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Implement various activities identified in the action plan for the Appleton (Fox Cities) and Oshkosh MPO Bicycle and Pedestrian Plan. These activities include supporting multimodal infrastructure and activities throughout the communities in the two MPOs, enhancing public engagement opportunities, and consider how equity is furthered within each action item.
- Continue to participate in workgroups that enhance diversity and equity work through the MPOs.
- Enhance GIS-based equity analyses.
- Implement activities and actions identified in the Equity in Community Engagement Toolkit and Guidebook.
- Continued coordination with GO Transit.

Complete Streets – ECWRPC has two complete streets policies: one for the region and one for the MPOs. The MPO-level Complete Streets policy is intended to guide local communities in how to include Complete Streets into state and federally-funded projects. To further ensure that streets are safe for all roadway users, the following deliverables have been incorporated into the 2025 Unified Work Program and Budget:

- Continue to develop a complete streets toolkit and guidebook.
- Work with communities to implement the Comprehensive Safety Action Plan that will examine the safety of roadways within the MPOs for all roadway users.

- Support communities in implementing infrastructure identified in the action plan for the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan.
- Update the Complete Streets policy for the Oshkosh MPO.
- Start to develop an ADA Transition Plan for the Oshkosh MPO.
- Work with local partners to host a Trail Summit.

Public Involvement – To bring diverse viewpoints to the planning process, ECWRPC is committed to increasing opportunities for the public to engage in MPO-level planning projects. Deliverables outlined in the Unified Work Program and Budget that assist in this PEA include:

- Implement activities and actions identified in the Equity in Community Engagement Toolkit and Guidebook, which will include virtual and in-person public engagement opportunities, including in the development of the Metropolitan Transportation Plan.
- Integrate public involvement throughout the planning process and working with non-traditional partners to reach historically underserved populations.

STRAHNET/US DOD Coordination – No Department of Defense facilities exist within the Oshkosh MPO. However, East Central staff will coordinate with Federal, State, County and Municipal Emergency Departments on transportation projects and that may be impacted in the event that there is a natural disaster or a federal emergency.

FLMA Coordination – No federal land exists in the Oshkosh MPO. However, should federal land be established in the MPOs, East Central staff will coordinate with FMLA on transportation projects and activities that connect to federal land.

Planning & Environmental Linkages (PEL) – East Central involves local jurisdictions in its planning and decision-making processes to encourage collaboration and ensure that environmental, community, and economic goals are considered early in the planning process. East Central staff will continue to coordinate and review environment documents as they relate to transportation projects. Staff will also continue to maintain a list of environmental consultation organizations, such as the Wisconsin Department of Natural Resources.

Data in Transportation Planning – ECWRPC utilizes robust datasets in its planning programs and processes. These include the [Transportation Hub](#) the State of the System reports; and maintaining an inventory of GIS-based, Census-based, and regional data sets. East Central receives certain datasets from local communities and state and federal agencies and also shares out East Central’s datasets to local communities and state and federal agencies. To continue to address the topic of data sharing, needs, and analytics, the following deliverables have been included in the 2025 Unified Work Program and Budget:

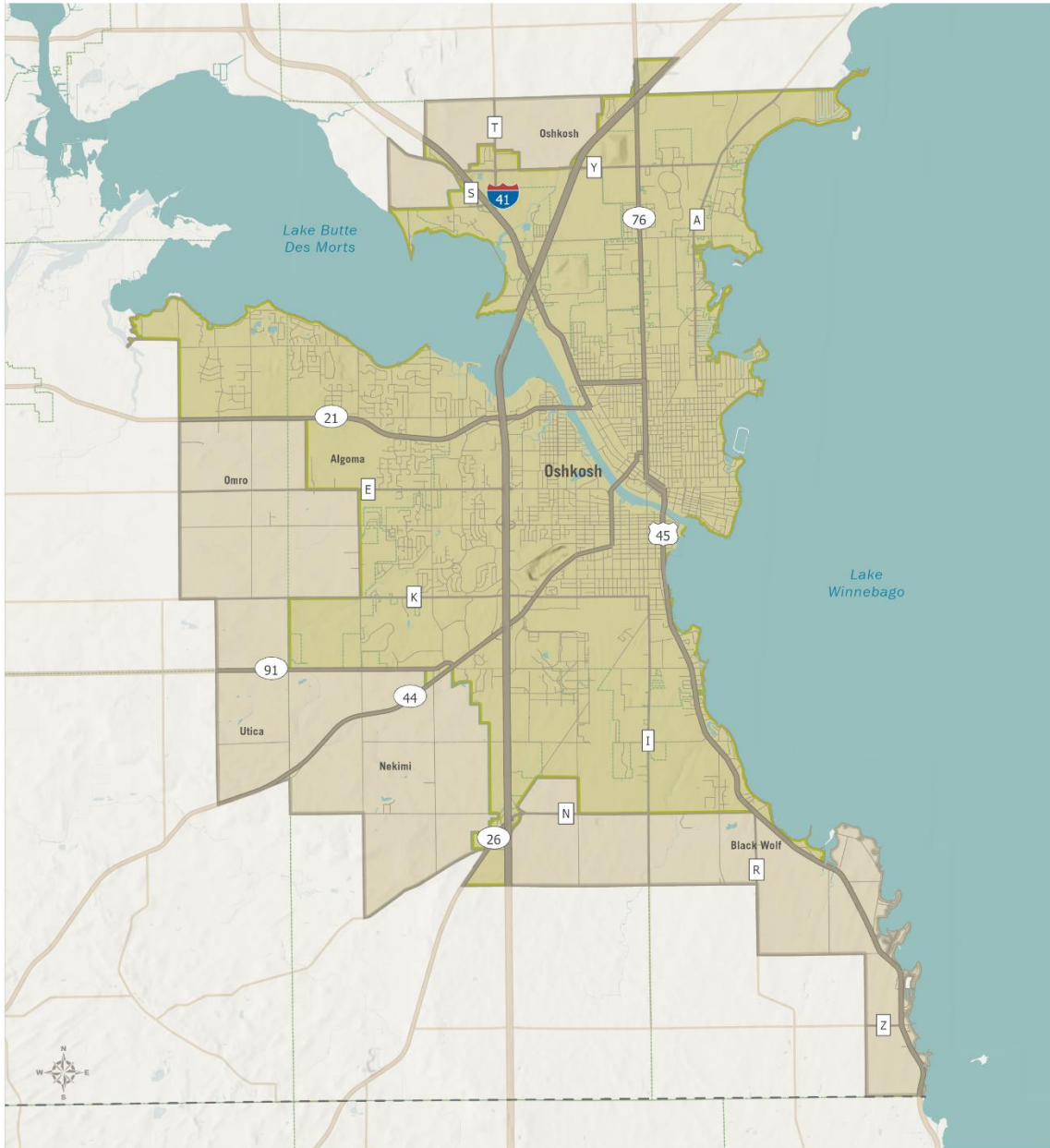
- Use Miovision cameras and bicycle and pedestrian counters validate models and examine use and safety trends throughout the MPOs.
- Continue to integrate the TIPs into a GIS database.
- Utilize GIS datasets to evaluate the progress of performance measures.
- Enhance equity analysis and mapping for transportation-related projects and infrastructure in the MPOs.

- Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting.

Table 12: Oshkosh MPO 2025 Transportation Work Program

		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars	%	Dollars	%	Dollars	%
1350	Oshkosh MPO Program (PL)							
1351	Program Administration/Support	\$ 40,473.61	\$ 32,378.89	80.0%	\$ 1,967.14	4.86031%	\$ 6,127.58	15.13969%
1352	Long-Range Plan FAST Act Implementation /PEAs Activities	\$ 76,000.00	\$ 60,800.00	80.0%	\$ 3,693.84	4.86031%	\$ 11,506.16	15.13969%
1353	Northeast Region Travel Demand Model Improvement Program	\$ 8,000.00	\$ 6,400.00	80.0%	\$ 388.82	4.86031%	\$ 1,211.18	15.13969%
1361	Short Range Transportation Planning/Congestion Management Process (CMP)	\$ 21,000.00	\$ 16,800.00	80.0%	\$ 1,020.67	4.86031%	\$ 3,179.33	15.13969%
1362	Transportation Improvement Program (TIP)	\$ 28,500.00	\$ 22,800.00	80.0%	\$ 1,385.19	4.86031%	\$ 4,314.81	15.13969%
1363	Oshkosh MPO Multi-Modal/Transportation Alternatives Program (TAP)	\$ 5,000.00	\$ 4,000.00	80.0%	\$ 243.02	4.86031%	\$ 756.98	15.13969%
1364	Transit Planning (TMA Coord. Plans) Ladders of Opportunity	\$ 6,500.00	\$ 5,200.00	80.0%	\$ 315.92	4.86031%	\$ 984.08	15.13969%
1365F	FTA SATO	\$ 45,108.03	\$ 45,108.03	100%				
1365S	FHWA 2.5% SATO	\$ 3,804.58	\$ 3,804.58	100%				
	Sub Total	\$ 234,386.22	\$ 197,291.50		\$ 9,014.59		\$ 28,080.13	
	Local Additional	\$ 15,045.00					\$ 15,045.00	
	Total 1350 Oshkosh MPO Program	\$ 249,431.22	\$ 197,291.50	80.0%	\$ 9,014.59	4.86031%	\$ 43,125.13	15.13969%

Map 5 Oshkosh Metropolitan Planning Organization | ECWRPC



- Municipal Boundary
- - County Boundary
- Oshkosh Urbanized Area
- Oshkosh MPO Planning Area

0 1 2
Scale in Miles

Source:
MPO boundaries provided by ECWRPC, 2020.
Base data provided by Counties and ECWRPC, 2024.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

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SECTION 5.4 – 1350 MAJOR WORK PROGRAM ELEMENT: OSHKOSH METROPOLITAN PLANNING ORGANIZATION – 2025

Objective: East Central staff will prepare and maintain required plans, reports, studies, models, and data necessary for the operation and management of the Oshkosh Metropolitan Planning Organization (MPO). The 2025 Unified Work Program is based on the planning requirements as prescribed by the Bipartisan Infrastructure Law (BIL) and FAST Act.

**1350 - Work Program Funding Allocation		
FHWA - PL	\$ 148,378.89	80.0%
WisDOT - PL	\$ 9,014.59	4.86031%
ECWRPC	\$ 28,080.13	15.13969%
Sub Total	\$ 185,473.61	100.0%
FTA SATO	\$ 45,108.03	100.0%
FHWA 2.5% SATO	\$ 3,804.58	100.0%
Sub Total	\$ 234,386.22	
Local additional	\$ 15,045.00	0%
Total	\$ 249,431.22	

1350 - Staff Allocations	
Position	Hours
MPO Director	109
Deputy Director	80
Principal Planner	403
Senior Planner	0
Associate Planner	1417
GIS Manager	171
GIS Analyst 1	419
IT Manager	0
Communications	263
Controller	0
Administrative Coordinator	24

***1350 is the total for the Oshkosh MPO Program.*

FY 2024 Major Accomplishments

- Worked with Federal Highway Administration, the Federal Transit Administration, WisDOT, hired legal counsel, and local communities to implement a new policy board structure for the Oshkosh MPO.
- Developed and approved the 2025 UPWP.
- Worked with communities and WisDOT to select projects for the Surface Transportation Block Grant Program.
- Continued to work with partner organizations on the Northeast Travel Demand Model.
- Began the process to update the Metropolitan Transportation Plan.
- Worked with Federal Highway Administration, the Federal Transit Administration, WisDOT, hired legal counsel, and local communities to implement a new policy board structure for the Oshkosh MPO.

1350 Work Program—FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1	Work with Federal Highway Administration, the Wisconsin Department of Transportation, local stakeholders and organizations to ensure plans and programs meet federal, state, and local planning requirements.	Ongoing

1.2	Develop and maintain the following documents: <ul style="list-style-type: none"> • Unified Planning Work Program (UPWP) • Congestion Management Process (CMP) • Metropolitan Transportation Plan (MTP) • Transportation Improvement Program (TIP) • Annual listing of Obligated Projects • Title VI/Americans with Disabilities Act and Limited English Proficiency Plan • Specialized Transportation Coordinated Plans (Winnebago County) • Public Participation Plan (PPP) 	Ongoing
1.3	*Incorporate the U.S. DOT Planning Emphasis Areas (PEAs) and Planning Factors, as prescribed by the Bipartisan Infrastructure Law.	Ongoing
1.4	Administer programming and funding for the Oshkosh MPO through the following activities: <ul style="list-style-type: none"> • Prepare meeting materials for the Technical Advisory Committee and Policy Board • Meet one-on-one with communities to better understand their needs and projects. • Prepare the 2026 UPWP • Prepare quarterly reimbursement requests for WisDOT 	Ongoing

OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS – 2025 PLANNING DOCUMENTS AND TIMELINE		
Plan Name	Plan Details	Next Adoption Date
Metropolitan Transportation Plan (updated every 5 years)	- Oshkosh Metropolitan Planning Organization (MPO) 2050 Metropolitan Transportation Plan, approved October 30, 2023. https://www.ecwrpc.org/wp-content/uploads/2021/07/LRTP-Oshkosh-2020.pdf	2030 Work to begin on 2030 plan updated in 2028
Transportation Improvement Plan (TIP) (annually)	- Oshkosh Metropolitan Planning Area Transportation Improvement Program 2025-2028 - anticipated approval October 24, 2024 https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/	October 2025
Unified Planning Work Program (annually)	2025 Unified Planning Work Program for the Oshkosh Metropolitan Planning Organizations, anticipated approval October 24, 2024	October 2025
Public Participation Plan	Public Participation Plan Oshkosh Metropolitan Planning Organization, adopted October 27, 2023. https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf	October 2028 (must be done prior to kicking off next MTP update)
MPO Cooperative Agreement	GO Transit—Executed, January 5, 2017 https://www.ecwrpc.org/wp-content/uploads/2017/01/CooperativeAgreementGOTransit.pdf	Updated with redesignation
Urban Area Boundary	Approved by MPO on March 28, 2024 Approved by WisDOT/FHWA on June 6, 2024	Every 10 years
Metropolitan Planning Area	Approved by MPO on March 28, 2024 Approved by WisDOT on June 28, 2024	Every 10 years
Annual Listing of Obligated Projects	Calendar Year 2023 annual listing posted on website (must be posted by March 31 each year): https://www.ecwrpc.org/wp-content/uploads/2024/03/2023-Oshkosh-Obligated-Projects.pdf	Annually
Title VI Plan/ADA and Limited English Proficiency Plan	Adopted on October 27, 2023 https://www.ecwrpc.org/wp-content/uploads/2021/02/ECWRPC-Title-VI-Non-Discrimination-Limited-English-Proficiency-Program.pdf	October 2026

1351 Work Item: Program Support and Administration for the Oshkosh MPO

Objectives: To develop, maintain, implement and administer an annual transportation work program which meets federal and state planning requirements.

