

2020

# Final LAPC Planning Work Program



Approved November 20, 2019

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



# 2020 Planning Work Program (PWP)

for the

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

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This Transportation Improvement Program and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at [www.lapc.org](http://www.lapc.org).

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# Introduction

## Introduction

The *2020 Planning Work Program for the La Crosse Area Planning Committee* (PWP, work program) presents work activities that the La Crosse Area Planning Committee (LAPC) will undertake as the designated Metropolitan Planning Organization (MPO) for the La Crosse, Wisconsin and La Crescent, Minnesota Metropolitan Planning Area (MPA).

The PWP is developed with the input and cooperation of the local municipalities, agencies, transit providers, and the public through the LAPC Policy Board, technical committees and public participation process. Input is also sought from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Minnesota and Wisconsin Departments of Transportation (MnDOT and WisDOT). The PWP is developed to be consistent with the guidance provided in the [Wisconsin Department of Transportation Unified Planning Work Program Handbook](#).

The work program implements, *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 11-2019 approving the 2020 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 &amp; Transportation in the La Crosse-La Crescent Region 2015-2040</i> ; adopted September 16, 2015.
Transportation Improvement Program (TIP)	<i>2020-2023 Transportation Improvement Program</i> ; approved on September 18, 2019.
Planning Work Program (PWP)	<i>LAPC Planning Work Program, PWP for 2019</i> ; approved on September 19, 2018 and amended on August 21, 2019.
Public Participation Plan	<i>Public Participation Plan for the La Crosse Area Planning Committee</i> ; approved on March 20, 2019.
MPO Cooperative Agreements	WisDOT/MTU, May 8, 2017; MnDOT/MTU, November 14, 2012; MnDOT/MTU, November 15, 2017; <a href="#">Intermunicipal Agreement for Metropolitan Planning Organization</a> , approved August 21, 2019.
Metropolitan Planning Area Boundary	Approved by the LAPC and MnDOT on March 20, 2013; approved by WisDOT on July 30, 2013.

- **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** The 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.org](http://www.lapc.org) 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.org](http://www.lapc.org) and in our office.

## Operational Procedures and Bylaws

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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, 2019)
- [Memorandum of Understanding Between MnDOT, LAPC and MTU](#) (2012) for cooperative planning
- [Memorandum of Understanding Between MnDOT, LAPC, and MTU](#) (2017) for performance planning
- [Bylaws of the La Crosse Area Planning Committee](#) (Municipalities, 2009)
- [Title VI Non-Discrimination Agreement](#) (LAPC and WisDOT, 2017)

The LAPC [Title VI and Non-Discrimination Program/Limited English Proficiency Plan](#) is also on the LAPC website.

## MPO Committees and Membership

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### La Crosse Area Planning Committee Policy Board

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

**Tim Kabat**  
Mayor, City of La Crosse

**Joe Chilsen**  
Mayor, City of Onalaska

**Patrick Barlow**  
President, Village of Holmen

**Roland Bogert**  
Chair, Town of Onalaska

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

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

**Dennis Manthei**  
President, Village of West Salem

**Terry Schaller**  
Chair, Town of Campbell

**Tara Johnson**  
Chair, La Crosse County Board

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

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

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

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

## MPO Staff and Contractors

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Staff responsible for the implementation of the work program include the Executive Director and the transportation planner for the LAPC. The transportation planner works 100% of her time on MPO activities;

whereas, the Executive Director may have time allocated to non-MPO activities. As this work program is being prepared, it is anticipated that 100% of the Director’s time in 2020 will be devoted to MPO activities.

The LAPC does not anticipate directly contracting with outside agencies in 2020.

