

PWP for 2019

LAPC Planning Work Program



Approved by the

La Crosse Area Planning Committee:

September 19, 2018

2019 Planning Work Program

for the

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

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La Crosse County Administrative Center
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La Crosse, WI 54601

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

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

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



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Introduction

Introduction

The *2019 Planning Work Program for the La Crosse Area Planning Committee* (PWP, work program) presents work activities that the La Crosse Area Planning Committee (LAPC) will undertake as the designated Metropolitan Planning Organization (MPO) for the La Crosse, Wisconsin and La Crescent, Minnesota Metropolitan Planning Area (MPA).

The PWP is developed with the input and cooperation of the local municipalities, agencies, transit providers, and the public through the LAPC Policy Board, technical committees and public participation process. Input is also sought from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Minnesota and Wisconsin Departments of Transportation (MnDOT and WisDOT).

The work program implements, *Coulee Vision*, the metropolitan transportation plan (MTP) for the La Crosse and La Crescent area, adopted by the LAPC in September 2015 in accordance with Moving Ahead for Progress in the 21st Century (MAP-21), which was signed on Friday, July 6, 2012.

MPO Resolution

Resolution 6-2018 approving the Planning Work Program is included in [Appendix A](#).

Self-Certification

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

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

Transportation Plan	<i>Coulee Vision: A Long-Term Plan for Growth & Transportation in the La Crosse-La Crescent Region 2015-2040</i> ; adopted September 16, 2015.
Transportation Improvement Program (TIP)	<i>2018-2021 Transportation Improvement Program</i> ; approved on November 15, 2017.
Planning Work Program (PWP)	<i>LAPC Planning Work Program, PWP for 2018</i> ; approved on September 20, 2017.
Public Participation Plan	<i>Public Participation Plan for the La Crosse Area Planning Committee</i> ; approved on September 20, 2017.
MPO Cooperative Agreements	WisDOT/MTU, May 8, 2017; MnDOT/MTU, November 14, 2012; MnDOT/MTU, November 15, 2017
Metropolitan Planning Area Boundary	Approved by the LAPC and MnDOT on March 20, 2013; approved by WisDOT on July 30, 2013.

- **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** The MPO complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#), approved on September 20, 2017.

- **49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.** The MPO complies with this requirement through the policies identified in the *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* approved on September 20, 2017 and in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on September 20, 2017.
- **Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects.** The MPO will follow the WisDOT's federally approved DBE program when soliciting contractors to complete MPO projects using federal MPO planning funds.
- **23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.** This requirement does not directly apply to the LAPC because we are not involved in federal or federal-aid highway construction contracts. The LAPC does operate under La Crosse County's *Equal Opportunity in Employment and Service Delivery*.
- **The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on September 20, 2017. The policies and procedures are posted on our website at www.lapc and in our office.
- **The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on September 20, 2017 and through La Crosse County's policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on September 20, 2017 and through La Crosse County's policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.** The MPO complies with this requirement through the policies identified in the *Public Participation Plan for the La Crosse Area Planning Committee* approved on September 20, 2017. The policies and procedures are posted on our website at www.lapc and in our office.

Operational Procedures and Bylaws

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

- *Cooperative Agreement for Continuing Transportation Planning for the La Crosse, Wisconsin Metropolitan Area* (WisDOT / LAPC / MTU, 2017)
- *Intermunicipal Agreement for Metropolitan Planning Organization* (MN and WI municipalities, LAPC, 2004)
- *Memorandum of Understanding Between MnDOT, LAPC and MTU* (2012) for cooperative planning
- *Memorandum of Understanding Between MnDOT, LAPC, and MTU* (2017) for performance planning
- *Bylaws of the La Crosse Area Planning Committee* (Municipalities, 2009)
- *Title VI Non-Discrimination Agreement* (LAPC and WisDOT, 2013)

The LAPC *Title VI and Non-Discrimination Program/Limited English Proficiency Plan* is also on the LAPC website.

MPO Committees and Membership

La Crosse Area Planning Committee Policy Board

Joe Chilsen, Chair
Mayor, City of Onalaska

Tim Kabat
Mayor, City of La Crosse

Mike Poellinger
Mayor, City of La Crescent

Tara Johnson
Chair, La Crosse County Board

Roland Bogert
Chair, Town of Onalaska

Nancy Proctor, Vice Chair
President, Village of Holmen

Timothy L. Candahl
Chair, Town of Shelby

Dennis Manthei
President, Village of West Salem

Terry Schaller
Chair, Town of Campbell

Linda Seidel
Chair, Town of Medary

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

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

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

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

MPO Staff and Contractors

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

The LAPC does not anticipate contracting with outside agencies in 2019.