1351 - Work Program Funding Allocation		
FHWA - PL	\$ 32,378.89	80.0%
WisDOT - PL	\$ 1,967.14	4.86031%
ECWRPC	\$ 6,127.58	15.13969%
Total	\$ 40,473.61	100.0%

1351 - Staff Allocations	
Position	Hours
MPO Director	47
Deputy Director	64
Principal Planner	113
Senior Planner	0
Associate Planner	81
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Communications	113
Controller	0
Administrative Coordinator	24

FY 2024 Major Accomplishments

- Developed a new Oshkosh MPO Policy Board
- Adopted the 2025 Unified Work Program.
- Met with member communities to discuss their priorities related the transportation program.
- Prepared quarterly reimbursement requests and attended the MPO Directors meetings.

1351 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Unified Planning Work Program (UPWP) Development	Develop and approve the 2026 UPWP.	Plan Document	May – October 2025
	Meet with communities to discuss MPO projects.		May 2025
	Attend meeting with WisDOT to review UPWP.		August 2025
	Amend 2025 UPWP, as needed.		January – December 2025
1.2 MPO Administration	Prepare agendas and minutes and distribute meeting materials for MPO Technical Advisory Committee and Policy Board.	Meeting Materials	January – December 2025
	Meeting preparation and coordination, including distributing public notices and public information.		January – December 2025
	Work in coordination with FHWA, FTA, WisDOT, and the newly designated Policy	Educational Materials	January – June 2025

	Board for the Oshkosh MPO to develop and update materials for the board to better understand MPOs and the role of the policy board.		
	Continue to update the East Central Website and include the Metropolitan Planning Organization Information for Oshkosh that allows the user to be one click away from the information.	Website	January – December 2025
1.3 Program Administration, Review and Reporting	Prepare quarterly reimbursement requests and progress reports for WisDOT.	Report	January – December 2025
	Prepare reports for mid-year review meeting with WisDOT, and FHWA.	Report	May – June 2025
	Attend MPO Director meetings, including the MPO/RPC/DOT Conference.	Capacity Building	January – December 2025
	Monitor federal requirements and current federal transportation bill.	Capacity Building	January – December 2025
	Annual audit as required by 2 CFR 200.516 (a)	Audit Document	January – March 2025
1.4 Staff Development	Training and staff development on MPO program administration, processes, and reporting, etc. (including the AMPO Institute)	Capacity Building	January – December 2025

1352 Work Item: Oshkosh Long-Range Transportation (LRTP) Major Updates

Objective: To continually monitor, evaluate and update the Public Participation Plans (PPP), the adopted LRTPs, the Title VI/ADA and Limited English Proficiency Plan, and amendments for the urbanized areas based on BIL and FAST Act. To maintain and implement transportation plans based on updates and changes to local plans and programs and maintain valid, up-to-date information that identifies future needs, current priorities and available resources.

1352 - Work Program Funding Allocation		
FHWA - PL	\$ 60,800.00	80.0%
WisDOT - PL	\$ 3,693.84	4.86031%
ECWRPC	\$ 11,506.16	15.13969%
Total	\$ 76,000.00	100.0%

1352 - Staff Allocations	
Position	Hours
MPO Director	47
Deputy Director	0
Principal Planner	97
Senior Planner	0
Associate Planner	547
GIS Manager	62
GIS Analyst 1	112
IT Manager	0
Communications	63
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Updated the Urban Area Boundary for the MPO.
- Updated the Metropolitan Planning Area Boundary for the MPO.
- Updated the State of the System report for the Oshkosh MPO.
- Kicked off the Metropolitan Transportation Plan process, including creating branding for the effort (Connect Fox Cities 2050) and the stakeholder engagement process.

1352 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Metropolitan Transportation Plan Development	Conduct community and stakeholder engagement for the plan through use of the Equitable Engagement Toolkit and Guidebook.	Plan Document	January - October 2025
	Consult with WisDOT, FHWA, and FTA to ensure federal and state compliance on development of the plan.		January – October 2025
	Ensure projects within the MTP advance federal performance measures. Ensure goals, implementation recommendations,		January – October 2025

	and performance measures are linked throughout planning documents.		
	Continue the update process for the Metropolitan Transportation Plan for the MPO, including incorporating housing patterns into projects and strategies.		January – October 2025
	Continue to implement current Oshkosh MPO Long Range Transportation Plan		January-December 2025
*1.2 Title VI Plan	Monitor and Evaluate the Title VI Plan	Plan Monitoring and Evaluation	January - December 2025
	Start to update the Title VI Plan, due in 2026	Document	October – December 2025
	Implement actions identified the Equitable Engagement Toolkit and Guidebook and incorporate best practices into current and future planning efforts.	Planning Support	Ongoing
1.3 GIS Data and Visualization	Continue to work with WisDOT staff to update the functional classification system for the Oshkosh MPO.	Map	January – September 2025
	Maintain and update, as needed, the Transportation ArcGIS Hub to add the Long-Range Transportation/Land Use Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.	Data Collection and Monitoring	January – December 2025
	Update the existing and future land use GIS data and conduct an analysis regarding the transit oriented and affordable housing and workforce housing.	Data Collection	January – October 2025
*1.5 Infill study	Conduct an inventory and analysis of residential infill and redevelopment opportunities as they relate to transportation infrastructure in the Oshkosh MPO	Document	January – December 2025
1.6 Data collection and analysis	Continue to identify and develop health and transportation data sets and conduct data analysis on the functional classification network. Enhance the GIS-based environmental justice and equity analyses for the functional	Mapping and Data Support	Ongoing

	classification network to help inform the planning processes.		
	Maintain and update, as needed, the Transportation ArcGIS Hub to add the Long-Range Transportation/Land Use Plan and enhance the online mapping application through using tools like ESRI and by using social pin point software.	Mapping and Data Support	Ongoing
	Staff will develop GIS data sets for the performance measures and targets along with developing infographics to make the performance measures easy to understand, including updating the performance measures, targets, and data in the State of System reports for the Oshkosh MPOs.	Data Collection	January – December 2025
1.5 Organizational Collaboration and Capacity Building	Work with WisDOT on development of statewide transportation plans, including Wisconsin Rail Plan 2050, Wisconsin State Freight Plan, Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM).	Capacity Building Capacity Building	Ongoing Ongoing
	*Work with local partners, including economic development organizations and public health organizations to identify transportation gaps and opportunities.		
	*Staff will continue to work with public health organizations (at the local, state, and federal levels) to evaluate public health in transportation projects and possibly conduct health impact assessments for transportation projects.		
	Staff to participate in initiatives that enhance our equity and diversity work based on our Title VI plan. This includes but isn't limited to Fox Valley THRIVES, Latinofest, Hispanic Interagency, Casa Hispania, Transportation Equity Caucus, the Multicultural Communications Committee, etc.		

	Continue to work with WisDOT regarding possible passenger rail studies.		
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1353 Work Item: Northeast Region Travel Demand Model Improvement Program

Objective: Continue to work with WisDOT, consultants and local government agencies to update and calibrate the Northeast Region Travel Demand Model.

1353 - Work Program Funding Allocation		
FHWA - PL	\$ 6,400.00	80.0%
WisDOT - PL	\$ 388.82	4.86031%
ECWRPC	\$ 1,211.18	15.13969%
Total	\$ 8,000.00	100.0%

1353 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	64
GIS Manager	16
GIS Analyst 1	32
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff completed a forecast request for the City of Oshkosh at Fernau Avenue.
- Staff collected data which will be utilized in a forecast for the City of Oshkosh at the Oshkosh Street/Sawyer Street intersection.

1353 Work Program – FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Travel Demand Model	Use the NE Travel Demand Model to work with WisDOT and local agencies on scenario testing and traffic forecasting. As U.S. Census data becomes available, begin updating the data for the travel demand model.	Data	January – December 2025
	Continue to work with WisDOT and their consultants to initiate the use of the next generation Northeast Region Model.		January – December 2025
	Continue to update the employment data as new development occurs within the MPO and develop traffic forecasts.		January – December 2025
1.2 Data Collection and Model Validation	Continue to use the Miovision cameras at various locations, process the data and use the data to calibrate and validate the model. Work with local government agencies and WisDOT to discuss locations.	Data	Ongoing
1.3 Staff Development	Continue to participate in the Model User Group meetings and possibly work with a consultant to continue to provide training opportunities for staff.	Organizational Capacity	Ongoing

1361 Work Item: Short-Range Street and Highway Planning—Congestion Management Process (CMP)

Objectives: To maintain an ongoing program of traffic operations and highway improvement project assistance that contributes to the safety and improved operation of the street and highway system in the Oshkosh Urbanized Areas.

1361 - Work Program Funding Allocation		
FHWA - PL	\$ 16,800.00	80.0%
WisDOT - PL	\$ 1,020.67	4.86031%
ECWRPC	\$ 3,179.33	15.13969%
Total	\$ 21,000.00	100.0%

1361 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	81
Senior Planner	0
Associate Planner	96
GIS Manager	16
GIS Analyst 1	80
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff continued to work with Brown County on the second phase of the freight intermodal study.
- Staff worked with communities in the Oshkosh MPO on STGB-Urban applications.
- Staff worked with WisDOT to understand allocations for the current STBG-Urban cycle and to discuss funding levels and progress on previously awarded STBG-Urban projects.

1361 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Corridor Studies	Continue to work with local municipalities and WisDOT to conduct corridor studies, including but not limited to CTH A, CTH K / 20th Ave, STH 76 etc.	Planning Support	Ongoing
	Start to develop a roadway urbanization guidebook to assist local communities, as staff capacity allows. A consultant may be necessary to assist in the process.	Plan Document	April – January 2025
1.2 Surface Transportation Block Grant Program	Work with WisDOT and local communities on applications for the Surface Transportation Block Grant Program.	Program Administration	March – October 2025

	Review and score applications; recommend projects for funding awards.	Program Administration	November – December 2025
	Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in STBG projects and scheduling of projects.	Organizational Collaboration	
1.3 Carbon Reduction Program	Work with WisDOT and local communities on applications for Carbon Reduction Program.	Program Admin	January-December 2025
	Review and score applications; recommend projects for funding awards.		
	Meet with WisDOT NE Region and WisDOT Central office staff quarterly to discuss progress or delays in Carbon Reduction projects and scheduling of projects.	Organizational Collaboration	January – December 2025
1.4 Community Support and Technical Assistance	Update the Capital Improvement Program (CIP) datasets for communities in the Oshkosh MPO on a project-based basis.	Data Collection	September-December 2025
	Continue to work with WisDOT and local partner organizations to conduct traffic counts with the Miovision cameras; analyze the data to put into the travel demand model, as applicable.	Planning Support	
1.5 GIS Analysis and Data Visualization	Continue to develop, implement, and monitor performance measures and targets.	Data Collection	Ongoing
	GIS staff will support the Freight Intermodal Study through conducting an analysis	Data Collection	January – December 2025
1.6 Freight Intermodal Study	Continue to work with Green Bay MPO, WisDOT staff, partner organizations, and a consultant on Phase II - Northeast Wisconsin Intermodal Freight Facility study and implementation.	Document	January – December 2025
1.7 Organizational Collaboration and Capacity Building	Continue to collaborate with WisDOT on highway improvement projects within the Oshkosh MPO.	Organizational Collaboration	Ongoing

1362 Work Item: Oshkosh Transportation Improvement Program (TIP)

Objectives: To prepare the annual Transportation Improvement Program (TIP). To prepare a transportation capital improvement program that identifies all projects using federal funding and all other projects that significantly impact the operation of the transportation system. To actively solicit eligible candidate transportation projects from local governments to prioritize and prepare a logical program to efficiently utilize STP-Urban funds and improve the traffic operations on the system. A primary objective of the TIP process is to provide appropriate public notification of TIP requirements and the ability to identify and comment on projects.

1362 - Work Program Funding Allocation		
FHWA - PL	\$ 22,800.00	80.0%
WisDOT - PL	\$ 1,385.19	4.86031%
ECWRPC	\$ 4,314.81	15.13969%
Total	\$ 28,500.00	100.0%

1362 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	0
Principal Planner	32
Senior Planner	0
Associate Planner	193
GIS Manager	16
GIS Analyst 1	32
IT Manager	0
Communications	25
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Completed and processed amendments for the 2024 Transportation Improvement Program for the Oshkosh MPO.
- Developed the Oshkosh Metropolitan Planning Organization Transportation Improvement Program – 2024-2027.

1362 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Transportation Improvement Program	Process 2025-2028 TIP amendments, as requested.	Plan Document	January – December 2025
	Draft and approve the 2026-2029 Transportation Improvement Plan.		April – October 2025
	Demonstrate how the MPO is meeting its FHWA-required performance targets (23 CFR 450.326(d)) and how a performance-based planning and programming process and performance targets drive project selection (23 CFR 450.326(f)).		April – October 2025
	Complete all public participation requirements as outlined in the Public Participation Plan.		January – December 2025

1.2 E-TIP Software	Implementation of e-TIP software for tracking projects within the TIP (possibly hire a consultant for this work).	Program Admin	January – December 2025
1.2 Program Selection Criteria and Monitoring	Work with the MPO Technical Advisory Committee and Policy Board to update the selection criteria for STBG and Carbon Reduction Program projects to update the selection criteria and monitor progress to integrate.	Selection Criteria Document	January – September 2025
	Staff will review quarterly progress reports from WisDOT NE Region staff regarding projects that are programmed in the TIP.	Monitoring	January – December 2025
1.3 Obligated Projects Report	Staff will develop and publish the Obligated Projects Report.	Report Document	January – March 2025 (Required to be published by March 31, 2025)
1.4 GIS Data Analysis and Visualization	Staff to create Illustrative Project survey and map for use in the TIP document.	Survey	April – May 2025
	Update TIP maps.	Maps	April – November 2025
1.5 Staff Development	Staff participation in trainings, webinars, and conferences including topics related to the transportation improvement program, performance measures, and program administration and monitoring, etc.	Capacity Building	January – December 2025

**1363 Work Item: Oshkosh Multi-Modal/Transportation Alternatives Set-Aside Program
(TA Set Aside)**

Objective: To encourage, promote and accommodate walking and wheeling as safe and efficient modes of transportation. ECWRPC will work cooperatively with WisDOT, MPO communities, and stakeholders to provide equitable access to opportunities, alleviate congestion, improve air quality, and increase safety through implementation of bicycle and pedestrian facilities and programming.

1363 - Work Program Funding Allocation		
FHWA - PL	\$ 4,000.00	80.0%
WisDOT - PL	\$ 243.02	4.86031%
ECWRPC	\$ 756.98	15.13969%
Total	\$ 5,000.00	100.0%

1363 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	16
Senior Planner	0
Associate Planner	32
GIS Manager	0
GIS Analyst 1	16
IT Manager	0
Communications	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Coordinated and held Appleton and Oshkosh MPO Bicycle and Pedestrian Committee meetings.
- Staff met with Wisconsin Department of Human Services and local partners to discuss the State Physical Activity Grant.
- Staff participated in the Designing for Pedestrian Safety course.