## MPO Planning Area

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

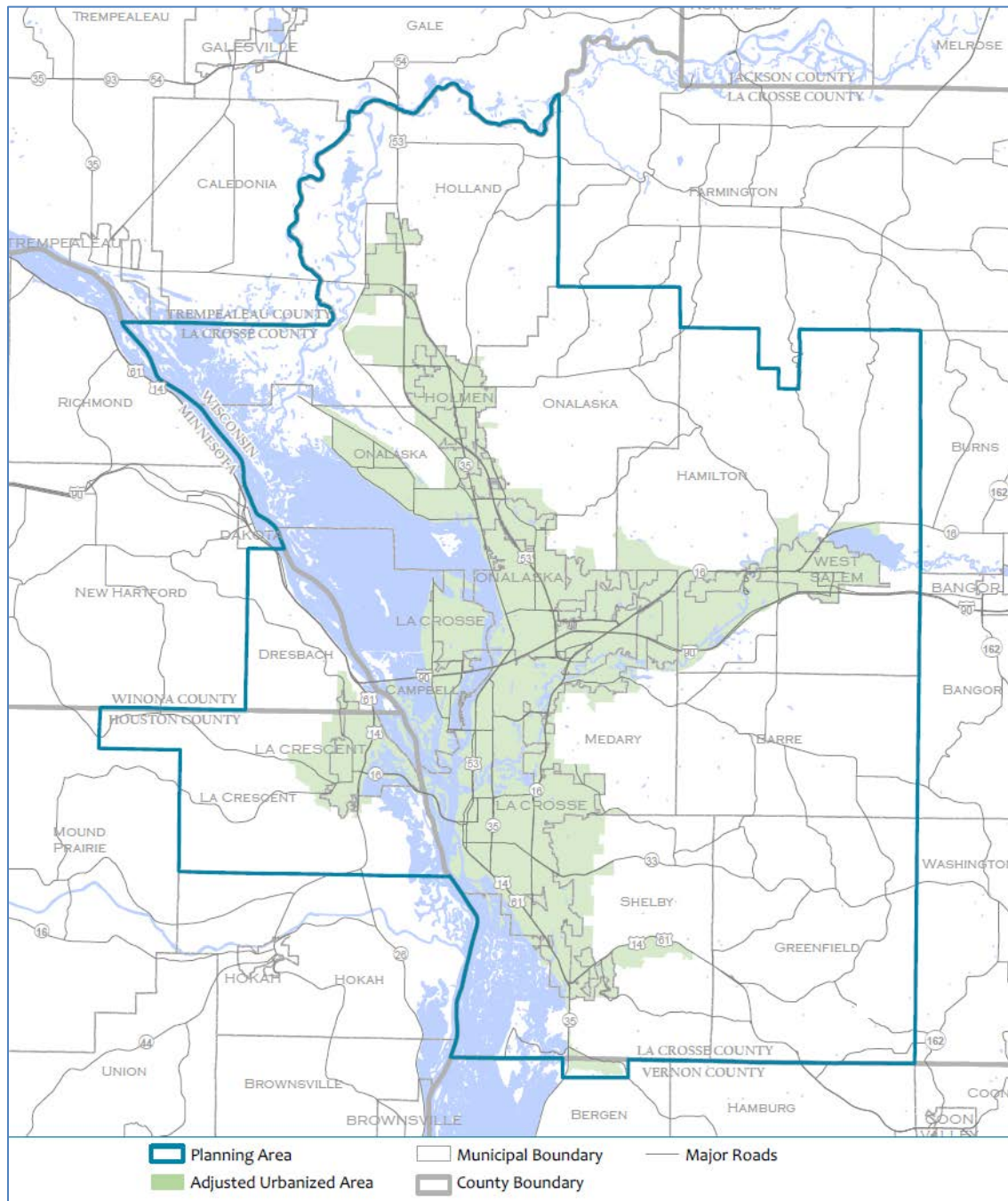


Figure 1: LAPC Metropolitan planning area and adjusted urbanized area.

## Planning Priorities and Planning Factors

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

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

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

**Table 1: Work Program Elements Emphasis Areas**

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

The planning emphasis areas developed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in 2015 will continue to be planning priorities in 2020:

- **Transition to Performance-based Planning and Programming.** This emphasis area includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Because the LAPC has agreed to support the Minnesota and Wisconsin Departments of Transportation (DOTs) performance targets, work activities involve coordinating and collaborating with our DOTs, FHWA, FTA, and transit providers.

The LAPC Transportation Improvement Program reports the Federal performance measures, the performance measure targets, and the anticipated effect of the TIP toward achieving those targets.

New to the LAPC Metropolitan Transportation Plan (MTP) scheduled for approval in September 2020 will be a system performance report that evaluates the condition and performance of the transportation system with respect to the performance targets and discusses the progress achieved by the LAPC in meeting the targets.

- **Regional Models of Cooperation.** The goal of this emphasis area is to ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries.
- **Ladders of Opportunity.** This last emphasis area concentrates on identifying transportation connectivity gaps in accessing essential services like employment, health care, education, and recreation.