MPO Planning Area

Figure 1 illustrates the LAPC Metropolitan Planning Area and Adjusted Urbanized Area.

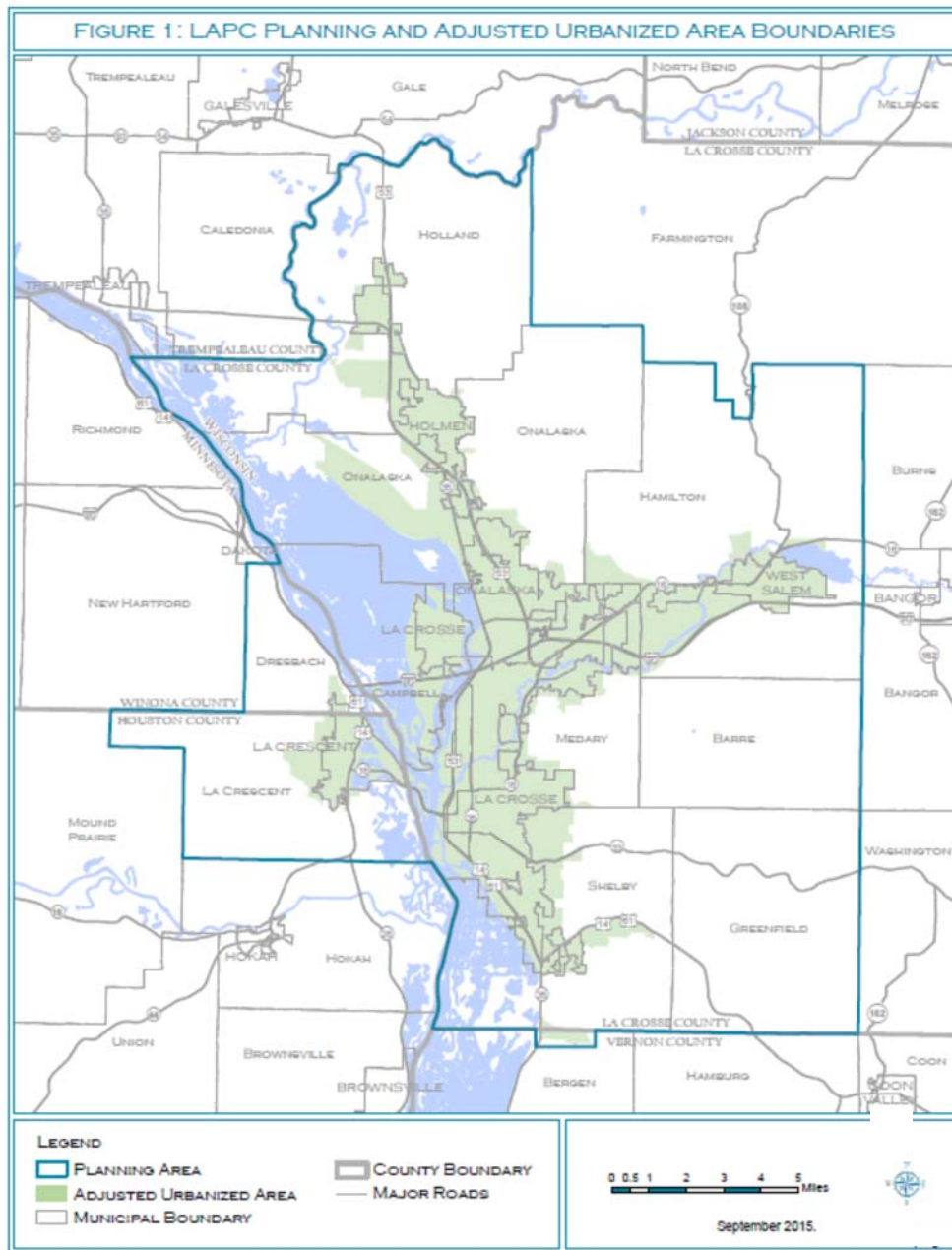


Figure 1: LAPC Metropolitan planning area and adjusted urbanized area.

Planning Priorities and Planning Factors

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

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

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

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

The following FHWA / FTA emphasis areas will continue to be planning priorities in 2019:

- FAST Act performance measures.
- Vulnerability assessment for extreme weather events.
- ADA planning opportunities for improvement.
- Connectivity gaps in access to essential services.
- Environmental justice and accessibility in project planning.
- Cooperation across MPO and state boundaries.