1363 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Meetings	Continue to host regular bicycle and pedestrian advisory committee meetings.	Organizational Collaboration	January – December 2025
*1.2 Transportation Alternatives Set-aside Program	Continue to meet with WisDOT on a quarterly basis to discuss projects, project budgets, and scheduling.	Program Admin	January – December 2025
	Continue to support communities awarded TA Set-aside funding with their projects	Planning Support	January-December 2025

	Meet with communities and review draft applications for the 2026-2030 TA Set-aside program.	Planning Support	June-October 2025
Community Support and General Planning Services Assistance	Provide planning-level services to communities regarding active transportation projects, including participating in bicycle and pedestrian advisory committees, providing research and support on best practices, etc.	Planning Support	January – December 2025
1.8 GIS Analysis and Data Visualization	Continue to update multimodal infrastructure and information in the Transportation Hub.	Data Collection	Ongoing

1364 Work Item: Transit and Specialized Transportation Development and Coordination/Safety and Security

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Oshkosh Urbanized Areas.

1364 - Work Program Funding Allocation		
FHWA - PL	\$ 5,200.00	80.0%
WisDOT - PL	\$ 315.92	4.86031%
ECWRPC	\$ 984.08	15.13969%
Total	\$ 6,500.00	100.0%

1364 - Staff Allocations	
Position	Hours
MPO Director	0
Deputy Director	0
Principal Planner	32
Senior Planner	0
Associate Planner	48
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Worked with GO Transit and their consultant to update and adopt the GO Transit (City of Oshkosh) Transit Development Plan.
- Worked with GO Transit on a paratransit study to improve paratransit services.

1364 Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 GO Transit	*Support GO Transit in implementing their Transit Development Plan (TDP) recommendations	Planning Support	January – December 2025
	Provide GO Transit staff with planning-based assistance relating to transit projects and programs.	Planning Support	As Needed
	Continue to work with GO Transit regarding performance measures and targets.	Planning Support	Ongoing
1.2 Organizational Collaboration and Capacity Building	Continue working with WisDOT, FTA, GO Transit and GO Transit to implement the planning requirements for coordination in the Oshkosh MPO for funding as prescribed by the Bipartisan Infrastructure Law.	Organizational Collaboration	Ongoing
	Work with public transportation agencies, FTA and WisDOT to monitor options for intercity transportation initiatives along the I-	Organizational Collaboration	Ongoing

	41 corridor (replaces Commuter Service Study).		
	Continue to coordinate with Winnebago Catch a Ride within the Oshkosh MPO.	Organizational Collaboration	Ongoing
1.3 Staff Development	Staff participation in trainings, webinars, and conferences including topics related to improving transit ridership, transit-oriented development, and specialized transportation, etc.	Capacity Building	January – December 2025

1365F Work Item: FTA SATO

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Oshkosh Urbanized Areas.

1365F - Work Program Funding Allocation		
FTA	\$ 45,108.03	100.0%

1365F - Staff Allocations	
Position	Hours
Principal Planner	32
Deputy Director	16
Senior Planner	50
Associate Planner	322
GIS Manager	62
GIS Analyst 1	128
IT Manager	0
Communications	50
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Started to plan for Trail Summit 2.0.

1365F Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Community Support, Planning, Planning Assistance, and Collaboration	Start the update process for the Oshkosh MPO Bicycle and Pedestrian Plan.	Document	September – December 2025
	Support communities with bicycle and pedestrian wayfinding signage.	Planning Support	Ongoing
	Continue to plan for and host Trail Summit 2.0.	Trail Summit	January – March 2025
	Work with partners and communities to advance the discussions, findings, and recommendations from Trail Summit 2.0, including any follow-up events.	Document	March – December 2025
	Update the Complete Streets policy for the Oshkosh MPO.	Document	April – November 2025
	Continue to implement recommendations in the Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Plan, including conducting a bikeshare study and creating an interactive trails app.	Planning Support	Ongoing
	Conduct counts on the local bicycle and pedestrian network.	Data	April – October 2025

	Continue to develop a Complete Streets Guidebook for communities to reference in their roadway projects, and work with communities to implement best practices as identified in the guidebook.	Document	January – October 2025
	Continue to provide planning-based support to transit agencies, including support that expands ridership and increases access.	Planning Support	January – December 2025
1.2 GIS and Data Visualization	Conduct a Level of Traffic Stress (LTS) analysis for bicyclists and pedestrians to identify streets that work well and areas in need of improvement (possibly hire a consultant to complete this work).	Data	January – November 2025
	Continue to maintain ongoing inventory and analysis of existing bicycle routes and usage, destinations, road conditions and other hazards, and crash data.	Data	Ongoing
	*Incorporate user/use data into trail mapping, specificity related to whether trails are bicycle only, pedestrian only, or mixed-use trails.	Data	Ongoing
	*Explore incorporating the Wisconsin Initiative on Climate Change Impacts (WICCI) Assessment Report and other environmental health data into active transportation planning.	Data	February – December 2025
1.3 Housing, Transit-Oriented Development, and Land Use Planning to Promote Safe and Accessible Transportation Options	Assess the benefits of transit-oriented design and/or economic development opportunities within the context of public transportation usage, exploring best practices/collaboration to incorporate bicycle and pedestrian safety into land use planning.	Data and Document	Ongoing
	Update fact sheets for communities to reference regarding best practices for multimodal design.	Document	June – October 2025
	Develop an ADA Transition Plan for the Oshkosh MPO.	Document	October – December 2025
	Continue to support GO Transit in implementing recommendations from the paratransit service study, which was conducted in 2024.	Organizational Collaboration	January – December 2025

1365S Work Item: FHWA 2.5% SATO

Objective: To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Oshkosh Urbanized Areas.

1365S - Work Program Funding Allocation		
FHWA 2.5% SATO	\$ 3,804.58	100.0%

1365S - Staff Allocations	
Position	Hours
MPO Director	0
Associate Planner	32
GIS Manager	0
GIS Analyst 1	16
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed and produced an Active Transportation and Health Equity Report.

1325S Work Program—FY 2025 Schedule of Activities & Work Products			
	Description	End Product	Completion Date
1.1 Active Transportation and Health and Equity Report	Develop Active Transportation and Health Equity Report, which examines where active transportation investments are being made and the health and equity impacts of these investments in the MPO.	Report Document	July – December 2025
	Explore digitizing information for the Active Transportation and Health Equity Report into a storymap	Storymap	July – December 2025

Oshkosh Metropolitan Planning Organization 2025 Meeting Schedule			
Date	Time	Tentative Primary Meeting Subjects	Committee
Tuesday, January 28	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, February 13	3:00 p.m.	PEAs, MTP, TIP	TAC
Thursday, February 13	5:00 p.m.	PEAs, MTP, TIP	PB
Thursday, April 10	3:00 p.m.	Performance measures, MTP, special projects	TAC
Thursday, April 10	5:00 p.m.	Performance measures, MTP, special projects	PB
Tuesday, April 22	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, June 12	3:00 p.m.	Performance measures, TIP, MTP, formula-based funding programs, UPWP discussion, special projects	TC
Thursday, June 12	5:00 p.m.	Performance measures, TIP, MTP, formula-based funding programs, UPWP discussion, special projects	PB
Tuesday, July 22	9:00 a.m.	Wisconsin MPO Quarterly Directors Meeting	MPO Staff
Thursday, August 14	3:00 p.m.	MTP draft review and discussion, TIP draft review and discussion, formula-based funding discussion, performance measures	TAC
Thursday, August 14	5:00 p.m.	MTP draft review and discussion, TIP draft review and discussion, formula-based funding discussion, performance measures	PB
TBD August/September	Multiday	MPO/WisDOT/FHWA/RPC Conference	Staff
Thursday, October 9	3:00 p.m.	UPWP approval, TIP approval, MTP approval, formula-based funding	TAC
Thursday, October 9	5:00 p.m.	UPWP approval, TIP approval, MTP approval, formula-based funding	PB
Thursday, December 4	3:00 p.m.	MTP implementation, formula-based funding corridor/major studies	TAC
Thursday, December 4	5:00 p.m.	MTP implementation, formula-based funding, corridor/major studies	PB

Updated: September 2024

*Policy Board - Policy Board (PB)
 Technical Advisory Committee (TAC)
 Metropolitan Transportation Plan (MTP)
 Planning Emphasis Areas (PEAs)
 Transportation Improvement Program (TIP)*

SECTION 5.5 – METROPOLITAN PLANNING FACTORS FOR OSHKOSH MPO – 2025

The Federal Transportation Bill, Bipartisan Infrastructure Law (BIL), continues the planning factors from previous federal bills, Fixing America’s Surface Transportation (FAST) Act, MAP-21 and SAFETEA-LU. Planning factors are to be considered by Metropolitan Planning Organizations (MPOs) when developing and implementing transportation plans and programs. This year’s Unified Planning Work Program activities will continue to consider the following ten planning factors:

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life; and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Metropolitan Planning Organizations (MPOs) are required to consider ten (10) broad planning factors in the development of transportation plans and programs. The following matrix illustrates the major 2025 MPO work program elements and how the metropolitan planning factors will be addressed within each project.

Table 13: Metropolitan Planning Factors to be Considered in the 2025 UPWP for the Oshkosh MPO

Work Program Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1351 Program Support and Administration for Oshkosh MPO										
2026 Planning Work Program	X	X	X	X	X	X	X	X	X	X
Administration	X			X	X	X	X			
1352 - Oshkosh Long Range Transportation/Land Use Major Updates										
Public Participation Process	X			X	X	X				
Long Range Transportation Plan Development and Implementation	X	X	X	X	X	X	X	X	X	X
Transportation Planning GIS Data and Analysis	X				X	X	X	X	X	X
Implement Environmental Justice/Equity	X	X	X	X	X	X	X	X	X	X
Update functional classification	X				X	X			X	
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Infill Development Study and Analysis of Transportation Network	X	X	X	X	X	X	X	X	X	X
Housing Coordination	X	X	X	X	X	X	X	X	X	X
Public Health and Transportation Coordination	X	X	X	X	X	X	X	X	X	X
1353 - Northeast Region Travel Demand Model Improvement Program										
Travel Forecasting Modeling	X	X	X	X	X	X	X	X	X	X
Modeling Assistance to local communities and agencies (including WisDOT)	X	X	X	X	X	X	X	X	X	X
1361 - Short Range Street and Highway Planning - Congestion Management Process (CMP)										
Corridor Studies (i.e. CTH KK, STH 47, etc.)	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures and targets	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
Update and Implement the Congestion Management Plan	X	X	X	X	X	X	X	X	X	X
1362 - Oshkosh Transportation Improvement Program (TIP)										
Annual Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Implementation and Monitoring of TIP Projects	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Enhancing the selection criteria and a performance-based selection process for STBG, Carbon Reduction, and TA Set-aside	X		X		X		X	X	X	
1363 - Oshkosh Multi-Modal/Transportation Alternatives Program										
Bicycle and Pedestrian Program, Policy and Infrastructure Implementation	X	X	X	X	X	X	X	X	X	X
Implementation and monitoring of performance measures	X	X	X	X	X	X	X	X	X	
Planning Assistance to Communities and Agencies (including WisDOT)	X			X	X	X	X			
1364 - Transit and Specialized Transportation Development and Coordination/Safety and Security										

Support in implementation of Transit Development Plan	X	X	X	X	X	X	X	X	X	X
Planning Support/Special Transit Studies	X	X	X	X	X	X	X	X	X	
1365F – Safe and Accessible Transportation Options—FTA										
Bicycle and Pedestrian Planning	X	X	X	X	X	X	X		X	X
Transit Planning	X	X	X	X	X	X	X	X	X	
Housing, TOD, and Land Use Planning	X	X	X	X	X	X	X	X	X	X
1365S – Safe and Accessible Transportation Options—FHWA										
Active Transportation and Health Equity Report		X	X	X	X	X				X

SECTION 5.6 –OSHKOSH MPO SELF-CERTIFICATION

The East Central Wisconsin Regional Planning Commission as the Policy Board for the Oshkosh MPO is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal funding must adhere to the requirements listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart. These citations summarize the metropolitan planning organization requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Land Use Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements approved metropolitan area boundaries, and annual listings of obligated projects.

MPO: The MPO complies with this requirement because it currently has an approved TIP, Long-Range Transportation Land Use Plan, Bicycle and Pedestrian Plan, a Unified Planning Work Program and a Public Participation Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S. C. 7504, 7506 (c) and (d)) and 40 CFR Part 93. State and local transportation officials take part in 3C planning process to determine which planning elements will be implemented to improve air quality.

Oshkosh MPO Compliance: This requirement does not currently apply to the Oshkosh MPO because it is not within a non-attainment or maintenance area.

(3) Title VI of Civil Rights Act of 1964, as amended (42 U.S. C. 20000d-1) and 49 CFR Part 21. Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color or national origin.

Oshkosh MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.

Oshkosh MPO: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023..

(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.

Oshkosh MPO Compliance: The Oshkosh MPO will follow WisDOT's DBE policy if outside contracts are hired to complete MPO projects using federal MPO planning funds.

(6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.

Oshkosh MPO Compliance: This requirement does not directly apply to Oshkosh MPO because it is not involved in federal and federal-aid highway construction contracts. However, the MPO follows East Central Wisconsin Regional Planning Commission's equal employment opportunity policy because the Oshkosh MPO is housed within the East Central Wisconsin Regional Planning Commission.

(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, 38. Programs and activities funded with federal dollars are prohibited from discrimination based on disability.

Oshkosh MPO Compliance: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.

Oshkosh MPO: The MPO complies with this requirement though the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.

Oshkosh MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

Oshkosh MPO Compliance: The MPO complies with this requirement through the policies identified in the Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the East Central Wisconsin Regional Planning Commission Board on October 27, 2017. The Title VI Plan updated was approved in 2020, and was again updated and approved on October 27, 2023.



SECTION 6

REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

SECTION 6: REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

SECTION 6.1—1380 MAJOR WORK PROGRAM ELEMENT: REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

Program Objective: East Central Staff collaborates with local stakeholders, including law enforcement, health professionals, planners, school district staff, and bicycle advocates on the development and implementation of the Regional Safe Routes to School (SRTS) program. The mission of the program is to engage and empower schools and communities to foster healthy lifestyles through environmental changes and safe walking and bicycling. Program objectives are outlined in the five-year strategic plan, which is developed by the SRTS staff and local partners. Core priorities of the program include: Partnerships and planning, events and programs, communications, youth engagement, and evidence-based practice and research.

To accomplish these objectives, Safe Routes to School staff will work with schools in the East Central Region to develop local SRTS Action Plans, incorporate bicycle and pedestrian safety education into the classroom, and promote active transportation as a safe, convenient, and accessible way to get to and from school. Staff will continue to build and strengthen school and community partnerships and expand program offerings. Staff will also provide educational resources, incentives, and assist with activities related to International Walk to School Day, Winter Walk Month, Bike Safety Month, Project RADAR, Walking School Bus Programs, Frequent Walker Programs, and Youth Engagement Programs. Communication materials on walking and bicycling safety will be shared with local stakeholders and staff will provide hands on education in schools and at community events.