## Summary of 2019 Accomplishments

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- Completed an update of Census boundaries (Participant Statistical Area Program) for the 2020 decennial census.
- Completed a minor update of the Public Participation Plan (PPP).
- Collaborated with State DOTs and transit providers to establish performance targets.
- Participated in the Area Transportation Partnership (ATP), the Great River Rail Commission, and DOT/MPO/RPC directors' meetings remotely.
- Completed the 2020-2023 TIP and the 2020 PWP.
- Completed several TIP amendments and a 2019 PWP amendment.
- Ranked projects and allocated funding for STP-U program.
- Planned additional bicycle routes in the La Crosse area, including a route between La Crescent and La Crosse and an extension of the Regional Route 1.
- Coordinated with WisDOT, the Mississippi River Parkway Commission, and the City of La Crosse to align the Mississippi River Trail (MRT) along the Regional Route 1 through South La Crosse.
- Began analyzing MTU AVL data.
- Continued to update existing and gather new data for transportation planning purposes.
- Began updating data and chapters for the interim MTP scheduled for approval in September 2020.
- Solicited projects for and managed the LAPC Local Studies Program.

## 2019 Title VI, EJ, and ADA Accomplishments

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- Updated environmental justice maps and text included in the *2020 – 2023 Transportation Improvement Program*.
- Updated the EJ methodology in the *Public Participation Plan*.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation.
- Provided notice of LAPC Policy Board and advisory committees in accessible formats at least one week prior to a meeting's convening to address requests for special accommodations.

## Status of Current Work Program Activities

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Because LAPC staff was reduced in December 2018 from two to one with the retirement of the Executive Director and because a new director did not begin until August of 2019, several elective activities were unable to be accomplished:

- The 2019 LAPC Annual Performance Measures Progress Report.
- Participation on committees that required travel (i.e. the Great River Rail Commission, formerly, the High-Speed Rail Commission).
- Education and promotion of Vision Zero.
- Review and update of the STP-U and TAP project prioritization criteria.
- Monitoring RTA activities in Wisconsin.

All other work activities as outlined in the 2019 PWP will be completed by year's end.

A work program amendment was approved by Resolution 7-2019 on August 21, 2019.

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# Program Elements

## Introduction

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The following sections provide detail for the 2020 planning work program elements. Please see [Appendix C](#) for the 2020 PWP Budget and Elements Detail for the more detail on funding sources, staff costs, and hours and schedules, and [Appendix D](#) for the LAPC Indirect Cost Allocation Plan.

### Staff Time Allocation

At the discretion of the Policy Board and as approved by the annual work program, the time the Executive Director devotes to MPO activities may be reduced to perform activities not directly related to transportation planning. It is anticipated that 100% of the Director's time in 2020 will be devoted to MPO activities. Changes to the time, funding, and element allocations may trigger a work program amendment as per WisDOT, MnDOT, and FHWA amendment policies.

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

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

## 100 Program Support and Administration

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2020 Staff Hours: 1,248

2020 Budget: \$120,181

### 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 expenses<sup>1</sup> (office supplies, printing and mailing, indirect costs, vacation and holiday time, etc.) that support the operation of the office and compensation of staff. This includes in 2020 a reimbursement of \$31,869 to La Crosse County for a payout to the former Director of 85% of accrued sick and vacation time as allowed under the Wisconsin Retirement System.

### Previous Work

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

### 2020 Work Goals

#### New for 2020

- Provide training support to new Director.

#### Ongoing

- Coordinate TAC, CTAT, and Policy Board meetings.
- Prepare the PWP, quarterly accounting, billing for local dues, and budget (coordinated with La Crosse County).
- Prepare resolutions supporting State performance targets, adopting MPO plans and programs, and supporting local and regional transportation plans and projects.

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<sup>1</sup> Program expenses are in compliance with 23 CFR 420.113 and 2 CFR 200.

- Participate in meetings with FHWA, DOT, RPCs, and other agencies. This includes travel to MPO Directors' meetings, training, ATP meetings, technical committee meetings and other activities. Minnesota DOT (MnDOT) requires that \$3,000 of planning funds be used for training.

## Process

A new Director will begin work in the third quarter of 2019 and will continue to need training support in 2020.

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

## 200 Long-Range Transportation Planning

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2020 Staff Hours: 1,768

2020 Budget: \$78,188

### 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 MTP is updated every five years. The latest update was approved on September 16, 2015.