Summary of 2018 Accomplishments

- Updated the LAPC website to be ADA compliant;
- Continued a Boundary Agreements process in conjunction with the *Coulee Vision 2050 Implementation Plan*.
- Collaborated with MnDOT, WisDOT, and local communities on the WisDOT, *Coulee Region Transportation Study*; the MnDOT, *Statewide Multimodal Transportation Plan* and *Minnesota Statewide Freight Plan*; and other local studies and plans.
- Participated in the technical committees for the Minnesota Passenger Rail Forum, the Minnesota High Speed Rail Commission, and the Twin Cities-to-Milwaukee-to Chicago second Amtrak train study (TCMC).
- Hosted a public information meeting on the TCMC with All Aboard Minnesota.
- Reviewed progress of implementation of TDM measures proposed in 2017 by area municipalities.
- Participated on technical committees for the Minnesota Transit Rules update and MnDOT District 6 Bicycle Plan.
- Completed the 2019-2022 TIP and the 2019 PWP.
- Continued to partner with La Crosse County and Mississippi River Regional Planning Commission (MRRPC) to expand regional transit service between Tomah and La Crosse and Arcadia and La Crosse.
- Assisted with the 2018 Update to the Locally Developed Coordinated Public Transit-Human Services Transportation Plan for La Crosse County.
- Updated the annual performance measures report.
- Planned additional bicycle routes in the La Crosse area.
- Began promoting Vision Zero.
- Assisted in the development of a new transit route.
- Continued to organize data in the Transportation Planning Database.
- Served as Tables Committee Chairman on the Census Transportation Planning Products Oversight Board.
- Hosted a national webinar on Census geography for the PSAP process.
- Organized the venue for and hosted passenger rail forums.
- Updated the LAPC database of public-access transit services.
- Proposed a new logo, tagline and mission statement for the LAPC.

- Completed and presented a vulnerability assessment of transportation assets.
- Solicited and proposed projects and managed the LAPC Local Studies Program.
- Participated in the update and review of the Regional (nine county) and La Crosse County Coordinated Public Transit Human Services Transportation Plans completed by the Mississippi River Regional Planning Commission.

2018 Title VI, EJ, and ADA Accomplishments

- Updated the environmental justice methodology for mapping reliability.
- Updated environmental justice maps and text included in the *2019 – 2022 Transportation Improvement Program*.
- Updated the LAPC website to be ADA compliant.
- Presented guidance on ADA Transition Planning to LAPC communities.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and by public transportation.
- Provided meeting notices and agendas for LAPC Policy Board and advisory committees in electronic format to visually impaired citizens.

Status of Current Work Activities

All current 2018 work activities as outlined in the 2018 work program will be completed by year's end.

Program Elements

Introduction

The following sections provide detail for the 2019 planning work program elements. Please see [Appendix C](#) for the 2019 PWP Budget and Elements Detail for the more detail on funding sources, staff costs, and hours and schedules, and [Appendix D](#) for the LAPC Indirect Cost Allocation Plan.

100 Program Support and Administration

2019 Staff Hours: 1,248 2019 Budget: \$89,033

Objective

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

Previous Work

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

2019 Work Goals

New for 2019

- Prepare and approve new and ongoing resolutions supporting state targets for FAST Act performance measures.

Ongoing

- Coordinate technical committee and Policy Board meetings.
- Prepare the PWP, quarterly accounting, billing for local dues, and budget (coordinated with La Crosse County).
- Participate in meetings with FHWA, DOT, RPCs, and other agencies. This includes travel to MPO Directors' meetings, training, ATP meetings, technical committee meetings and other activities. Minnesota DOT (MnDOT) requires that \$3,000 of planning funds be used for training.
- Maintain the LAPC website. The LAPC website is updated monthly with agendas and minutes of LAPC committee meetings. Contact information, plan documents, supporting maps, the TIP project list and other supporting materials are also posted on the website for distribution.

Process

Preparing and approving resolutions supporting state targets for FAST Act performance measures will take place in 2019.

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

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

200 Long-Range Transportation Planning

2019 Staff Hours: 1,664

2019 Budget: \$70,541

Objective

The Long-Range Transportation Planning element includes activities that develop, implement and provide necessary support data for the Metropolitan Transportation Plan (MTP).

Previous Work

The Metropolitan Transportation Plan (MTP) is updated on a five-year cycle. The latest update was approved on September 16, 2015.

2019 Work Goals

New for 2019

- Begin update of 2020 Metropolitan Transportation Plan to include updating existing conditions and incorporating a report of system performance.
- Coordinate travel model review and update with WisDOT.
- Conduct PSAP (Participant Statistical Areas Program) for La Crosse and Houston Counties.
- Update Environmental Justice (EJ) methodology and data in Public Participation Plan.

Continuing

- Continue to work with DOTs to set targets for FAST Act performance measures.