1380 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 420,062.16	80.0%
ECWRPC	\$ 105,015.54	20.0%
Total	\$ 525,077.70	100.0%

1380 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	16
Senior Planner	1595
Associate Planner	3335
GIS Manager	47
GIS Analyst 1	435
IT Manager	0
Communications	77
Controller	14
Administrative Coordinator	36

FY 2024 Major Accomplishments

- Strengthened partnerships in Neenah, Little Chute, Gresham, and Shawano.
- Assisted local communities and school districts with SRTS Events including International Walk to School Day (65 schools participated), Winter Walk to School Month (42 schools participated), and Bike to School Day (62 schools participated).
- 49 schools participated in the educational campaign, “Child Safety starts with you #ActLikeIT”

- Worked with local school districts on developing local SRTS Action Plans including, task force meetings, gathering parent and student surveys, and conducting bike and walk audits.
- Provided Bike Safety Education in classroom settings to over 600 students.
- Staff participated in 12 community events including the Fond du Lac Bike Rodeo, Appleton Bike Rodeo, and National Night Out.
- Worked with a consultant to study how the built environment affects active transportation to and from schools.
- Worked with a consultant to create bike safety education videos.
- Staff were invited to be a part of the new Wisconsin Teen Driving Workgroup
- Staff attended the Safe Routes Partnership National Conference and Lifesavers Conference.
- Staff taught a week-long bike safety class during Menasha Summer School Program in August.

1380 Work Program – FY 2025 Schedule of Activities & Work Products		
	Description	Completion Date
1.1	Promote the “Safe Routes Together” educational campaign.	Ongoing
1.2	Collaborate with schools and communities to support walking and bicycling for students of all abilities.	Ongoing
1.3	Work with local communities and school districts to: <ul style="list-style-type: none"> • Start and sustain a SRTS program • Develop SRTS Local Action Plans for school districts that express interest • Provide technical assistance as needed. 	Ongoing
1.4	Provide educational resources, incentives, and support for schools participating in events and programs.	Ongoing
1.5	Look for staff development opportunities to continually provide learning opportunities on evidence-based research and best practices.	Ongoing
1.6	Work with Regional Planning Commissions and WisDOT on best practices to ensure our combined skills deliver the most value in our programs.	Ongoing
1.7	Continue to work with a consultant to develop a pedestrian and bicycle safety assembly.	Spring '25
1.8	Continue to work with a consultant on the Built environment and active transportation to and from schools’ study	Spring '25

Table 14: Regional Safe Routes to School Funding

		WisDOT/FHWA - TAP			MPO/Local	
		Budget	Dollars	%	Dollars	%
1380	Regional Safe Routes to School Funding (TAP)					
1381	Program Administration/Support	\$ 385,913.20	\$ 308,730.56	80.0%	\$ 77,182.64	20.0%
1383	Events and Programs	\$ 106,835.27	\$ 85,468.22	80.0%	\$ 21,367.05	20.0%
1384	Communication and Education Materials	\$ 17,790.14	\$ 14,232.11	80.0%	\$ 3,558.03	20.0%
1386	Youth Engagement Program	\$ 9,744.98	\$ 7,795.98	80.0%	\$ 1,949.00	20.0%
1390	Workshops	\$ 335.01	\$ 268.01	80.0%	\$ 67.00	20.0%
1391	Evidence Based Practices and Research	\$ 4,459.10	\$ 3,567.28	80.0%	\$ 891.82	20.0%
	Total Regional Safe Routes to School Program	\$ 525,077.70	\$ 420,062.16	80.0%	\$ 105,015.54	20.0%

1381 Work Item: Regional Safe Routes to School and Local Plan Development and Implementation

Objectives: To work with regional stakeholders and WisDOT in the development and implementation of the Regional SRTS Program. Staff will provide guidance, resources, and support to local SRTS programs in implementing the six E’s of Safe Routes to School: education, encouragement, engagement, engineering, evaluation, and equity.

1381 - Work Program Funding Allocation		
WisDOT/FHWA – TAP	\$ 308,730.56	80.0%
ECWRPC	\$ 77,182.64	20.0%
Total	\$ 385,913.20	100.0%

1381 - Staff Allocations	
Position	Hours
MPO Director	16
Deputy Director	16
Principal Planner	0
Senior Planner	1498
Associate Planner	3109
GIS Manager	47
GIS Analyst 1	435
IT Manager	0
Communications	64
Controller	14
Administrative Coordinator	36

FY 2024 Major Accomplishments

- Developed Local Safe Routes to School Action Plans for Shawano School District and Little Chute Area School District.
- Provided support and resources to communities and school districts as infrastructure changes were proposed.
- Worked with Traffic Analysis and Design Inc. to start studying how the built environment is affecting active transportation to and from schools.

1381 Work Program—FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Coordinate and develop the Regional Safe Routes to School program; Support over 24 local SRTS Coalitions and 100 schools with their SRTS programs.	Ongoing
1.2	Continue to provide educational resources and support to schools for all Safe Routes to School Programs: <ul style="list-style-type: none"> • Walking School Bus/Bike Train programs; 	Ongoing

	<ul style="list-style-type: none"> • Frequent Walker programs; • Golden Sneaker programs; • Project RADAR program; • Teen Driving program; • One day events; • Curriculums. 	
1.3	Build partnerships with high schools and local organizations to enhance and expand the Regional SRTS Program.	Ongoing
1.4	Continue to update the Regional SRTS database with schools and demographic information.	Ongoing
1.5	Continue to work with Traffic Analysis & Design Inc. to complete the built environment and active transportation to and from schools' study.	May '25
1.6	Work with Neenah School District and Kaukauna School District to create and/or update SRTS Action Plans.	January '25- August '25
1.7	Work with staff to develop new programs and expand existing programs.	December '25

1383 Work Item: Regional Safe Routes to School Events and Programs

Objectives: To work with local communities and school districts to educate and encourage students to walk and bicycle safely through events and programs hosted by the schools. Provide incentives and support for walking and bicycling events and programs.

1383 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 85,468.22	80.0%
ECWRPC	\$ 21,367.05	20.0%
Total	\$ 106,835.27	100.0%

1383 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	32
Associate Planner	80
GIS Manager	0
GIS Analyst 1	306
IT Manager	0
Communications	13
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Worked with communities and schools for their International Walk to School Day events, Winter Walk to School Month, Bike Safety Month activities, Frequent Walker Program, and their Walking School Bus programs.
- Supported local communities in their bike rodeo events: Appleton- 3; Fond du Lac-1; Menasha- 1; Gresham-1.
- Attended community events in Sherwood- 1; Menasha- 2; Fox Crossing-1 Neenah-1.
- Worked with two School Districts to start Bicycle Trains.
- Received grant funding from Fox Cities Greenways for the purchase of new bikes for the bicycle fleet.

1383 Work Program – FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Work with local communities and school districts to assist and provide support with their: <ul style="list-style-type: none"> • Back to school night activities; • Promoting walking and biking; • Walk to School Day events; • Winter Walk to School month; 	Ongoing

	<ul style="list-style-type: none"> • Bike Safety Day/month activities; • Frequent Walker Program; • Walking School Bus/ Bike Train Program; • Golden Sneaker Challenge; • Bike Rodeos. 	
1.2	Continue to promote our Walking School Bus and Frequent Walker programs to encourage more schools to participate.	Ongoing
1.3	Work with partner organizations to develop and participate in events focused on Pedestrian and Bicycle Safety.	Ongoing
1.4	Support schools in bicycle and pedestrian safety education through the implementation of curriculum, school presentations and assemblies, and rodeos.	Ongoing
1.5	Develop one guidebook/resource that can be used for both Walk to School Day and Bike to School Day events.	January '25
1.6	Continue to work with a consultant to create bike and pedestrian safety videos for assemblies.	May '25
1.7	Purchase materials needed for bike safety presentations.	September '25

1384 Work Item: Communications and Educational Materials

Objectives: To promote walking and bicycling events and programs through branded materials and increased media relations. Support regional partners by providing turnkey communication and educational materials.

1384 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 14,232.11	80.0%
ECWRPC	\$ 3,558.03	20.0%
Total	\$ 17,790.14	100.0%

1384 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Developed radio ads for Walk to School Day and Bike to School Day.
- Created educational messaging and materials for the “Safe Routes Together” campaign.
- Continually updated website.
- Translated Walking School Bus materials in Spanish, Hmong, and Swahili.
- Updated parent resources and handouts.

1384 Work Program – FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Continue to work with school districts and community partners to strengthen relationships and share success stories/impact of work.	Ongoing
1.2	Develop news releases, impact reports, and newsletters to increase awareness of our programs and efforts in the region.	Ongoing
1.3	Update educational materials for schools and local SRTS partner organizations.	Ongoing
1.4	Share monthly educational campaign messages and quarterly newsletters with participating schools.	January '25
1.5	Get Canva Pro subscription for SRTS staff.	January '25

1386 Work Item: Youth Engagement Program

Objectives: To work with schools and community partners to provide hands on education on bike, pedestrian, and school zone safety.

1386 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 7,795.98	80.0%
ECWRPC	\$ 1,949.00	20.0%
Total	\$ 9,744.98	100.0%

1386 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	32
Associate Planner	112
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff worked with students to provide bicycle safety education and hands on experience at a series of bike rodeo events at Omro Middle School, Highlands Elementary School, Gegan Elementary School, Spring Road Elementary School, Gresham Elementary/Middle School and Menasha Summer School Program.
- Staff attended school events at Highlands Elementary School, Horizons Elementary School, Jefferson Elementary School, Read Elementary School, and Badger Elementary School.
- Donated Bicycle Fleet bikes to Omro Middle School Bike Shop for students to repair.

1386 Work Program – FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Expand the reach of the bike and pedestrian safety program utilizing branded bike and pedestrian safety videos for elementary age students.	Ongoing
1.2	Develop Bicycle and Pedestrian Myths curriculum and activities to use with middle school and high school age students.	Ongoing
1.3	Engage and partner with summer programs to provide bike safety education and increase reach.	Ongoing
1.4	Partner with Thedacare for FOCUS Teen Driving Program	October '25

1390 Work Item: Workshops

Objectives: To continue to attend and provide educational workshops and trainings on various topics related to the Regional Safe Routes to School Program.

1390 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 268.01	80.0%
ECWRPC	\$ 67.00	20.0%
Total	\$ 335.01	100.0%

1390- Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Staff attended trainings at Lifesavers Conference and the Safe Routes Conference.
- Staff presented a Poster Project at the National Safe Routes Conference on Project RADAR.

1390 Work Program – FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Look for opportunities for staff to attend trainings, webinars, and local conferences including topics related to Safe Routes to School.	Ongoing

1391 Work Item: Evidence Based Practices and Research

Objectives: To apply the data, research findings and technical knowledge in order to make the best planning decisions and investments.

1391 - Work Program Funding Allocation		
WisDOT/FHWA - TAP	\$ 3,567.28	80.0%
ECWRPC	\$ 891.82	20.0%
Total	\$ 4,459.10	100.0%

1391 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Senior Planner	32
Associate Planner	32
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

FY 2024 Major Accomplishments

- Worked with Appleton Area School District and Outagamie County Sheriff to develop set criteria for evaluating/determining Unusually Hazardous Busing Routes.
- Worked with Kimberly Area School District to evaluate roundabout crossing at Sunrise Elementary School.
- Worked with Neenah Joint School District to complete a Crossing Guard Analysis around the Middle School and Horace Mann Elementary School.

1391 Work Program – FY 2025 Schedule of Activities & Work Products		
Description		Completion Date
1.1	Work with schools and communities to provide technical assistance and evaluation as needs arise.	Ongoing
1.2	Provide guidance and training on relevant Safe Routes to School programming and best practices to area school champions as they express interest.	Ongoing
1.3	Use data, information, research, and evaluation to promote and improve active transportation to and from schools in our region	Ongoing



SECTION 7

FTA PLANNING STUDIES (5303 AND 5304 FUNDING)

Table 14: FTA Special Studies - 2025

		FTA			WisDOT		City of Oshkosh	
		Budget	Dollars	%	Dollars	%	Dollars	%
	GO Transit - Transit Development Plan							
2465	Valley Transit – Transit Development Plan	\$200,000.00	\$160,000.00	80.0%	\$ -	0.0%	\$40,000.00	20.0%
	Total Program	\$ 200,000.00	\$ 160,000.00	80.0%	\$ -	0.0%	\$ 40,000.00	20.0%

*This project was not assigned a project identification number, as there will not be MPO staff time or matching funds on this project from the Commission. Funds will remain solely within GO Transit’s budget.

**Section 6.1 -
Work Item: Valley Transit – Transit Development Plan Update**

Objectives: Work with Valley Transit and a consultant to update the Transit Development Plan.

2465 Work Program Funding Allocation		
FTA (5304)	\$ 160,000.00	80.00%
Local Match	\$ 40,000 .00	20.00%
Total	\$ 200,000.00	100%

2465 - Staff Allocations	
Position	Hours
MPO Director	0
Principal Planner	0
Associate Planner	0
GIS Manager	0
GIS Analyst 1	0
IT Manager	0
Controller	0
Administrative Coordinator	0

2465 Work Program—FY 2025 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Select and hire consultant	January – March 2025
1.2 Work with consultant on deliverables related to the contract, including the following: <ul style="list-style-type: none"> • Data collection and review of ridership • Public outreach and participation • Transit service planning • Development of Transit Development Plan 	March – December 2025

Funding for this project will only be used for consultant fees. East Central staff time to administer these funds are reflected in 1324.



APPENDIX A

TITLE VI PROGRAM SPECIFIC GUIDANCE FOR METROPOLITAN TRANSPORTATION PLANNING ORGANIZATIONS/REVIEW

**2024 EQUITY AND OPPORTUNITY
ANNUAL REPORT:
APPLETON AND OSHKOSH MPOS
EAST CENTRAL WISCONSIN REGIONAL
PLANNING COMMISSION**

TITLE VI

October 2024

Prepared by the:

East Central Wisconsin Regional Planning Commission (ECWRPC)

TITLE VI NOTICE TO THE PUBLIC

Notice of Nondiscrimination

East Central Wisconsin Regional Planning Commission

- ✓ East Central Wisconsin Regional Planning Commission (ECWRPC) is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by ECWRPC in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with ECWRPC.
- ✓ For more information on ECWRPC's civil rights program, and the procedures to file a complaint, contact 920.751.4770 (for hearing impaired, please use Wisconsin Relay 711 service), email staff@ecwrpc.org, or visit our administrative office at 400 Ahnaip Street, Suite 100, Menasha, WI 54952. For more information, visit www.ecwrpc.org.
- ✓ A complaint may also be filed directly with any of the following:
 - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
 - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov
 - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov
- ✓ If information is needed in another language, contact 920.751.4770.
Si se necesita informacion en otro idioma de contacto, 920.751.4770.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920.751.4770.

ECWRPC BACKGROUND

Demographic and Stakeholder Analysis

The ECWRPC region is made up of ten counties including Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago. Among the ten counties, there is the Appleton, Oshkosh, and Fond du Lac Metropolitan Planning

Organizations (MPO). With a population of over 200,000, the Appleton MPO is also a designated Transportation Management Area.

Procedures by which Mobility Needs for the Minority and Low-Income Populations are Identified

ECWRPC utilizes a number of tools to identify and consider minority and low-income populations throughout the planning process. These tools include U.S. Census data, public outreach, GIS analysis, and school enrollment. ECWRPC works with various advocacy groups and agencies in an effort to improve transportation services for all segments of the population.