### 2020 Work Goals

#### New for 2020

- Incorporate a system performance report into the MTP.
- Update environmental resource inventory.
- Consult with resource agencies regarding potential impacts of planned and programmed transportation projects.
- Begin development of an ArcGIS Online application for transportation projects and information.
- Begin update of land use inventory.
- Obtain employment data.
- Work with transit agencies in setting transit safety targets.
- Engage in active outreach to LAPC member and non-member planning area communities.
- Explore social media options for engaging the public.
- Redesign LAPC website.

#### Continuing

- Continue to work with DOTs and transit agencies to set targets for Federal performance measures.
- Continue to improve digital access to information through the LAPC website.
- Complete update of 2020 MTP for final adoption in September 2020.

#### Ongoing

- Planning Emphasis Areas:
  - Performance-based planning and programming.
  - Regional models of cooperation.
  - Ladders of opportunity (transportation connectivity gaps in accessing essential services).



- Prepare LAPC annual performance measures report.
- Support activities that implement LAPC planning and policy plans and studies.
- Work with DOTs on development of statewide transportation plans.
- Update existing and gather new data for transportation planning purposes.
- Update sustainability indicators for La Crosse County.
- Coordinate regional TSMO activities with DOTs and municipalities.
- Support IT initiatives developed by MnDOT and WisDOT.
- Maintain the LAPC website for public outreach and information.

### Process

In 2020, we will have several new activities added to our long-range planning process.

Three of the activities support the update of the MTP to be approved in September 2020. They include a system performance report that evaluates the condition and performance of the transportation system with respect to the Federal performance measures and State targets and discusses the progress achieved by the LAPC in meeting the supported targets, an update of the environmental resource inventory, and consultation with resource agencies to assess the impacts of transportation projects on vulnerable populations and resources.

Work to update the MTP began in January 2019 and continues through September 2020. Table 2 shows the MTP schedule for November 2019 through approval in September 2020.

Table 2: 2020 Work Program Metropolitan Transportation Plan Schedule

Task	2019 Nov	Dec	2020 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Continue data gathering & drafting plan document											
Incorporate Vulnerability Assessment, Resiliency, sustainability											
System Performance Report											
Resource inventory; environmental justice; consultation											
Public input; incorporate comments										★	★

★Public information meeting and LAPC approvals.

The employment data and the land use inventory will be used to inform the travel model and update of the 2025 MTP. An ArcGIS Online tool and active outreach to member and non-member communities are activities meant to improve public engagement in and knowledge of the LAPC.

## 300 Short-Range and Multimodal Transportation Planning

2020 Staff Hours: 832

2020 Budget: \$39,855

### Objective

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

### Previous Work

Recent short-range activities engaged in by LAPC staff include completing the *Bicycle and Pedestrian Safety Study*, conducting the data analysis for the *Commuter Bus Service Feasibility Study*, working with MTU staff to develop a new route for the MTU Circulator, and working with our CTAT and other partners to develop regional bicycle route recommendations through South La Crosse and between the Wagon Wheel Trail in La Crescent, MN and La Crosse.

### 2020 Work Goals

#### New for 2020

- Analyze MTU AVL data for performance and customer service measures.
- Prepare TAP applications for La Crosse County.
- Assist transit agencies in developing their Transit Safety Plans.
- Serve on the City of La Crosse Safe Routes to School Steering Committee.
- Serve on the AARP, *Thriving. Livable. La Crosse*, steering committee.
- Assist La Crosse County with transition to electric buses for SMRT service.

#### Continuing

- Continue to work through our Committee on Transit and Active Transportation (CTAT) to plan for additional regional bicycle routes.
- Continue to work with La Crosse County on SMRT service.
- Continue to serve on the Minnesota Great River Rail Commission (formerly, the High-Speed Rail Commission) and Passenger Rail Forum.
- Continue to assist with TCMC planning and to serve on TCMC technical committees.

#### Ongoing

- Assist LAPC agency partners and member communities with grant applications when needed.
- Participate on advisory committees for transportation projects when needed.
- Work with the City of La Crosse and MTU to improve transit service in the area.
- Work with lead agencies on transportation studies and projects.
- Promote bicycle, pedestrian, and transit accommodations in area construction projects.
- Provide technical assistance to partner agencies and member communities when needed.