Ongoing

- Planning Emphasis Areas:
 - Identify connectivity gaps in access to essential services.
 - Identify transportation infrastructure vulnerable to extreme weather events
 - Promote cooperation across MPO and State boundaries.
 - Educate member communities on ADA requirements for government agencies.
 - Transition to Performance-based planning and programming.
- Implement recommendations from LAPC planning and policy plans and studies.
- Prepare annual report on performance measures.
- Coordinate with DOTs on state transportation and modal plans.
- Review and update data in the Transportation Planning Database.
- Organize and distribute data from the American Community Survey (ACS) and Census Transportation Planning Products (CTPP).
- Update sustainability indicators for La Crosse County.
- Maintain a Geographic Information System (GIS).
- Coordinate regional TSMO activities with DOTs and municipalities

Process

In 2019, we will have four new activities added to our long-range planning process. Three activities are part of the update of the Metropolitan Transportation Plan, due in 2020. We will begin to collect and update

transportation planning data for the plan and to coordinate the travel model review and update with WisDOT. We will review and update the model network attributes and determine the level of update to undertake for this MTP update. We will also do the PSAP process for La Crosse and Houston Counties which is a review and update of Census Block Group and Tract geography to prepare for the decennial Census in 2020.

The fourth activity will be to update the EJ methodology and data in the Public Participation Plan based on the level of data now provided in the American Community Survey.

300 Short-Range and Multimodal Transportation Planning

2019 Staff Hours: 832

2019 Budget: \$38,771

Objective

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

Previous Work

Recent (2016-2018) short-range and modal plans completed by LAPC staff include the *Bicycle and Pedestrian Safety Study* and the *Commuter Bus Service Feasibility Study*. Staff also completed a vulnerability assessment of transportation infrastructure in the planning area.

2019 Work Goals

New for 2019

- Manage funding of proposed studies through the LAPC local studies program (may require PWP amendment in 2019).
- Assist WisDOT with grant applications if needed.

Continuing

- Education and promotion of Vision Zero at the local and regional level.
- Continue to work with our Committee on Transit and Active Transportation (CTAT) to plan for additional regional bicycle routes.
- Participate on the advisory committees for the South Avenue reconstruction project.
- Continue to work with the City of La Crosse and MTU to improve transit service in the area.
- Serve on the MN High Speed Rail Commission and the Passenger Rail Forum.
- Serve on TAC for Twin Cities – Milwaukee – Chicago 2nd Empire Builder study.
- Continue to work with La Crosse County and MRRPC to expand SMRT service.

Ongoing

- Work with lead agencies on transportation studies and projects.
- Maintain and promote use of LAPC traffic counters.

- Monitor Regional Transportation Authority (RTA) activities in Wisconsin.
- Promote bicycle, pedestrian, and transit accommodations in area construction projects.
- Provide GIS assistance and custom map making.

Process

Following an LAPC resolution to support Vision Zero (zero traffic fatalities and serious injuries) we will continue to promote Vision Zero and work to achieve a resolution at the City of La Crosse. The LAPC local studies program will continue with projects proposed and prioritized for funding in the spring. A PWP amendment may be necessary when the list of funded projects is approved.

400 Transportation Improvement Program

2019 Staff Hours: 416

2019 Budget: \$20,086

Objective

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

Previous Work

The 2018-2021 TIP document and projects list have been developed annually and TIP amendments have been processed when necessary.

2019 Work Goals

New for 2019

- Review/update the STP-Urban (STP-U) program and Transportation Alternatives Program (TAP) project prioritization criteria.

Continuing

- Planning Emphasis Areas:
 - Ensure that areas of concern identified during the environmental justice analysis of programmed projects are communicated to DOT project managers so that they may be further analyzed and addressed during the project development phase.

Ongoing

- Publish a public-notice-of-TIP update.
- Maintain TIP project information on website.
- Review existing and incorporate new projects.
- Complete a TIP environmental justice analysis.
- Prepare a 4-year TIP document including financial plan.
- Serve on the MnDOT District 6 Area Transportation Partnership.

Process

The TIP document is updated annually. This update includes public notice of the process, solicitation and reviews of changes to planned and ongoing projects, preparation of an updated project list, and preparation of

a final TIP document. The TIP includes a fiscally constrained financial plan documenting the availability of funds for planned projects.

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

We will continue to communicate to project managers issues identified through the TIP environmental justice analysis. We will review and update the STP-Urban (STP-U) program and Transportation Alternatives Program (TAP) project prioritization criteria. This activity has been deferred from 2018 based on the inability of WisDOT to clearly articulate transportation funding goals and to issue guidance and parameters of the STP-Urban program.