TITLE VI

East Central Wisconsin Regional Planning Commission's (ECWRPC) Title VI and Limited English Proficiency Plan, last updated and adopted in October 2023, is intended to assure that no person shall on the grounds of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ECWRPC-sponsored program or activity. A Title VI Non-Discrimination Plan protects anyone intended to be the beneficiary of, applicant for, or participant in a federally-assisted program. ECWRPC assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. ECWRPC's region is made up of the following counties: Outagamie, Winnebago, Calumet, Shawano, Menominee, Waupaca, Waushara, Marquette, Green Lake, and Fond du Lac. ECWRPC is a designated Metropolitan Planning Organization (MPO) for the Appleton and Oshkosh urbanized areas and serves as staff for the Fond du Lac MPO. The Appleton urbanized area, or the MPO, is also a Transportation Management Area (TMA).

ECWRPC will not:

- Deny any protected individual service, financial aid, or benefit under the program or the opportunity to participate as a member of a planning or advisory body
- Restrict a protected individual in the employment of any advantage or privilege enjoyed by others
- Treat protected individuals differently in terms of whether they satisfy admission, eligibility, or membership requirements
- Subject a protected individual to segregation or separate treatment
- Use criteria or methods of administration that have the effect of subjecting individuals to discrimination
- Make decisions in regard to facility location with the purpose or effect of subjecting persons to discrimination
- Discriminate with regard to the routing, scheduling, or quality of transit service
- Use race, color, or national origin as a basis for determining frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes

GENERAL RESPONSIBILITIES

As authorized by ECWRPC, the Title VI Non-Discrimination Plan Coordinator is responsible for initiating, monitoring, and ensuring ECWRPC's compliance with Title VI requirements as follows:

- Administer the Title VI non-discrimination plan program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives
- Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the ECWRPC
- Review written Title VI complaints that may be received by ECWRPC following the adopted procedural guidelines (see Title VI complaint procedure)
- Ensure every effort is made to resolve complaints informally at the local or regional level
- Conduct or facilitate training programs on Title VI issues and regulations for ECWRPC employees, and facilitate Title VI training for appropriate staff and contractors. A summary of training conducted will be reported in the annual update
- Review and update ECWRPC's Title VI non-discrimination plan as needed or required
- Present updated plan to the ECWRPC full Commission for approval
- Prepare an annual report of Title VI accomplishments and changes to the program in the preceding federal fiscal year; identify goals and objectives for the upcoming year as required.
- Work with ECWRPC staff to develop and disseminate Title VI non-discrimination plan information to ECWRPC employees, contractors, subcontractors, consultants, subconsultants, and beneficiaries, as well as the general public. Public dissemination includes beneficiary notice and complaint procedures posted at ECWRPC's office and website. Additional dissemination efforts may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of ECWRPC's Title VI non-discrimination plan policy statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, and meetings in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media. Where appropriate, provide written or verbal information in languages other than English.

AUGUST 2023-JULY 2024 ACTIVITIES

The table below highlights activities that pertain to equity, inclusion, diversity, and opportunity that ECWRPC staff members have participated in or conducted. The table is divided into the following three categories: regularly scheduled meetings (both internal and external), other meetings (both internal and external), and outreach and engagement. The purpose of tracking these events is to determine where we have current relationships, how our staff members have continued to enhance their understanding and knowledge of equity, diversity, and inclusion; and track the success of our outreach and engagement efforts.

EVENT NAME	PROVIDER/ HOST	DATE(S)	TIME	STAFF	DESCRIPTION	ACTIVITY TYPE
Regularly Scheduled Meetings						
Hispanic Interagency Meeting		Monthly	1 hour per meeting	and Brenna Root Whitby	Monthly meetings to discuss issues impacting WI Hispanic community, access to resources, Covid response, housing, employment, language access, health care	Meeting
ESTHER Transit Task Force	ESTHER	Monthly	1.0 hours	Brenna Root Whitby	Monthly meetings to discuss access to transit	Meeting
Fox Valley Thrives Core Team Meeting	Fox Valley Thrives	As Needed	1.5 hours	Brenna Root Whitby and Kim Biederman	Discuss health equity, grant opportunities	Meeting

Northeastern Wisconsin Regional Access to Transportation Committee	ECWRPC and Bay Lake Regional Planning Commission	Oct '23; Jan '24; July '24	1.5 hours	Brenna Root Whitby	Transportation providers, planners, consumers, and stakeholders discuss access to transportation and collaboration	Meeting
Outreach and Engagement						
EV Readiness Public Involvement Meeting	East Central WI RPC, in coordination with SRF Consulting and the City of Oshkosh	December 5, 2023	2 hours	Kim Biederman	Public involvement meeting to hear from community members what they expect from EV infrastructure	Outreach/Engagement
Survey and Website Launch for Connect Fox Cities 2050 and Vision 2050, the Metropolitan Transportation Plan (MTP) for the Appleton (Fox Cities) MPO and Oshkosh MPO, respectively	East Central WI RPC	May 2023	n/a	n/a	Launched an interactive website and survey to gain public feedback on the Metropolitan Transportation Plans	Outreach/Engagement
Oshkosh into the Night Event	East Central WI RPC	May 24, 2024	4 hours	Kim Biederman, Kate Blackburn, Brice Richardson	Public engagement for the MTP	Outreach/Engagement

EV Readiness Public Involvement Meeting	East Central WI RPC, in coordination with SRF Consulting and the City of Oshkosh	May 30, 2024	2 hours	Kim Biederman	Public involvement meeting to hear from community members what they expect from EV infrastructure	Outreach/Engagement
Appleton Farmers Market	East Central WI RPC	July 13, 2024	4 hours	Kim Dieck and Craig Moser	Public engagement for the MTP	Outreach/Engagement
Greenville Farmer's Market	East Central WI RPC	July 17, 2024	4 hours	Kim Biederman and Chris Colla	Public engagement for the MTP	Outreach/Engagement
Oshkosh Farmers Market	East Central WI RPC	July 20, 2024	4.5 hours	Kate Blackburn and Chris Colla	Public engagement for the MTP	Outreach/Engagement

Other activities are highlighted in the Annual Accomplishments section.

TITLE VI COMPLAINTS

Title VI Non-Discrimination Plan Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the ECWRPC may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The ECWRPC investigates complaints received no more than 180 days after the alleged incident. The ECWRPC will process complaints that are complete. Once the complaint is received, ECWRPC Title VI Non-Discrimination Plan Coordinator will review and take the appropriate course of action. The complainant will receive an acknowledgement letter informing her/him that the complaint is being promptly reviewed. ECWRPC has 30 days to investigate the complaint. If more information is needed to resolve the case, the Commission may contact the complainant. The complainant has 20 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the ECWRPC Title VI Non-Discrimination Plan Coordinator can request ECWRPC Steering Committee close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 15 days after the date of the letter or the LOF to do so. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Complaints are recorded in the table below. For the time period of this report, no complaints were received.

TYPE COMPLAINT INVESTIGATION LAWSUIT	DATE (MONTH, DAY, YEAR)	COMPLAINANT'S NAME/ADDRESS	BASIS OF COMPLAINT ¹	SUMMARY COMPLAINT DESCRIPTION	STATUS	ACTION(S) TAKEN/FINAL OUTCOME IF RESOLVED

ANNUAL ACCOMPLISHMENTS

2024 Annual Accomplishments

- Staff utilized the Equitable Engagement Toolkit and Guidebook to guide community engagement efforts for the Metropolitan Transportation Plans (MTP) for Appleton and Oshkosh. This included the following:
 - devising branding for each plan so the plan resonates with community members;
 - creating stakeholder lists for the MTPs;
 - creating a community engagement strategy for each plan; and
 - establishing opportunities and timeframes for public involvement throughout the planning process
- Staff continued to attend monthly meetings of the Hispanic Interagency group.
- Staff continued to examine a variety of equity-based tools and apply equity-based data to planning efforts, including drafting scoring criteria for formula-based funding to include equity.
- Staff has partnered with Outagamie County and other organizations on the College Avenue Corridor project (a NEW Avenue), and ECWRPC led the team through the Equitable Engagement Toolkit and Guidebook. This guidebook will serve as the framework for community engagement.
- Staff worked with county staff and stakeholders to develop Specialized Coordination Transportation Plans for all seven member counties within the region. These plans were

¹ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

adopted in October 2023, and staff have held the first semi-annual meeting with the Keepers of the Plan.

FUTURE GOALS AND OBJECTIVES

- Develop staff trainings to continue to educate the staff on Title VI issues and processes.
- Continue to look for new data sources to better meet the needs of the minority populations as more accurate data will allow us to better map minority populations in comparison to Transportation Improvement Projects.
- Continue to ensure East Central documents include Title VI notices.
- Reach out to external groups to learn more about Title VI issues and share ideas.
- Continue trainings and outreach efforts to connect to the public and share resources.
- Continue asset and network mapping.
- Be intentional in outreach to and engagement with underserved populations and engage them in the transportation planning process through implementing the Equitable Engagement Toolkit and Guidebook.
- Further opportunities for East Central to engage with community and partners.
- Identify ways in which East Central can increase opportunities for equitable participation, including identifying documents that should be translated and providing a phone translation service.
- Continue to use GIS as a tool for furthering equity in the region.
- Incorporate equity as a component in STGB-Urban, Carbon Reduction Program and Transportation Alternatives Set-aside Program selection processes.

ECWRPC TITLE VI NON-DISCRIMINATION PLAN AND LIMITED ENGLISH PROFICIENCY PROGRAM AMENDMENTS

No amendments have been made to the Title VI/LEP that was adopted by the Commission in October 2023.

**2024 EQUITY AND OPPORTUNITY
ANNUAL REPORT:
FOND DU LAC MPO**

TITLE VI

October 2024

Prepared by the:

East Central Wisconsin Regional Planning Commission (ECWRPC)

TITLE VI NOTICE TO THE PUBLIC

Notice of Nondiscrimination

East Central Wisconsin Regional Planning Commission

- ✓ East Central Wisconsin Regional Planning Commission (ECWRPC) is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by ECWRPC in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with ECWRPC.
- ✓ For more information on ECWRPC's civil rights program, and the procedures to file a complaint, contact 920.751.4770 (for hearing impaired, please use Wisconsin Relay 711 service), email staff@ecwrpc.org, or visit our administrative office at 400 Ahnaip Street, Suite 100, Menasha, WI 54952. For more information, visit www.ecwrpc.org.
- ✓ A complaint may also be filed directly with any of the following:
 - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
 - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov
 - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov
- ✓ If information is needed in another language, contact 920.751.4770.
Si se necesita informacion en otro idioma de contacto, 920.751.4770.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920.751.4770.

The ECWRPC's Notice to the Public is posted in the following locations:

- Agency website [www.ecwrpc.org]
- Public areas of the agency office (common area, public meeting rooms, etc.)
- Planning Documents

BACKGROUND

Demographic and Stakeholder Analysis

The Fond du Lac Area Metropolitan Planning Organization (MPO) was formed in late 2002, based on the 2000 Census. The urbanized area of the Fond du Lac MPO includes the City of Fond du Lac, the Village of North Fond du Lac, and portions of the towns Empire, Fond du Lac, Friendship, and Taycheedah. The planning area of the Fond du Lac MPO includes the City of Fond du Lac, the Town of Fond du Lac, the Village of North Fond du Lac, and portions of the towns of Byron, Eden, Empire, Friendship, and Taycheedah. The MPO Policy Board and Technical Advisory Committee were established with representation from these municipalities, along with representation from the Wisconsin Department of Transportation (WisDOT), and the Federal Highway Administration (FHWA). An agreement was made with East Central Wisconsin Regional Planning Commission (ECWRPC) to serve as staff to the MPO. ECWRPC as the staff for the Fond du Lac MPO are responsible for working with the Technical Advisory Committee and the Policy Board on conducting the federally required transportation planning processes.

Procedures by which Mobility Needs for the Minority and Low-Income Populations are Identified

ECWRPC utilizes a number of tools to identify and consider minority and low-income populations throughout the planning process. These tools include U.S Census data, public outreach, GIS analysis, and school enrollment. ECWRPC works with various advocacy groups and agencies in an effort to improve transportation services for all segments of the population.

TITLE VI

Fond du Lac Metropolitan Planning Organization Title VI/ Americans with Disabilities Act and Limited English Proficiency Plan, last updated and adopted in October 2023, is intended to assure that no person shall on the grounds of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ECWRPC-sponsored program or activity. A Title VI Non-Discrimination Plan protects anyone intended to be the beneficiary of, applicant for, or participant in a federally-assisted program. ECWRPC, as staff for the Fond du Lac Metropolitan Planning Organization, assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

ECWRPC will not:

- Deny any protected individual service, financial aid, or benefit under the program or the opportunity to participate as a member of a planning or advisory body
- Restrict a protected individual in the employment of any advantage or privilege enjoyed by others
- Treat protected individuals differently in terms of whether they satisfy admission, eligibility, or membership requirements
- Subject a protected individual to segregation or separate treatment
- Use criteria or methods of administration that have the effect of subjecting individuals to discrimination

- Make decisions in regard to facility location with the purpose or effect of subjecting persons to discrimination

GENERAL RESPONSIBILITIES

As authorized by ECWRPC, the Title VI Non-Discrimination Plan Coordinator is responsible for initiating, monitoring, and ensuring ECWRPC's compliance with Title VI requirements as follows:

- Administer the Title VI non-discrimination plan program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives
- Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the ECWRPC
- Review written Title VI complaints that may be received by ECWRPC following the adopted procedural guidelines (see Title VI complaint procedure)
- Ensure every effort is made to resolve complaints informally at the local or regional level
- Conduct or facilitate training programs on Title VI issues and regulations for ECWRPC employees, and facilitate Title VI training for appropriate staff and contractors. A summary of training conducted will be reported in the annual update
- Review and update ECWRPC's Title VI non-discrimination plan as needed or required
- Present updated plan to the ECWRPC full Commission for approval
- Prepare an annual report of Title VI accomplishments and changes to the program in the preceding federal fiscal year; identify goals and objectives for the upcoming year as required.
- Work with ECWRPC staff to develop and disseminate Title VI non-discrimination plan information to ECWRPC employees, contractors, subcontractors, consultants, subconsultants, and beneficiaries, as well as the general public. Public dissemination includes beneficiary notice and complaint procedures posted at ECWRPC's office and website. Additional dissemination efforts may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of ECWRPC's Title VI non-discrimination plan policy statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, and meetings in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media. Where appropriate, provide written or verbal information in languages other than English.

AUGUST 2023 - JULY 2024 ACTIVITIES

The table below highlights activities that pertain to equity, inclusion, diversity, and opportunity that ECWRPC staff members have participated in or conducted. The table is divided into the following three categories: regularly scheduled meetings (both internal and external), other meetings (both internal and external), and outreach and engagement. The purpose of tracking these events is to determine where we have current relationships, how our staff members have continued to enhance their understanding and knowledge of equity, diversity, and inclusion, and to track the success of our outreach and engagement efforts. Other activities are highlighted in the Annual Accomplishments section.