## Process

Because the update of the MTP will be the focus in 2020, we will not be completing any short-range plans. We will continue to coordinate with our agency partners and provide technical assistance to our member communities and transit providers as needed. New to 2020 will be time allocated monthly to the analysis of MTU AVL data and the writing of TAP applications for La Crosse County. We will serve on the City of La Crosse Safe Routes to School Steering Committee and assist our transit providers prepare their transit safety plans as needed.

## 400 Transportation Improvement Program

2020 Staff Hours: 312

2020 Budget: \$15,121

### 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 2019-2022 TIP document and projects list have been developed annually and TIP amendments have been processed when necessary.

### 2020 Work Goals

Forwarded from 2019 PWP

- Update STP-U and TAP project ranking criteria to consider federal performance goals and state/local targets.

Ongoing

- Performance monitoring and investment linkage.
- 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 TIP is also required to include a discussion of the anticipated effect of the TIP toward achieving the performance-measure targets and link the area investment priorities to those targets.

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

supporting materials, review of Transportation Alternatives Program (TAP) projects, and membership on sub-committees as required.

## 500 Consultant Studies Funding/Budgeted Reserves

2020 Staff Hours: 0

2020 Budget: \$72,530

### 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 projects and in the case of an unanticipated shortfall or interruption in state and/or federal funding.

### Previous Work

Past projects completed through Consultant Studies include *Coulee Vision 2050, Twin cities – Milwaukee – Chicago 2<sup>nd</sup> Empire builder Study*, and *Bicycle Impact Analysis for the City of La Crosse*.

Funding for the City of La Crosse Safe Routes to School Plan awarded for 2019 has been extended to allow completion of the project by May 31, 2020. A consultant will be under contract with the City of La Crosse by November 1, 2019.

### 2020 Work Goals

#### New for 2020

- Participate with La Crosse County in the acquisition of 3-inch aerial photography: Project total: \$114,030; County: \$43,000; LAPC: \$71,030.
- Purchase 2020 employment data: \$1,500.

### Process

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

In 2020 the LAPC will partner with La Crosse County to obtain 3-inch aerial photography for all La Crosse County, which includes 282 sq. mi. of planning area, as well as the rest of the MPO planning area that falls outside the County (portion of the town of Bergan in Vernon County, Wisconsin, and the townships of Dresbach and La Crescent and the city of La Crescent in Minnesota). The planning area includes about 59% of the geographic area and 95% of the population of La Crosse County.

Users of the photography will be the LAPC, La Crosse County, and the LAPC-member cities of La Crosse and Onalaska. The photography will be used to update the inventories for MPO trails, bicycle and pedestrian facilities, and land use, which will be used as one of several inputs for the regional travel model to be developed during the 2025 metropolitan transportation plan update process. Other inputs include 2020 Decennial Census household data, 2020 employment data, and projected household and employment data.

The employment data will be used by MPO staff and WisDOT contracted agencies in the development of a new travel model.

Also in 2020, the LAPC will cost-share with La Crosse County to have a fire/EMS collaboration study completed. The LAPC share of this study (\$11,500) will come entirely from the budgeted reserves. No federal or state planning funds or staff time will be used toward this study.

# Appendix A: Resolution Approving the Work Program

## RESOLUTION 11-2019

### APPROVING THE

#### *2020 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 *2020 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 Chairperson 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



\_\_\_\_\_

Mike Poellinger, Chair



\_\_\_\_\_

Peter Fletcher, Executive Director

Dated: November 20, 2019

# Appendix B: LAPC Meeting Times and Locations

Table 3 summarizes the tentative schedules for important meetings that support the planning functions at the LAPC and ensure coordination between the MPO and State and local agencies.

**Table 3: Anticipated Schedules and Locations for Important Coordination Meetings**

Meeting	Date/Time	Location
Policy Board	4:30 p.m. on 3 <sup>rd</sup> Wednesday of odd* months or as business dictates	La Crosse County Administrative Center
Technical Advisory Committee	2:30 p.m. on 2 <sup>nd</sup> Wednesday of odd months or as business dictates	La Crosse County Administrative Center
Committee on Transit and Active Transportation	3:00 p.m. on 2 <sup>nd</sup> Thursday of odd months or as business dictates	La Crosse County Administrative Center
Mid-year Review	May/June 2020	Skype/conference call
Annual Work Program	September/October 2020	Skype/conference call
Quarterly WisDOT-MPO-RPC Directors' meetings	4 <sup>th</sup> Tuesday of January, April, July, October 2020	Hill Farms, Madison, WI; Skype/conference call
MnDOT MPO Directors' meetings	February, May, November 2020	Location TBD; Skype/conference call
Area Transportation Partnership	9:00 a.m. on 2 <sup>nd</sup> Friday of month or as business dictates	MnDOT, Rochester, MN; Skype/conference call

\*January, March, May, July, September, November.