500 Consultant Studies Funding/Budgeted Reserves

2019 Staff Hours: 0

2019 Budget: \$79,000

Objective

This element accounts for the LAPC studies funded by federal planning funds and special studies funded by local funds. Budgeted reserves are maintained for special programs such as aerial photography or regional corridor studies. Budgeted reserves are also maintained in case of an unanticipated shortfall or interruption in state and/or federal funding.

Previous Work

Past projects completed with local funding include *Coulee Vision 2050, Twin cities – Milwaukee – Chicago 2nd Empire builder Study*, and *Bicycle Impact Analysis for the City of La Crosse*.

2019 Work Goals

Continuing

- Federal, state and local funds for consultant led studies (\$79,000).
- Budgeted reserves (\$5,658).

Process

Local studies are funded from federal planning funds, annual local dues, and the budgeted reserve fund. In 2019 we will consider a number of local studies submitted by partner municipalities and agencies. Eligibility of projects for federal funding will be verified by WisDOT before contracts are negotiated. The following studies are being considered for funding in 2019; they will be reviewed and prioritized by the Technical Advisory Committee in 2019 and may require a PWP amendment. Additional local studies may be reviewed and funded in 2019.

- City of La Crescent: Bike Trails Master Plan and Study of Crossing of USH 14/61 at Mississippi River West Channel Bridge.
- MnDOT: Continuation of Twin Cities – Milwaukee – Chicago “Second Empire Builder” Study.

- City of La Crosse: Study of 3-lane conversions of: West Avenue (STH 35), from Jackson Street (STH 33) to South Avenue (USH 14/61); and Losey Boulevard, from Ward Avenue to Mormon Coulee Road (USH 14/61, STH 35).
- City of La Crosse Safe routes to School Plan.

Appendix A: Resolution Approving the Work Program

RESOLUTION 6-2018

APPROVING THE

2019 Planning Work Program for the La Crosse Area Planning Committee

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

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

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

WHEREAS, the LAPC certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of § 450.336 of Title 23:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

- 9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.


NOW, THEREFORE, BE IT RESOLVED: that the LAPC approves the *2019 Planning Work Program for the La Crosse Area Planning Committee* as being consistent with metropolitan plans and policies; and

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

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

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

LA CROSSE AREA PLANNING COMMITTEE



Joe Chilsen, Chair



Tom Faella, Executive Director

Dated: September 19, 2018

Appendix B: LAPC Meeting Times and Locations

The LAPC Policy Board meets every other month (January, March, May, July, September and November) on the third Wednesday at 4:30 PM as business dictates.

LAPC advisory committees include the Technical Advisory Committee (TAC) and the Committee on Transit and Active Transportation (CTAT) both of which meet during the months of January, March, May, July, September, and November or as business dictates. The TAC meets at 2:30 PM on the second or third Wednesday; the CTAT meets on the second Thursday of at 3:00 PM as business dictates.

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

The 2019 Planning Work Program mid-year review will be announced in May of 2019.

The 2019 Planning Work Program meeting will be announced in September of 2019.

2019 MPO Director Meetings and annual MPO conferences in both states will be announced.

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Appendix C: 2019 PWP Budget and Elements Detail

2019 Planning Work Program Budget

Funding Source	Funds (2019)	Funds (2018)	Allocation of Funds (2019)					Local Studies / Budgeted Reserves
			100	200	300	400	500	
			Program Support	Long Range Planning	Short Range Planning	TIP Development		
LAPC Revenue								
Minnesota Federal Grant Funds	\$37,654	\$36,342	\$15,348	\$12,160	\$6,683	\$3,462		
Wisconsin Federal Grant Funds	188,935	182,412	49,294	39,055	21,466	11,120	68,000	
Minnesota State Funds	11,000	11,000	4,484	3,552	1,952	1,011		
Local Match for Minnesota Funds	2,750	2,750	1,121	888	488	253		
Wisconsin State Funds	11,181	11,181	2,917	2,311	1,270	658	4,024	
Local Match for Wisconsin Funds	36,053	34,422	9,406	7,453	4,096	2,122	12,976	
Local Share Balance (\$60,842 Dues Total)	22,039	22,039	6,464	5,121	2,815	1,458	6,181	
	\$309,612	\$300,146	\$89,033	\$70,541	\$38,771	\$20,086	\$91,181	
% of Total Funds			29%	23%	13%	6%	29%	
LAPC Expenses								
	2019	2018						
Salaries and Fringe								
Director Salary + Fringe	\$107,429	\$106,057	\$37,600	\$26,857	\$26,857	\$16,114		
Planner Salary + Fringe	79,425	78,504	19,856	43,684	11,914	3,971		
Total:	\$186,854	\$184,561	\$57,456	\$70,541	\$38,771	\$20,086		
Program Expenses								
Supplies/Bike Counters	\$600	\$6,600	\$600					
Indirect Costs	\$14,000	14,000	14,000					
Duplicating/Printing	\$1,500	1,500	1,500					
Postage (Internal)	\$350	350	350					
Telephone	\$175	175	175					
Meals	\$500	500	500					
Lodging	\$2,000	2,000	2,000					
Mileage	\$3,000	4,000	3,000					
Parking	\$100	100	100					
Public Notice	\$350	350	350					
Publications Costs	\$300	300	300					
Conferences	\$900	900	900					
Dues	\$6,105	6,105	6,105					
Software Licenses	\$532	435	532					
Computers	\$165	1,385	165					
Training	\$1,000	1,000	1,000					
Total:	\$31,577	\$39,700	\$31,577					
	\$218,431	\$224,261	\$89,033	\$70,541	\$38,771	\$20,086		
% OF INTERNAL EXPENSES			41%	32%	18%	9%		
Consultant Costs								
64056 Local Studies	\$85,000	\$72,000					\$85,000	
To/From Reserves								
99913 To Reserves	\$6,181	\$5,515					\$6,181	
	\$91,181	\$77,515					\$91,181	
	\$309,612	\$301,776	\$89,033	\$70,541	\$38,771	\$20,086	\$91,181	
	100%		29%	23%	13%	6%	29%	
Budgeted Reserves Account (Estimated)								
Balance December 31, 2018 :			\$162,125					
Reserves used in 2019 :			0					
Reserves added in 2019:			6,181					
Balance December 31, 2019:			\$168,306					