EVENT NAME	PROVIDER/ HOST	DATE(S)	TIME	STAFF	DESCRIPTION	ACTIVITY TYPE
Regularly Scheduled Meetings						
Hispanic Interagency Meeting	Casa Hispana	Monthly	1.5 hours	Brenna Root Whitby and Jennie Mayer	Monthly meetings to discuss issues impacting WI Hispanic community, access to resources, transportation, housing, employment, language access, health care	Meeting
Northeastern Wisconsin Regional Access to Transportation Committee	ECWRPC and Bay Lake Regional Planning Commission	Oct '23; Jan '24; July '24	1.5 hours	Brenna Root Whitby	Transportation providers, planners, consumers, and stakeholders discuss access to transportation and collaboration	Meeting
Outreach and Engagement						
Fond du Lac MPO Bicycle and Pedestrian Plan Advisory Committee	ECWRPC and City of Fond du Lac	August 29,2023; October 31, 2023, January 30,2024	2 hours	Brenna Root Whitby, Kim Biedermann, Jennie Mayer, Rachel Roth	Guidance to ECWRPC staff on creation of Bicycle and Pedestrian Plan	Advisory Committee Engagement
Fond du Lac MPO Bicycle and Pedestrian Plan Online Platform and Dashboard and Survey	ECWRPC and City of Fond du Lac	Summer and Fall 2023		Brenna Root Whitby, Kim Biedermann, Jennie Mayer, Rachel Roth	Community Survey	Community Outreach and Engagement

Fond du Lac Night Market	ECWRPC	August 24, 2023	4 hours	Brenna Root Whitby and Kim Biedermann	Outreach related to Bicycle and Pedestrian Plan development	Community Outreach and Engagement
Fond du Lac County Specialized Transportation Coordinated Plan	ECWRPC and Fond du Lac County	September 7, 2023	2 hours	Brenna Root Whitby, Chris Colla, Craig Moser	Onsite facilitation for community meeting related to development of the specialized coordinated transportation plan	Community Outreach and Engagement
Stakeholder Meeting	ECWRPC	October 4, 2023	1 hour	Brenna Root Whitby, Kim Biedermann, Jennie Mayer, Rachel Roth	Communication and input into Bicycle and Pedestrian Plan from Village of North Fond du Lac	Community Outreach and Engagement
Presentation	ECWRPC	October 9, 2023	1.5 hours	Brenna Root Whitby and Rachel Roth	Communication and input into Bicycle and Pedestrian Plan from ParkWatch Fond du Lac	Community Outreach and Engagement
Stakeholder Meeting	ECWRPC	October 31, 2023	1.5 hours	Brenna Root Whitby, Kim Biedermann, Jennie Mayer, Rachel Roth	Communication and input into Bicycle and Pedestrian Plan from Fond du Lac Area Transit staff	Community Outreach and Engagement
Fond du Lac Farmers Market	ECWRPC	July 13, 2024	??	Brice Richardson and Kate Blackburn	Outreach related to Metropolitan Transportation Plan development	Community Outreach and Engagement
Metropolitan Transportation Plan Online Platform and Dashboard and Survey	ECWRPC	Summer – Fall 2024		Brice Richardson and Rachel Roth	Community Survey	Community Outreach and Engagement

TITLE VI COMPLAINTS

Title VI Non-Discrimination Plan Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the ECWRPC may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The ECWRPC investigates complaints received no more than 180 days after the alleged incident. The ECWRPC will process complaints that are complete. Once the complaint is received, ECWRPC Title VI Non-Discrimination Plan Coordinator will review and take the appropriate course of action. The complainant will receive an acknowledgement letter informing her/him that the complaint is being promptly reviewed. ECWRPC has 30 days to investigate the complaint. If more information is needed to resolve the case, the Commission may contact the complainant. The complainant has 20 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the ECWRPC Title VI Non-Discrimination Plan Coordinator can request ECWRPC Steering Committee close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 15 days after the date of the letter or the LOF to do so. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Complaints are recorded in the table below. For the time period of this report, no complaints were received.

TYPE COMPLAINT INVESTIGATION LAWSUIT	DATE (MONTH, DAY, YEAR)	COMPLAINANT'S NAME/ADDRESS	BASIS OF COMPLAINT ¹	SUMMARY COMPLAINT DESCRIPTION	STATUS	ACTION(S) TAKEN/FINAL OUTCOME IF RESOLVED

¹ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

ANNUAL ACCOMPLISHMENTS

2024 Annual Accomplishments

- Staff updated the Public Participation Plan for the Fond du Lac MPO. The plan was adopted in October 2023.
- Staff updated the Fond du Lac MPO Title VI Nondiscrimination Program and Limited-English Proficiency (LEP) Plan. The plan was adopted in October 2023.
- Staff leads were assigned to each Metropolitan Planning Organization within the East Central Wisconsin Regional Planning Commission at the beginning of 2024.
- Staff utilized the Equitable Engagement Toolkit and Guidebook as a planning tool and internal and external resource on conducting engagement throughout the transportation planning process for both the Fond du Lac MPO Bicycle and Pedestrian Plan and the Metropolitan Transportation Plan.
- Significant progress was made towards the development of the Fond du Lac MPO Metropolitan Transportation Plan, Focus2050, including branding, online dashboard and survey development, and the development of a community engagement process for the plan.
- The Fond du Lac MPO Bicycle and Pedestrian Plan was developed and adopted in March 2024.
- The Fond du Lac MPO State of the System Report was developed and adopted in May 2024.
- The Equity in Opportunity workgroup merged with ECWRPC's former Health in Planning team to become the Equity in Planning Initiative.
- Staff implemented FHWA's Justice40 initiative into transportation-based projects.
- Work began on the first Active Transportation Health and Equity Report for the Fond du Lac MPO. It is anticipated this report will be published in the fall of 2024.

FUTURE GOALS AND OBJECTIVES

- Develop staff trainings to continue to educate the staff on Title VI issues and processes.
- Continue to add new locations to post East Central's Title VI procedure.
- Continue to ensure East Central documents include Title VI notices.
- Reach out to external groups to learn more about Title VI issues and share ideas.
- Continue trainings and outreach efforts to connect to the public and share resources.
- Continue asset and network mapping.
- Be intentional in outreach to and engagement with underserved populations and engage them in the transportation planning process through implementing the Equitable Engagement Toolkit and Guidebook.
- Further opportunities for East Central to engage with community and partners.
- Identify ways in which East Central can increase opportunities for equitable participation, including identifying documents that should be translated and providing a phone translation service.
- Continue to use GIS as a tool for furthering equity in the region.
- Incorporate equity as a component in STGB-Urban and Transportation Alternatives Set-aside Program selection processes.

TITLE VI NON-DISCRIMINATION PLAN AND LIMITED ENGLISH PROFICIENCY PROGRAM AMENDMENTS

No amendments have been made to the Title VI/ADA Plan that was adopted by the Fond du Lac Policy Board in October 2023.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director. The signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the US DOT Standard Title VI/Nondiscrimination Assurances.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of its implementation plan.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Melissa Kraemer Badtke, Executive Director/MPO Director

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The *East Central Wisconsin Regional Planning Commission* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (**Federal Highway Administration**).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Appleton (Fox Cities) MPO PL:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Appleton (Fox Cities) MPO PL and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The East Central Wisconsin Regional Planning Commission, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in

which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this **ASSURANCE**, ***East Central Wisconsin Regional Planning Commission*** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the ***[Wisconsin Department of Transportation's]*** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the ***[Wisconsin Department of Transportation]***. You must keep records, reports, and submit the material for review upon request to ***[Wisconsin Department of Transportation]***, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

East Central Wisconsin Regional Planning Commission gives this **ASSURANCE** in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Appleton (Fox Cities) MPO PL**. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Appleton (Fox Cities) MPO PL**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

East Central Wisconsin Regional Planning Commission

(Name of Sub-Recipient)

By



(Signature of Authorized Official)

DATED: 10/18/2024

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. [*Include Federal Highway Administration specific program requirements.*]
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. [*Include Federal Highway Administration specific program requirements.*]
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *East Central Wisconsin Regional Planning Commission* will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of *Appleton (Fox Cities) PL*, and the policies and procedures prescribed by the (*Federal Highway Administration*) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *East Central Wisconsin Regional Planning Commission* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *East Central Wisconsin Regional Planning Commission* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *East Central Wisconsin Regional Planning Commission*, its successors and assigns.

The *East Central Wisconsin Regional Planning Commission*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the *East Central Wisconsin Regional Planning Commission* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *East Central Wisconsin Regional Planning Commission* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *East Central Wisconsin Regional Planning Commission* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *East Central Wisconsin Regional Planning Commission* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *East Central Wisconsin Regional Planning Commission* and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025** (hereinafter “**2025 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

October 1, 2024

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of a Title VI Implementation Plan.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

October 1, 2024

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

The following ***Part 2: Title VI Implementation Plan Agreement*** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN *PART 1: TITLE VI ASSURANCES*, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Kim Biedermann Title: Principal Transportation Planner

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

1. Name of the signatory of ***Part 2: Title VI Implementation Plan Agreement*** (see Page No. 13): Melissa Kraemer Badtke – Executive Director/MPO Director
2. Does your organization require the approval of a Board or Commission to execute this ***Part 2: Title VI Implementation Plan Agreement*** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (Primary Recipient) are required to meet the requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the East Central Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2025 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Title VI Compliance Review***).

C. Consultant Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors/consultants to include, where applicable, policies, procedures, and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific processes and procedures for collecting, analyzing, using, and reporting Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, or sex.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization.
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

F. Dissemination of Title VI Information

The East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

- annually submit the number, type and location of public outreach and education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2025 the East Central Wisconsin Regional Planning Commission should:

- annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
- ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
- collect data on LEP individuals or groups that may be impacted by your plans or activities.
- ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
- consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
- annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - American Community Survey data on languages spoken at home and ability to speak English or
 - maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

H. Review of Internal Policies and Directives

The East Central Wisconsin Regional Planning Commission should:

- annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT Title VI Office.
- conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
- revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
- monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Title VI Compliance Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the “Complaint Processing Procedures” section below. Subrecipients must submit complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2025 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above-named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin, or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance, Title VI Office or with the Federal Highway Administration.*

*See contact information on Page No. 11.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization’s complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other alternate format.
5. accept complaints submitted by mail, email, on computer disk, flash drive, audio tape, or through other alternate methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR **shall**:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that his or her complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up
4. The SUBRECIPIENT TITLE VI COORDINATOR **shall** annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI complaints should contain the following information:
 - a) name, address, and phone number of the Complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, national origin, or sex)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) signed by the Complainant or a representative of the Complainant
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT, and FHWA Division Offices do **not** investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation
- d) the Complainant, WisDOT, FHWA Division Office, and the Subrecipient (where applicable) will be notified when a determination has been made to accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The East Central Wisconsin Regional Planning Commission **should**:

- 1. annually complete and submit all information requested within the annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.
 - a) The ***WisDOT Title VI Compliance Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2025 ASSURANCES AND AGREEMENT***.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or FHWA within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2025 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2025 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a **Title VI Goals and Accomplishments Report** or within the **WisDOT Title VI Compliance Review**.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above).
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR.
- a log of the number and type of complaints received by the Subrecipient (see Section I. above).
- include a summary and status report on any Title VI complaints filed with the Subrecipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025**, WisDOT may take any or all of the following actions:

1. cancel, terminate, or suspend this agreement in whole or in part
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/29/2024

Date

Subrecipient Executive Director or Responsible Official:

Melissa A. Kraemer Badtke

Executive Director or Responsible Official Signature

Director

Title

East Central Wisconsin Regional Planning Commission/Appleton(Fox Cities) MPO PL

Subrecipient Agency/Organization

October 17, 2024

Date

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director. The signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the US DOT Standard Title VI/Nondiscrimination Assurances.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of its implementation plan.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Melissa Kraemer Badtke – Executive Director/MPO Director

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The *East Central Wisconsin Regional Planning Commission* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (**Federal Highway Administration**).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *State Planning and Research (SPR)*:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all State Planning and Research (SPR) and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The East Central Wisconsin Regional Planning Commission, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in

which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, ***East Central Wisconsin Regional Planning Commission*** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the ***[Wisconsin Department of Transportation's]*** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the ***[Wisconsin Department of Transportation]***. You must keep records, reports, and submit the material for review upon request to ***[Wisconsin Department of Transportation]***, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

East Central Wisconsin Regional Planning Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the ***State Planning and Research (SPR)***. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the ***State Planning and Research (SPR)***. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

East Central Wisconsin Regional Planning Commission

(Name of Sub-Recipient)

By



(Signature of Authorized Official)

DATED: 10/18/2024

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. [*Include Federal Highway Administration specific program requirements.*]
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. [*Include Federal Highway Administration specific program requirements.*]
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *East Central Wisconsin Regional Planning Commission* will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of *State Planning and Research (SPR)*, and the policies and procedures prescribed by the (*Federal Highway Administration*) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *East Central Wisconsin Regional Planning Commission* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *East Central Wisconsin Regional Planning Commission* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *East Central Wisconsin Regional Planning Commission*, its successors and assigns.

The *East Central Wisconsin Regional Planning Commission*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the *East Central Wisconsin Regional Planning Commission* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *East Central Wisconsin Regional Planning Commission* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *East Central Wisconsin Regional Planning Commission* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *East Central Wisconsin Regional Planning Commission* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *East Central Wisconsin Regional Planning Commission* and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025** (hereinafter “**2025 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

October 1, 2024

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of a Title VI Implementation Plan.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

October 1, 2024

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

The following ***Part 2: Title VI Implementation Plan Agreement*** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN *PART 1: TITLE VI ASSURANCES*, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Kim Biedermann Title: Principal Transportation Planner

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : [*Click and type here to enter text*]

1. Name of the signatory of ***Part 2: Title VI Implementation Plan Agreement*** (see Page No. 13): Melissa Kraemer Badtke – Executive Director/MPO Director
2. Does your organization require the approval of a Board or Commission to execute this ***Part 2: Title VI Implementation Plan Agreement*** (*click on box to insert "X"*)? Yes No
3. If yes, provide date of expected Board or Commission approval: [*Click and type here to enter text*]

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (Primary Recipient) are required to meet the requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the East Central Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2025 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Title VI Compliance Review***).