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

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# Appendix C: 2020 PWP Budget and Elements Detail

## 2020 Planning Work Program Budget

Funding Source	Funds (2020)	Funds (2019 Amended)	Allocation of Funds (2020)				
			100	200	300	400	500
			Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
<b>LAPC Revenue</b>							
Minnesota Federal Grant Funds	\$38,067.00	\$37,654.00	\$18,058.08	\$11,748.36	\$5,988.48	\$2,272.09	
Wisconsin Federal Grant Funds	193,623.00	145,073.60	64,324.93	41,849.00	21,331.64	8,093.44	58,024.00
Minnesota State Funds	11,000.00	11,000.00	5,218.14	3,394.86	1,730.46	656.55	
Local Match for Minnesota Funds	2,750.00	2,750.00	1,304.53	848.71	432.61	164.14	
Wisconsin State Funds	11,180.76	8,585.46	3,674.94	2,390.87	1,218.70	462.39	3,433.86
Local Match for Wisconsin Funds	37,224.99	27,682.94	12,406.29	8,071.38	4,114.21	1,560.97	11,072.14
Local Share Balance (\$60,842 Dues Transfer from Reserves)	20,867.01	30,409.06	9,898.81	6,440.04	3,282.68	1,245.48	0.00
	11,163.24		5,295.57	3,445.23	1,756.14	666.30	0.00
	<b>\$325,876.00</b>	<b>\$263,155.06</b>	<b>\$120,181.30</b>	<b>\$78,188.45</b>	<b>\$39,854.90</b>	<b>\$15,121.35</b>	<b>\$72,530.00</b>
% of Total Funds			36.9%	24.0%	12.2%	4.6%	22.3%
<b>LAPC Expenses</b>	<b>2020</b>	<b>2019</b>					
<b>Salaries and Fringe</b>							
Director Salary + Fringe	\$110,183.00	\$45,014.00	\$38,564.05	\$33,054.90	\$27,545.75	\$11,018.30	
Planner Salary + Fringe	82,061.00	83,405.00	20,515.25	45,133.55	12,309.15	4,103.05	
<b>Total:</b>	<b>\$192,244.00</b>	<b>\$128,419.00</b>	<b>\$59,079.30</b>	<b>\$78,188.45</b>	<b>\$39,854.90</b>	<b>\$15,121.35</b>	
<b>Program Expenses</b>							
Office Supplies	600.00	600.00	600.00				
Indirect Costs	14,000.00	14,000.00	14,000.00				
Unemployment & retirees indirect	31,869.00	0.00	31,869.00				
Duplicating/Printing	650.00	1,500.00	650.00				
Postage (Internal)	200.00	350.00	200.00				
Telephone	175.00	175.00	175.00				
Cell Phone	500.00	450.00	500.00				
Meals	300.00	500.00	300.00				
Lodging	1,000.00	2,000.00	1,000.00				
Mileage	1,500.00	2,550.00	1,500.00				
Parking	100.00	100.00	100.00				
Public Notice	350.00	350.00	350.00				
Publications Costs	0.00	300.00	0.00				
Conferences	900.00	900.00	900.00				
Dues	6,105.00	6,105.00	6,105.00				
Software Licenses	578.00	532.00	578.00				
Computers/monitors	1,275.00	165.00	1,275.00				
Training	1,000.00	1,000.00	1,000.00				
<b>Total:</b>	<b>\$61,102.00</b>	<b>\$31,577.00</b>	<b>\$61,102.00</b>				
	\$253,346.00	\$159,996.00	\$120,181.30	\$78,188.45	\$39,854.90	\$15,121.35	
<b>% OF INTERNAL EXPENSES</b>			47.4%	30.9%	15.7%	6.0%	
<b>Consultant Costs</b>							
64056 Local Studies	\$72,530.00	\$72,750.00					\$72,530.00
<b>To/From Reserves</b>							
99913 To Reserves	\$0.00	\$30,409.06					\$0.00
	\$72,530.00	\$103,159.06					\$72,530.00
	<b>\$325,876.00</b>	<b>\$263,155.06</b>	<b>\$120,181.30</b>	<b>\$78,188.45</b>	<b>\$39,854.90</b>	<b>\$15,121.35</b>	<b>\$72,530.00</b>
	<b>100.0%</b>		<b>36.9%</b>	<b>24.0%</b>	<b>12.2%</b>	<b>4.6%</b>	<b>22.3%</b>
<b>Budgeted Reserves Account (Estimated)</b>							
Balance December 31, 2019:			\$192,534.00				
Reserves used in 2020:			\$11,163.24				
Reserves added in 2020:			\$0.00				
<b>Balance December 31, 2020:</b>			<b>\$181,370.76</b>				