2019 Local Share Dues

UNIT OF GOVERNMENT	Equalized Values for 2019 Dues		LOCAL SHARE
	Equalized Value, 2017 (\$ Millions)	Percent of Total Value	
City of La Crescent	405.11	4.69%	\$2,855.22
City of La Crosse	3,758.70	43.54%	26,491.10
City of Onalaska	1,910.77	22.13%	13,466.99
Village of Holmen	640.98	7.43%	4,517.58
Village of West Salem	427.36	4.95%	3,012.04
Town of Campbell	364.31	4.22%	2,567.63
Town of Medary	165.12	1.91%	1,163.75
Town of Shelby	429.70	4.98%	3,028.48
Town of Onalaska	530.54	6.15%	3,739.22
TOTAL - LAPC	\$8,632.59	100.00%	\$60,842.00

2019 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$89,033	728		520
Program support	Resolutions for support of state performance measures	\$38,591	518	1,2	310
	Coordinate technical committee and Policy Board meetings			1,2,3,4	
	Prepare PWP and quarterly accounting			1,2,3,4	
	Calculate and bill for local dues			2	
	Preparing the 2020 budget			2	
	Staff training and travel for agency meetings			1,2,3,4	
	Maintin the LAPC website			1,2,3,4	
Program Expenses	Program expenses. (See budget for details)	\$31,577			
	Vacation, Sick and Holiday Time	\$18,865	210		210

	200 Long-Range Plan Implementation	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$70,541	520		1,144
Planning Emphasis Areas	Work with DOTs to set FAST Act performance targets	\$19,763	220	1,2,3,4	220
	Identify connectivity gaps in accessing essential services			2,3	
	Identify transportation infrastructure vulnerable to extreme weather events			2,3	
	Promote cooperation across MPO and State boundaries			1,2,3,4	
	Transition to Performance Based Planning and Programming			1,2,3,4	
MTP Implementation	Begin preparing data and document update of 2020 MTP	\$50,778	300	3,4	924
	Coordinate travel model review and update with WisDOT			2,3	
	Conduct PSAP program for La Crosse and Houston Counties			1,2	
	Update EJ methodology and data in Public Participation Plan			3,4	
	Implement recommendations from LAPC planning and policy plans and studies			2,3,4	
	Prepare annual report on performance measures			3	
	Coordinate with DOTs on state transportation plans			1,2,3,4	
	Update data in the Transportation Planning Database			2,3,4	
	Organize and distribute Census data			1,2,3,4	
	Update sustainability indicators for La Crosse County			1,2,3,4	
	Maintain a Geographic Information System			1,2,3,4	
	Coordinate regional TSMO activities with DOTs and municipalities			1,2,3,4	
	300 Short-Range and Multimodal Planning	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$38,771	520		312
Transportation Studies and Projects	Education and promotion of Vision Zero at the local and regional level	\$16,516	200	1,2,3,4	162
	Additional regional bicycle routes in the area			3,4	
	Manage local studies program			1,4	
	Advisory committees for the South Avenue project			1,2,3	
	Work with lead agencies on studies and projects			1,2,3,4	
	Maintain and promote use of LAPC traffic counters			2,3	
Modal Planning and Technical Assistance	Work with the City of La Crosse to improve transit service	\$22,255	320	1,2,3,4	150
	MN High Speed Rail Commission and Passenger Rail Forum			1,2,3,4	
	Serve on MnDOT Transit Rules Committee				
	Twin Cities to Chicago 2nd Empire Builder Study			1,2,3,4	
	Work with La Crosse, MRRPC on SMRT regional routes			1,2,3	
	Monitor RTA activities in Wisconsin			1,2,3,4	
	Promote bicycle and pedestrian accommodations			1,2,3,4	
Provide GIS assistance and custom map making			1,2,3,4		