C. Consultant Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors/consultants to include, where applicable, policies, procedures, and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific processes and procedures for collecting, analyzing, using, and reporting Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, or sex.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization.
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

F. Dissemination of Title VI Information

The East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of public outreach and education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2025 the East Central Wisconsin Regional Planning Commission should:

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - a) American Community Survey data on languages spoken at home and ability to speak English or
 - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

H. Review of Internal Policies and Directives

The East Central Wisconsin Regional Planning Commission should:

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Title VI Compliance Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the “Complaint Processing Procedures” section below. Subrecipients must submit complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2025 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above-named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin, or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance, Title VI Office or with the Federal Highway Administration.*

*See contact information on Page No. 11.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization’s complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other alternate format.
5. accept complaints submitted by mail, email, on computer disk, flash drive, audio tape, or through other alternate methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR **shall**:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that his or her complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up
4. The SUBRECIPIENT TITLE VI COORDINATOR **shall** annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI complaints should contain the following information:
 - a) name, address, and phone number of the Complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, national origin, or sex)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) signed by the Complainant or a representative of the Complainant
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT, and FHWA Division Offices do **not** investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation
- d) the Complainant, WisDOT, FHWA Division Office, and the Subrecipient (where applicable) will be notified when a determination has been made to accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The East Central Wisconsin Regional Planning Commission **should**:

- 1. annually complete and submit all information requested within the annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.
 - a) The ***WisDOT Title VI Compliance Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2025 ASSURANCES AND AGREEMENT***.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or FHWA within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2025 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2025 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above).
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR.
- a log of the number and type of complaints received by the Subrecipient (see Section I. above).
- include a summary and status report on any Title VI complaints filed with the Subrecipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025**, WisDOT may take any or all of the following actions:

1. cancel, terminate, or suspend this agreement in whole or in part
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/29/2024

Date

Subrecipient Executive Director or Responsible Official:

Melissa A. Kraemer Badtke

Executive Director or Responsible Official Signature

Director

Title

East Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

October 18, 2024

Date

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025** (hereinafter “**2025 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

October 1, 2024

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of a Title VI Implementation Plan.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

October 1, 2024

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN *PART 1: TITLE VI ASSURANCES*, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip St, Suite 100, Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE:920-751-4770 Fax : *[Click and type here to enter text]*

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Dyann Benson, Chair of the Fond du Lac Policy Board, and Melissa Kraemer Badtke, MPO Director/Executive Director of East Central Wisconsin Regional Planning Commission
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

Title VI Policy Statement

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (Primary Recipient) are required to meet the requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2025 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.

4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Title VI Compliance Review***).

C. Consultant Review Procedures

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors/consultants to include, where applicable, policies, procedures, and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually submit specific processes and procedures for collecting, analyzing, using, and reporting Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, or sex.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization.
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

F. Dissemination of Title VI Information

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of public outreach and education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - a) American Community Survey data on languages spoken at home and ability to speak English or
 - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

H. Review of Internal Policies and Directives

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **should**:

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Title VI Compliance Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the "Complaint Processing Procedures" section below. Subrecipients must submit complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Fond du Lac MPO and East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2025 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above-named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin, or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance, Title VI Office or with the Federal Highway Administration.*

*See contact information on Page No. 11.

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization's complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other alternate format.
5. accept complaints submitted by mail, email, on computer disk, flash drive, audio tape, or through other alternate methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2025 the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR **shall**:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that his or her complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up
4. The SUBRECIPIENT TITLE VI COORDINATOR **shall** annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI complaints should contain the following information:
 - a) name, address, and phone number of the Complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, national origin, or sex)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) signed by the Complainant or a representative of the Complainant
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT, and FHWA Division Offices do **not** investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
 - c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation

- d) the Complainant, WisDOT, FHWA Division Office, and the Subrecipient (where applicable) will be notified when a determination has been made to accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission should:

1. annually complete and submit all information requested within the annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.
 - a) The ***WisDOT Title VI Compliance Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2025 ASSURANCES AND AGREEMENT***.
2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or FHWA within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2025 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2025 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a **Title VI Goals and Accomplishments Report** or within the **WisDOT Title VI Compliance Review**.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above).
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR.
- a log of the number and type of complaints received by the Subrecipient (see Section I. above).
- include a summary and status report on any Title VI complaints filed with the Subrecipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025**, WisDOT may take any or all of the following actions:

1. cancel, terminate, or suspend this agreement in whole or in part
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that Fond du Lac MPO and East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/08/2024

Date

Subrecipient Executive Director or Responsible Official:

Melissa Kraemer Badtke

Executive Director or Responsible Official Signature

Director

Title

Fond du Lac MPO and East Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

[Click and type here to enter text]

10/2/2024

Date



Executive Director or Responsible Official Signature

Fond du Lac MPO Policy Board Chair

Title

Fond du Lac MPO

Subrecipient Agency/Organization

[Click and type here to enter text]
10/2/2024

Date

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient's organization, typically the Executive Director. The signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the US DOT Standard Title VI/Nondiscrimination Assurances.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization's Title VI activities, data collection, and reporting. The signed agreement serves as your organization's submission of its implementation plan.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word "Click" to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann **Title:** Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip St, Suite 100, Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 **Fax :** *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Dyann Benson, Fond du Lac MPO Policy Board Chair, and Melissa Kraemer Badtke, MPO Director/Executive Director of East Central Wisconsin Regional Planning Commission

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Title VI Policy Statement

The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The ***(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)*** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through ***Federal Highway Administration***, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the ***(Federal Highway Administration)***.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted ***Fond du Lac MPO (PL)***:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all ***Fond du Lac MPO (PL)*** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Fond du Lac MPO and East Central Wisconsin Regional Planning Commission. in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form

of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, *[Name of the Sub-Recipient]* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *[Wisconsin Department of Transportation's]* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *[Wisconsin Department of Transportation]*. You must keep records, reports, and submit the material for review upon request to *[Wisconsin Department of Transportation]*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

[Name of Sub-Recipient] gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *(Fond du Lac MPO (PL))*. This ASSURANCE is binding on *[Wisconsin]*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *(Fond du Lac MPO (PL))*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Fond du Lac MPO
(Name of Sub-Recipient)

By 

(Signature of Authorized Official)

DATED: 10/2/2024

East Central Wisconsin Regional Planning Commission
(Name of Sub-Recipient)

By Melissa Kraemer Badley
(Signature of Authorized Official)

DATED: 10/2/2024

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *(Federal Highway Administration)*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Federal Highway Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Federal Highway Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *(Federal Highway Administration)* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *(Federal Highway Administration)*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *(Federal Highway Administration)* may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *(Federal Highway Administration)* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)** will accept title to the lands and maintain the project constructed thereon in accordance with **(Name of Appropriate Legislative Authority)**, the Regulations for the Administration of **(Fond du Lac MPO (PL))**, and the policies and procedures prescribed by the **(Federal Highway Administration)** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)**, its successors and assigns.

The **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the **(Fond du Lac MPO and East Central Wisconsin Regional Planning Commission)** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.
*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (Fond du Lac MPO and East Central Wisconsin Regional Planning Commission) and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director. The signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the US DOT Standard Title VI/Nondiscrimination Assurances.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of its implementation plan.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Melissa Kraemer Badtke – Executive Director/MPO Director

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes No

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The *East Central Wisconsin Regional Planning Commission* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (***Federal Highway Administration***).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted ***Oshkosh MPO (PL)***:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all ***Oshkosh MPO (PL)*** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The **East Central Wisconsin Regional Planning Commission**, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in

which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, ***East Central Wisconsin Regional Planning Commission*** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the ***[Wisconsin Department of Transportation's]*** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the ***[Wisconsin Department of Transportation]***. You must keep records, reports, and submit the material for review upon request to ***[Wisconsin Department of Transportation]***, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

East Central Wisconsin Regional Planning Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the ***Oshkosh MPO (PL)***. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the ***Oshkosh MPO (PL)***. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

East Central Wisconsin Regional Planning Commission

(Name of Sub-Recipient)

By



(Signature of Authorized Official)

DATED: 10/18/2024

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. [*Include Federal Highway Administration specific program requirements.*]
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. [*Include Federal Highway Administration specific program requirements.*]
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *East Central Wisconsin Regional Planning Commission* will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of *Oshkosh MPO (PL)*, and the policies and procedures prescribed by the (*Federal Highway Administration*) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *East Central Wisconsin Regional Planning Commission* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *East Central Wisconsin Regional Planning Commission* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *East Central Wisconsin Regional Planning Commission*, its successors and assigns.

The *East Central Wisconsin Regional Planning Commission*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the *East Central Wisconsin Regional Planning Commission* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *East Central Wisconsin Regional Planning Commission* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, *East Central Wisconsin Regional Planning Commission* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *East Central Wisconsin Regional Planning Commission* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *East Central Wisconsin Regional Planning Commission* and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

FHWA SUBRECIPIENT TITLE VI IMPLEMENTATION PLAN AGREEMENT FFY 2025

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 (Title VI) and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT), a recipient of Federal Highway Administration (FHWA) financial assistance, is committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed Assurances and Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025** (hereinafter “**2025 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

October 1, 2024

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of a Title VI Implementation Plan.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

October 1, 2024

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT Operating Administrations or other recipients of federal funding (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

The following ***Part 2: Title VI Implementation Plan Agreement*** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN PART 1: TITLE VI ASSURANCES, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Kim Biedermann Title: Principal Transportation Planner

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

1. Name of the signatory of ***Part 2: Title VI Implementation Plan Agreement*** (see Page No. 13): Melissa Kraemer Badtke – Executive Director/MPO Director
2. Does your organization require the approval of a Board or Commission to execute this ***Part 2: Title VI Implementation Plan Agreement*** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all programs and activities whether they are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (Primary Recipient) are required to meet the requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the East Central Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2025 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Title VI Compliance Review***).

C. Consultant Review Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors/consultants to include, where applicable, policies, procedures, and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific processes and procedures for collecting, analyzing, using, and reporting Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, or sex.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization.
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

F. Dissemination of Title VI Information

The East Central Wisconsin Regional Planning Commission **should**:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

- annually submit the number, type and location of public outreach and education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2025 the East Central Wisconsin Regional Planning Commission should:

- annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
- ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
- collect data on LEP individuals or groups that may be impacted by your plans or activities.
- ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
- consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
- annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - American Community Survey data on languages spoken at home and ability to speak English or
 - maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

H. Review of Internal Policies and Directives

The East Central Wisconsin Regional Planning Commission should:

- annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT Title VI Office.
- conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
- revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
- monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Title VI Compliance Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the “Complaint Processing Procedures” section below. Subrecipients must submit complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2025 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above-named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin, or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance, Title VI Office or with the Federal Highway Administration.*

*See contact information on Page No. 11.

In FFY 2025 the East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization’s complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other alternate format.
5. accept complaints submitted by mail, email, on computer disk, flash drive, audio tape, or through other alternate methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2025 the East Central Wisconsin Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR **shall**:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that his or her complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up
4. The SUBRECIPIENT TITLE VI COORDINATOR **shall** annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI complaints should contain the following information:
 - a) name, address, and phone number of the Complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, national origin, or sex)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) signed by the Complainant or a representative of the Complainant
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT, and FHWA Division Offices do **not** investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation
- d) the Complainant, WisDOT, FHWA Division Office, and the Subrecipient (where applicable) will be notified when a determination has been made to accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The East Central Wisconsin Regional Planning Commission **should**:

- 1. annually complete and submit all information requested within the annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.
 - a) The ***WisDOT Title VI Compliance Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2025 ASSURANCES AND AGREEMENT***.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or FHWA within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2025 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2025 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above).
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR.
- a log of the number and type of complaints received by the Subrecipient (see Section I. above).
- include a summary and status report on any Title VI complaints filed with the Subrecipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025**, WisDOT may take any or all of the following actions:

1. cancel, terminate, or suspend this agreement in whole or in part
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/29/2024

Date

Subrecipient Executive Director or Responsible Official:

Melissa A. Kraemer Badtke

Executive Director or Responsible Official Signature

Director

Title

East Central Wisconsin Regional Planning Commission/Oshkosh MPO PL

Subrecipient Agency/Organization

October 18, 2024

Date



APPENDIX B

TITLE VI RESOLUTIONS

RESOLUTION NO. 38-23

ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the Commission is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and;

WHEREAS, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and;

WHEREAS, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and;

WHEREAS, pursuant to 23 CFR 200, the Commission has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and;

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program and Americans with Disabilities Act Plan.

NOW THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Commission adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator



Jeff Nooyen Chair – Outagamie Co.



Attest: Melissa Kraemer-Badtke-ECWRPC Executive Director

10-27-2023 Date Approved

RESOLUTION NO. 06-23

ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN FOR THE FOND DU LAC METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the City of Fond du Lac was designated by the Governor as the Metropolitan Planning Organization for the Fond du Lac, Wisconsin Urbanized Area, and;

WHEREAS, the Fond du Lac MPO Policy Board, with representation from all jurisdictions within the Urbanized Area, has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area, and;

WHEREAS, the Fond du Lac Metropolitan Planning Organization (MPO), staffed by East Central Wisconsin Regional Planning Commission (Commission) is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and;

WHEREAS, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and;

WHEREAS, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and;

WHEREAS, pursuant to 23 CFR 200, the Fond du Lac MPO has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and;

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Fond du Lac MPO Title VI Non-discrimination Program and Limited English Proficiency Plan.

NOW THEREFORE, BE IT RESOLVED BY THE FOND DU LAC MPO

Section 1: That the Fond du Lac MPO Policy Board adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 4, 2023

Prepared for: Fond du Lac Policy Board

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator



Ms. Dyann Benson, Chair, Policy Board
Fond du Lac Metropolitan Planning Organization



Attest:
East Central Wisconsin Regional Planning
Commission



APPENDIX C

2022 COST ALLOCATION PLAN



August 20, 2024

To: MPO Directors and Transportation Planners

This memo contains planning activities for consideration in developing and obtaining approval of your 2025 Unified Planning Work Programs (UPWP). It also provides a table detailing the metropolitan Planning (PL) fund estimates for calendar year 2025.

2025 UPWP Considerations:

When developing your 2025 Work Program, reference [WisDOT's UPWP Handbook](#).

In addition, consider the following planning activities and priorities when developing your 2025 UPWP:

- Work with WisDOT on development of statewide transportation plans including;
- Work with WisDOT on development and approval of Urban Area Boundary adjustments and Metropolitan Planning Area boundaries;
- Include assistance on WisDOT grant applications, if needed;
- Include a webpage link to the current Cooperative Agreement for Continuing Transportation Planning, with signatures and approval date;
- Include the FHWA and FTA logos on the document, along with a credit/disclaimer statement noting that the document was prepared with Federal funds but does not necessarily reflect the official views or policy of the U.S. Department of Transportation;
- Include specific activities that meet the Complete Street/Safe and Accessible Transportation Options requirements;¹
- Include any Bipartisan Infrastructure Law (BIL) MPO work program activities (i.e., web-based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering);¹
- Include and/or identify 2021 Planning Emphasis Areas (PEA) activities – [2021 Planning Emphasis Areas \(dot.gov\)](#);
- Support WisDOT's freight planning efforts;
- Performance measure updates needed in the Transportation Improvement Program (TIP) or TIP Amendments;
- Include any anticipated planning activities involving potential direct recipient funding;
- If there are plans to apply for and use any FTA 5304 funds Statewide Planning and Research program (SPR) for transit planning projects in 2025, (which are separate from PL funds) these projects must also be programmed in the MPO's 2025 UPWP (do not include in the PL budget table);
- Any planning activities using federal Discretionary funding (i.e., SS4A) within the MPA needs to be included in the MPO's 2025 UPWP (do not include in the PL budget table).