## 2020 Local Share Dues

UNIT OF GOVERNMENT	Equalized Values for 2020 Dues		LOCAL SHARE
	Equalized Value, 2018 (\$ Millions)	Percent of Total Value	
City of La Crescent	404.47	4.52%	\$2,749.56
City of La Crosse	3,877.26	43.32%	26,357.06
City of Onalaska	1,988.34	22.22%	13,516.49
Village of Holmen	705.23	7.88%	4,794.05
Village of West Salem	427.86	4.78%	2,908.55
Town of Campbell	355.60	3.97%	2,417.32
Town of Medary	172.66	1.93%	1,173.75
Town of Shelby	447.14	5.00%	3,039.57
Town of Onalaska	571.60	6.39%	3,885.66
<b>TOTAL - LAPC</b>	<b>\$8,950.16</b>	<b>100.00%</b>	<b>\$60,842.00</b>

## 2020 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$120,181	728		520
Program support	Resolutions for support of state performance measures	\$39,670	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 2021 budget			2	
	Staff training and travel for agency meetings			1,2,3,4	
	Maintain the LAPC website			1,2,3,4	
Program Expenses	Program expenses. (See budget for details)	\$61,102			
	Vacation, Sick and Holiday Time	\$19,409	210		210

	<b>200 Long-Range Plan Implementation</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Timeframe Quarter(s)</b>	<b>Planner (Hours)</b>
		<b>\$78,188</b>	<b>624</b>		<b>1,144</b>
Planning Emphasis Areas	Continue Performance-based Planning and Programming	\$25,843	324	1,2,3,4	220
	Continue to work with DOTs to set targets for Federal performance measures			1,2,3,4	
	Work with transit agencies to set safety targets			1,2,3,4	
	Promote cooperation across MPO, transit agency, and State boundaries			1,2,3,4	
	Ladders of opportunity (i.e. transportation connectivity gaps in accessing essential services)			1,2,3,4	
MTP Update & Implementation	Complete update of 2020 MTP & system performance report	\$52,346	300	1,2,3	924
	Update environmental resource inventory & consult with resource agencies			1,2	
	Work with DOTs on development of statewide plans			1,2,3,4	
	Begin update of land use inventory			4	
	Obtain employment data			4	
	Begin development of an ArcGIS online application for transportation projects and information			4	
	Prepare annual performance measures report			2,3	
	Coordinate with DOTs on state transportation plans			1,2,3,4	
	Engage in active outreach to planning area communities			1,2,3,4	
	Redesign LAPC website			4	
	Continue to improve outreach activities through the website and begin exploring social media options			1,2,3,4	
	Support DOT IT initiatives			1,2,3,4	
	Implement recommendations from LAPC planning and policy plans and studies			2,3,4	
	Update sustainability indicators for La Crosse County			1	
	Update data in the Transportation Planning Database			1,2,3,4	
Coordinate regional TSMO activities with DOTs and municipalities			1,2,3,4		
	<b>300 Short-Range and Multimodal Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Timeframe Quarter(s)</b>	<b>Planner (Hours)</b>
		<b>\$39,855</b>	<b>520</b>		<b>312</b>
Transportation Studies and Projects	Continue to plan for additional regional bicycle routes	\$16,986	200	1,2,3,4	162
	Manage local studies program			1,4	
	Participate on study and project advisory committees.			1,2,3,4	
	Work with lead agencies on studies and projects			1,2,3,4	
Modal Planning and Technical Assistance	Work with transit agencies to improve transit service	\$22,869	320	1,2,3,4	150
	Serve on La Crosse SRTS Steering Committee			1,2,3,4	
	Serve on AARP steering committee			1,2,3,4	
	Continue participating on the MN Great River Rail Commission and Passenger Rail Forum			1,2,3,4	
	Assist transit agencies develop their transit safety plans			1,2	
	Analyze MTU automatic vehicle location (AVL) data			1,2,3,4	
	Twin Cities to Chicago 2nd Empire Builder Study			1,2,3,4	
	Prepare TAP applications for La Crosse County			2	
	Assist MTU with transit planning			1,2,3,4	
	Assist La Crosse County with S.M.R.T service planning			1,2,3,4	
	Assist agency partners with grant applications if needed			1,2,3,4	
Promote bicycle and pedestrian accommodations			1,2,3,4		
Provide GIS assistance and custom map making			1,2,3,4		