400 Transportation Improvement Program		Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$20,086	312		104
Transportation Improvement Program	Include notification for project managers to consider EJ and accessibility	\$20,086	312	1,2,3,4	104
	Provide public notice of TIP update			3	
	Maintain TIP project information on website			1,2,3,4	
	Review existing and incorporate new projects			2,3	
	Review and update STP-U and TAP prioritization criteria				
	Complete TIP environmental justice analysis			3,4	
	Prepare 4 year TIP document including financial plan			3,4	
	Serve on MnDOT District 6 Area Transportation Partnership			1,2,3,4	
500 Consultant Studies Funding / Budgeted Reserves		Budget	Director (Hours)	Timeframe 2018 Quarter(s)	Planner (Hours)
		\$91,181	0		0
Consultant Studies / Budgeted Reserves	Consultant Cost for Local Studies Projects	\$85,000		2,3,4	
	Budgeted Reserves	\$6,181		4	
Total for 2018		\$309,612	2,080		2,080

2019 Unified Planning Work Program Budget (Mn UPWP Chart)					
UPWP Category	Project Title	Minnesota Federal Funding Amount	Wisconsin Federal Funding Amount	Local Funding Amount	Total Funding Amount
100	Program Support	\$15,347.93	\$49,293.63	\$24,391.82	\$89,033.38
200	Long Range Planning	12,160.14	39,055.29	19,325.61	\$70,541.04
300	Short Range Planning	6,683.50	21,465.69	10,621.80	\$38,770.99
400	TIP Development	3,462.43	11,120.46	5,502.70	\$20,085.59
500	Local Studies / Budgeted Reserve		67,999.93	23,181.07	\$91,181.00
Funding Totals		\$37,654.00	\$188,935.00	\$83,023.00	\$309,612.00
Source of Local Funds:	Local "dues" from MPO member communities, budgeted reserves, and Minnesota and Wisconsin state planning grants.				

Appendix D: Indirect Cost Allocation Plan

Office Indirect Costs

Budgeted indirect costs are \$14,000 for 2019. These costs are billed by La Crosse County to partially cover indirect costs of central services departments.

The indirect costs are based on the La Crosse County *Central Services Cost Allocation Plan* based on 2014 financials. The indirect cost allocation plan is prepared in accordance with 2 CFR 200 Subpart E—Cost Principles as guidance for determination of cost allocation and basis selection. The Cost Allocation Plan Certification is shown below under, *Certificate of Cost Allocation Plan*. The Cost Allocation Plan is submitted to the US Department of Health & Human Services as the cognizant federal agency for La Crosse County.

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

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

As shown in the following table, office indirect costs for the LAPC office are calculated at \$21,339. The LAPC incurs an actual indirect charge of \$14,000. La Crosse County considers \$7,339 as an in-kind contribution. The office indirect costs represent 4.62% of the total 2019 LAPC budget. Indirect insurance costs include Workers' Compensation and General Liability.

Central Services Dept	LAPC Office Total Indirect Cost	In-Kind Contribution (La Crosse County)	LAPC Office Indirect Cost
Building depreciation	\$839	\$289	\$550
Special accounting	237	82	155
Building maintenance	2,270	781	1,489
Central duplicating	363	125	238
Finance	8,919	3,067	5,852
Insurance	753	259	494
Administration	7,441	2,559	4,882
Information technology	134	46	88
County treasurer	383	132	251
Total:	\$21,339	\$7,339	\$14,000

Indirect costs are charged to federal, Wisconsin state and local funding sources. The costs are charged proportional to the billing period. The distribution of costs will depend upon the available federal and state balances when the indirect costs are charged. The maximum federal and state shares will be 80% and 10% respectively. The remaining 10% will be local funding.

Leave and Fringe Benefit Rates

The 2019 leave-additive indirect cost rate is based on an estimated vacation, sick and holiday leave of 210 hours per staff member, out of a total of 2,080. This represents about 10.09% of regular direct salaries.

The fringe benefit rate is 20.75% of total salary and benefits in 2019.