Complete and submit the UPWP Checklist provided in [WisDOT's UPWP Handbook](#). Provide page numbers in the check box where UPWP items are located, if the item is applicable to your UPWP.

¹[Bipartisan Infrastructure Law - Fact Sheets | Federal Highway Administration \(dot.gov\)](#)

2025 UPWP PL Funding and Non-Federal Match:

The attached table shows the preliminary MPO allocations assuming maximum Complete Streets/Safe and Accessible Transportation Options (SATO) 100% reimbursement of the 2024 PL FHWA 2.5% Set Aside (\$156,875) and the full 2024 PL FTA transferred funding (\$1,859,946)².

There are Non-SATO allocations for each MPO that require 20% non-federal (state and local) match. The FHWA 2.5% SATO and FTA SATO allocations are eligible for 100% reimbursement if used for Complete Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2025 UPWP.

Complete Streets/SATO Eligible Activities:

[FTA Dear Colleague Letter Non-Federal Share Waiver for Complete Streets Planning.pdf](#)

[FHWA SPR-PL Waiver Memo.pdf](#)

The FTA Complete Street/SATO 100% reimbursements are only available if SATO activities and corresponding funding amounts are specifically detailed and included in the MPO's 2025 UPWP. Any remaining FTA funding not used for SATO activities will require a 20% non-federal (state and local) match.

Complete Streets/SATO Calculator:

An individual MPO calculator workbook will be forwarded to each MPO to declare the total funding the MPO will use on eligible Complete Streets/SATO planning activities qualifying for 100% reimbursement. Once the UPWP is approved, funding will need to remain fixed at the approved SATO 100% and Non-SATO 80/20 allocation amounts. Please return these workbooks to the Planning Section by Monday, September 9, 2024.

Funding Disclaimer:

Disclaimer: the allocation totals listed below are preliminary estimates. Final 2025 Planning (PL) funding amounts are subject to FHWA/FTA final approval of MPO UPWPs.

Partial Allocation:

Please notify WisDOT BPED if you will not be accepting your total allocation amount by Monday, September 9, 2024, so those funds can be reallocated to the TMAs toward reimbursement of the supplemental fund contributions.

² PL Funding formula distributes base funds on population and uses a transfer from the TMAs to the non-TMA MPOs to offset the difference between the funding distributed on population and the non-TMA MPOs target funding level. Non-TMA target fund level was adjusted to \$180,000 Federal funds for a total Federal, State and Local target fund level of \$225,000, based on concurrence from the TMA supplemental fund contributors. For bi-state MPOs, target fund levels are prorated on the percentage of population within Wisconsin.

MPO Work Program Development & Approval Timeline:

ACTIVITY/EVENT	TIMEFRAME	RESPONSIBILITY
WisDOT sends UPWP Kickoff letters to the MPOs	July / August	WisDOT
Draft UPWPs are due to FHWA, FTA and WisDOT	September 1 st – 15 th	MPO
Fall Work Program Review Meetings	Completed by October 31 st	WisDOT, FHWA, FTA
Final Approved UPWP due to FHWA, FTA and WisDOT	November 15 th – 30 th	MPO
Distribution of final UPWPs	November 15 th - 30 th	MPO
WisDOT sends endorsement letter to FHWA	Mid –December	WisDOT Planning
Project IDs established, and funds entered in FMIS	Mid –December	WisDOT Planning & BFM
FHWA/FTA approves UPWPs and sends authorization letter to WisDOT	December 23 rd	FHWA/FTA
WisDOT sends individual funding letters to MPOs	December 30 th	WisDOT Planning

Thank you. Your cooperation with these important planning efforts is greatly appreciated.

Sincerely,



Charles Wade, Director
Bureau of Planning and Economic Development

cc: Mary Forlenza, FHWA
Karl Buck, FHWA
Jason Nordberg, FHWA
Evan Gross, FTA
William Wheeler, FTA
MPO Directors and Transportation Planners
WisDOT Region Planning Chiefs

2025 MPO Kickoff Funding Allocation Table (assumes maximum SATO 100% reimbursement)

(using federal 2024 PL funding and 2020 census populations)

Percentages adjusted for four decimals

MPO	Total	Federal	State	Local	Federal	State	Local	Total
Appleton								
Non SATO 80/20	\$ 556,731.11	\$ 445,384.89	\$ 27,289.06	\$ 84,057.16	80.00000%	4.90166%	15.09834%	100.00000%
FTA SATO	\$ 135,428.34	\$ 135,428.34	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 11,517.28	\$ 11,517.28	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Beloit								
Non SATO 80/20	\$ 118,968.69	\$ 95,174.95	\$ 5,224.78	\$ 18,568.95	80.00000%	4.39173%	15.60827%	100.00000%
FTA SATO	\$ 28,863.99	\$ 28,863.99	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,205.11	\$ 2,205.11	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Dubuque								
Non SATO 80/20	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
FTA SATO	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
FHWA 2.5% SATO	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
Eau Claire								
Non SATO 80/20	\$ 257,325.58	\$ 205,860.46	\$ 12,472.26	\$ 38,992.86	80.00000%	4.84688%	15.15312%	100.00000%
FTA SATO	\$ 62,578.43	\$ 62,578.43	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 5,263.89	\$ 5,263.89	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Fond du Lac								
Non SATO 80/20	\$ 170,535.67	\$ 136,428.54	\$ 6,480.93	\$ 27,626.21	80.00000%	3.80034%	16.19966%	100.00000%
FTA SATO	\$ 41,248.92	\$ 41,248.92	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,735.26	\$ 2,735.26	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Green Bay								
Non SATO 80/20	\$ 540,325.07	\$ 432,260.06	\$ 26,484.89	\$ 81,580.12	80.00000%	4.90166%	15.09834%	100.00000%
FTA SATO	\$ 131,437.47	\$ 131,437.47	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 11,177.88	\$ 11,177.88	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Janesville								
Non SATO 80/20	\$ 176,474.56	\$ 141,179.65	\$ 8,553.52	\$ 26,741.39	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 42,916.45	\$ 42,916.45	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,609.99	\$ 3,609.99	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
La Crosse								
Non SATO 80/20	\$ 227,937.62	\$ 182,350.10	\$ 11,047.87	\$ 34,539.66	80.00000%	4.84688%	15.15312%	100.00000%
FTA SATO	\$ 55,431.64	\$ 55,431.64	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 4,662.72	\$ 4,662.72	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Madison								
Non SATO 80/20	\$ 1,085,062.87	\$ 868,050.30	\$ 53,186.24	\$ 163,826.34	80.00000%	4.90167%	15.09833%	100.00000%
FTA SATO	\$ 263,948.37	\$ 263,948.37	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 22,447.11	\$ 22,447.11	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Oshkosh								
Non SATO 80/20	\$ 185,473.61	\$ 148,378.89	\$ 9,014.59	\$ 28,080.13	80.00000%	4.86031%	15.13969%	100.00000%
FTA SATO	\$ 45,108.03	\$ 45,108.03	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,804.58	\$ 3,804.58	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
SEWRPC								
Non SATO 80/20	\$ 3,891,644.49	\$ 3,113,315.59	\$ 190,756.11	\$ 587,572.78	80.00000%	4.90168%	15.09832%	100.00000%
FTA SATO	\$ 946,667.07	\$ 946,667.07	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 80,508.12	\$ 80,508.12	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Sheboygan								
Non SATO 80/20	\$ 181,551.21	\$ 145,240.97	\$ 8,799.58	\$ 27,510.66	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 44,151.03	\$ 44,151.03	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,713.84	\$ 3,713.84	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Superior								
Non SATO 80/20	\$ 66,625.35	\$ 53,300.28	\$ 3,229.29	\$ 10,095.78	80.00000%	4.84694%	15.15306%	100.00000%
FTA SATO	\$ 16,202.47	\$ 16,202.47	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 1,362.92	\$ 1,362.92	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Wausau								
Non SATO 80/20	\$ 189,005.38	\$ 151,204.31	\$ 9,160.87	\$ 28,640.20	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 45,963.80	\$ 45,963.80	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,866.33	\$ 3,866.33	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%

	Total	Federal	State	Local	Federal	State	Local	Total
Non SATO 80/20	\$ 7,647,661.24	\$ 6,118,129.00	\$ 371,700.00	\$ 1,157,832.24	80.00000%	4.86031%	15.13969%	100.00000%
FTA SATO	\$ 1,859,946.00	\$ 1,859,946.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 156,875.00	\$ 156,875.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
TOTAL	\$ 9,664,482.24	\$ 8,134,950.00	\$ 371,700.00	\$ 1,157,832.24				



August 19, 2024

Melissa Kramer Badtke, Director
East Central Wisconsin Regional Planning Commission
400 Ahnaip St., Suite 100
Menasha, WI 54952

Subject: Regional Planning – 2025 Rural Transportation Work Program

It is time again for the development of your Regional Planning Commission’s Rural Transportation Work Program (RTWP).

For 2025, your funding allocation is:

	Federal (80%)	State (10%)	Local (10%)	Total Budget
East Central Wisconsin Regional Planning Commission	71,728.72	8,966.09	8,966.09	\$89,660.90

Disclaimer: These allocation totals are only estimates. Final 2025 RTWP funding amounts will be based on approval of WisDOT’s 2025 SPR Program.

2025 RTWP Considerations:

When developing your 2025 RTWP consider the following planning activities and priorities (RPC work programs are for planning activities outside metropolitan planning areas):

- Assist local communities related to the Transportation Alternatives Program;
- Participate in statewide and regional major corridor planning and environmental feasibility studies as coordinated by WisDOT;
- Spearhead development of countywide bikeway facility/suitability plans;
- Provide assistance in the oversight and/or development of the transportation and land use elements for regional, countywide, or community-based Comprehensive Planning pursuant to State Statute 66.1001;
- Provide technical advice and guidance in conducting air quality planning for rural, isolated non-attainment counties for regional emissions and conformity analysis where applicable;
- Coordinate regional transportation and economic development studies especially for Transportation Economic Assistance (TEA) eligible projects and assisting local communities in the application process;
- Include in the 2025 RTWP Administrative Work Element your participation in quarterly FHWA/MPO/RPC/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues;
- Support WisDOT’s freight planning efforts;
- Include assistance on WisDOT grant applications, if needed;

- Assist with coordination on census boundary updates, as needed;
- Include the CFDA 20.205 self-certification as an appendix;
- Identify the cost share distribution of local RPC members by county;
- Work with WisDOT on development of any statewide transportation planning efforts;
- Include within a work element staff time, resources and funding for the discussion and coordination of federal performance measures and establishment of state performance targets;
- Include applicable new Bipartisan Infrastructure Law (BIL) work program activities (i.e., web based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering);¹
- Include and identify 2021 Planning Emphasis Areas (PEAs) activities – [2021 Planning Emphasis Areas \(dot.gov\)](#).

Please contact Matthew Sorensen at (608) 267-0458, if you have any questions or concerns about RTWP activities or your allocated funding for 2025. WisDOT will send any comments regarding your draft work program to you via email and schedule a follow-up conference call, as needed, to discuss any work program issues before you submit your final work program to WisDOT for approval.

Please submit your draft work program before September 15, 2024, and your final work program before November 30, 2024. Thank you and we look forward to partnering again with you on statewide and regional transportation planning activities.

Sincerely,



Charles Wade, Director
Bureau of Planning & Economic Development

cc: Scott Nelson, Chief, Northeast Region System Planning and Operations
Shannon Riley, Chief, North Central Region Planning
Matthew J. Sorensen, AICP, WisDOT BPED

¹ [Bipartisan Infrastructure Law - FHWA | Federal Highway Administration \(dot.gov\)](#)

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2024

Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2022. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base. We removed the GASB expense as it fluctuates every year and there is no logical way to budget for the changes that we can't control.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.

Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs –A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars –Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations Part 200, Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Deputy Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

**East Central Wisconsin Regional Planning Commission
2023 Table of Organization (Staff)**

Executive Division

Melissa Kraemer-Badtke
Executive Director & MPO Director

Craig Moser
Deputy Director

Administrative Services Division

Leann Buboltz
Administrative Coordinator

Sara Otting
Controller

Technical Services Division

GIS Program

Mike Zuege
GIS Manager

Rachel Roth
GIS Analyst

Casey Peters
GIS Analyst

IT Program

Tim Badtke
IT Manager

Planning Services Division

**Transportation MPO
Planning
Program**

Kim Biedermann
Principal Planner -
Transportation

Brenna Root
Associate Planner

Tanner Russell
Associate Planner

Adam Bellcorelli
Associate Planner

**Safe Routes to School
Program**

Jennie Mayer
Senior/SRTS Planner

Katie Livernash
SRTS Planner

Kim Dieck
SRTS Planner

**Environmental Mgt. &
SSA Planning
Program**

Wilhelmina Paustian
Principal Planner

Scott Konkle**
Planning Specialist II /
NR-135 Mine
Reclamation

**Economic
Development
Program**

Colin Kafka
Associate Planner

** Secondary role in Economic
Development Program*

*** Indicates GIS skills and need for
coordination/compliance with GIS
Coordinator's data and mapping
policies and procedures*

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, dated June 14, 2023, to establish indirect cost billing rates for calendar year 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated within the proposal is 113.52%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2022 and budgeted costs for fiscal year 2024, to obtain a federal indirect cost billing rate for fiscal year 2024.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient’s annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: Jeff Nooyen
Jeff Nooyen (Jun 14, 2023 17:51 CDT)

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

LOBBYING CERTIFICATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2024, based on actual costs from fiscal year 2022.

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: Jeff Nooyen
Jeff Nooyen (Jun 14, 2023 17:51 CDT)

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2025

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- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations* Part 200, *Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

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GIS Program

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GIS Manager

Rachel Roth
GIS Analyst

Casey Peters
GIS Analyst

IT Program

Tim Badtke
IT Manager

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Program**

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Principal Planner -
Transportation

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Associate Planner

Chris Colla
Associate Planner

Brice Richardson
Associate Planner

Kate Blackburn
Associate Planner

**Safe Routes to School
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Senior/SRTS Planner

Kia Kling
SRTS Planner

Kim Dieck
SRTS Planner

**Environmental Mgt. &
SSA Planning
Program**

Joe Stephenson
Senior Planner

Scott Konkle**
Planning Specialist II /
NR-135 Mine
Reclamation

**Economic
Development
Program**

Colin Kafka
Associate Planner

** Secondary role in Economic
Development Program*

*** Indicates GIS skills and need for
coordination/compliance with GIS
Coordinator's data and mapping
policies and procedures*

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, dated June 13, 2024, to establish indirect cost billing rates for calendar year 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated within the proposal is 117.74%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2023 and budgeted costs for fiscal year 2025, to obtain a federal indirect cost billing rate for fiscal year 2025.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: 

Name of Official: Alice Connors

Title: Commission Chair

Email: alice.connors@calumetcounty.org

Date of Execution: June 13, 2024

LOBBYING CERTIFICATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2025, based on actual costs from fiscal year 2023.

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: 

Name of Official: Alice Connors

Title: Commission Chair

Email: alice.connors@calumetcounty.org

Date of Execution: June 13, 2024