Certificate of Cost Allocation Plan

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

CERTIFICATE OF COST ALLOCATION PLAN

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

1. All costs included in this proposal (as dated below) to establish cost allocations or billings for the year ended December 31, 2014 are allowable in accordance with the requirements of 2 CFR 200 Subpart E—Cost Principles and the Federal Award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which that are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental unit: La Crosse County, Wisconsin

Signature: Sharon R Davidson
Name of Official: Sharon R Davidson
Title: Finance Director
Date of Execution: 4-13-15

Appendix E: Contact Information

LAPC Contact Information

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

LAPC Website

www.lapc.org

Executive Director

Tom Faella

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E-mail: tfaella@lacrossecounty.org

Transportation Planner

Jackie Eastwood

PH: (608) 785-6141

E-mail: jeastwood@lacrossecounty.org

LAPC Subcommittees

Technical Advisory Committee (TAC)

Committee on Transit and Active Transportation (CTAT)

Department of Transportation Local Contacts

Wisconsin

Wisconsin Department of Transportation

Southwest Region, La Crosse Office

3550 Mormon Coulee Road

La Crosse, WI 54601

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Fax: (608) 785-9969

- Angela Adams, Southwest Region Deputy Director
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E-mail: swr.dtsd@dot.wi.gov
- Dale Oestreich, Planning Supervisor
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- Francis Schelfhout, Urban and Regional Planner
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E-mail: francis.schelfhout@dot.wi.gov

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

- Steve Flottmeyer, Region Planning Chief
PH: (608) 785-9075
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Minnesota

Minnesota Department of Transportation, District 6
2900 48th Street NW
P.O. Box 6177
Rochester, MN 55903-6177
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- Mark Schoenfelder, District Engineer
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- Kurt Wayne, Principal Transportation Planner
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E-mail: kurt.wayne@state.mn.us
- Jean Meyer, District Transit Project Manager
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E-mail: jean.meyer@state.mn.us

Department of Transportation State Contacts

Wisconsin

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

Division of Transportation Investment Management
4822 Madison Yards Way, P.O. Box 7913
Madison, WI 53707-7913
Phone: (608) 266-1402
Fax: (608) 267-0294

- Vacant, Director, Bureau of Planning & Economic Dev.
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E-mail: bop.dtim@dot.wi.gov

- Charles Wade, Section Chief, Planning
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E-mail: charles.wade@dot.wi.gov
- Jim Kuehn, Statewide MPO-RPC Coordinator
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E-mail: james.juehn@dot.wi.gov
- Jill Mrotek Glezinski, Bicycle & Pedestrian Coordinator
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E-mail: jill.mrotekglezinski@dot.wi.gov

Minnesota

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

- Philip Schaffner, Transportation Planning Director, MnDOT Office of Statewide Multimodal Planning
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- Bobbi Retzlaff, Planning Program Coordinator, MnDOT Office of Statewide Multimodal Planning
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- Darrell Washington, Urban Transit Program Coordinator, MnDOT Office of Transit
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Department of Transportation Federal Contacts

Federal Transit Administration (FTA)

U.S. Department of Transportation
Federal Transit Administration
400 Seventh Street SW
Washington, D.C. 20590
Federal Transit Administration, Region 5
200 W. Adams Street
Chicago, IL 60606

- Marisol Simon, Regional Administrator
PH: (312) 353-2789
Fax: (312) 886-0351
- Bill Wheeler, Area Representative, Wisconsin
PH: (312) 353-2639
Fax: (312) 886-0351
E-mail: william.wheeler@dot.gov

Federal Highway Administration (FHWA)

Wisconsin

Federal Highway Administration

City Center West

525 Junction Rd, Ste 8000

Madison, WI 53717

Fax: (608) 829-7526

- Matthew Spiel, Community Planner
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Federal Highway Administration

Galtier Plaza (Box 75)

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Appendix F: Work Program Checklist

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

Program Document Component (continued)	Check/Page #
Transit Planning*	11
Multimodal Planning	11
i). Bicycle/Pedestrian	11
ii). Intermodal Freight*	11
iii). Intermodal Passenger*	11
Air Quality Planning*	N/A
i). Modeling	N/A
ii). CMAQ Application Process*	N/A
Public Involvement plan – Update	2017
Surveillance (Data Collection)	10
Project/Corridor Studies	11
Special Studies	11, 13
TSM/TDM Planning	11
TE Planning	11
Performance Management	10
Summary of Budget Revenues	19
Budget Summary	19
Funding Sources	19
Direct Costs	19
Indirect Cost Allocation Plan	23
Indirect Costs	23
Indirect Cost Rate Proposal	23
Carry-over of unspent funds	N/A
Current Signed Title VI Nondiscrimination Agreement	Website
Link to current Title VI Program	1
Annual Meeting Schedule	17

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