400 Transportation Improvement Program		Budget	Director (Hours)	Timeframe Quarter(s)	Planner (Hours)
		\$15,121	208		104
Transportation Improvement Program	Monitor performance of projects and link to investments	\$15,121	208	2	104
	Provide public notice of TIP update			2	
	Maintain TIP project information on website			1,2,3,4	
	Update STP-U & TAP criteria to consider federal PM goals			1,2	
	Review existing and incorporate new projects			2,3	
	Review and update STP-U and TAP project ranking criteria			1,2	
	Complete TIP environmental justice analysis			3	
	Prepare 4 year TIP document including financial plan			2,3	
	Serve on MnDOT District 6 Area Transportation Partnership			1,2,3,4	
500 Consultant Studies Funding / Budgeted Reserves		Budget	Director (Hours)	Timeframe 2018 Quarter(s)	Planner (Hours)
		\$72,530	0		0
Consultant Studies / Budgeted Reserves	Local Studies Projects: Aerial Photography; Employment data	\$72,530		4	
	Budgeted Reserves	\$0		4	
<b>Total for 2020</b>		<b>\$325,876</b>	<b>2,080</b>		<b>2,080</b>

2020 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	\$18,058.08	\$64,324.93	\$37,798.29	\$120,181.30
200	Long Range Planning	11,748.36	41,849.00	24,591.10	\$78,188.45
300	Short Range Planning	5,988.48	21,331.64	12,534.79	\$39,854.90
400	TIP Development	2,272.09	8,093.44	4,755.82	\$15,121.35
500	Local Studies / Budgeted Reserve		58,024.00	14,506.00	\$72,530.00
<b>Funding Totals</b>		<b>\$38,067.00</b>	<b>\$193,623.00</b>	<b>\$94,186.00</b>	<b>\$325,876.00</b>
<b>Source of Local Funds:</b>	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 2020. 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 2018 financials. The indirect cost allocation plan is prepared in accordance with 2 CFR 200 Subpart E—Cost Principles as guidance for determination of cost allocation and basis selection. The Cost Allocation Plan Certification is shown below under, *Certificate of Cost Allocation Plan*. The Cost Allocation Plan is submitted to the US Department of Health & Human Services as the cognizant federal agency for La Crosse County.

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

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

As shown in Table 4, office indirect costs for the LAPC office are calculated at \$25,976. The LAPC incurs an actual indirect charge of \$14,000. La Crosse County considers \$11,976 as an in-kind contribution. Indirect insurance costs include Workers' Compensation and General Liability.

The Unemployment and Retiree's cost is a new line item that in this work program reflects the cost of paying out 85% of accrued sick and vacation time to the former Director who retired in December 2018. This benefit occurs only when an employee retires under the Wisconsin Retirement System. Because this is a benefit to the employee, the County does not have an in-kind contribution.

Because of the retirement pay-out, the office indirect costs represent 17.8% of the total 2020 LAPC budget.

Indirect costs are charged to federal, Wisconsin state and local funding sources. The costs are charged proportional to the billing period. The distribution of costs will depend upon the available federal and state balances when the indirect costs are charged. The maximum federal and state shares will be 80% and 5% respectively. The remaining 15% will be local funding.

Table 4: Central Services Cost Allocation Plan

Central Services Dept	LAPC Office Total Indirect Cost	In-Kind Contribution (La Crosse County)	LAPC Office Indirect Cost
Building depreciation	\$8,703	\$4,012	\$4,691
Special accounting	60	28	32
Building maintenance	5,622	2,592	3,030
Central duplicating	20	9	11
Finance	1,330	613	717
Insurance	1,064	491	573
County Administrator	7,536	3,474	4,062
Human Resources	1,395	643	752
Information technology	108	50	58
County treasurer	138	64	74
<i>Subtotal</i>	25,976	11,976	\$14,000
Unemployment & Retirees*	31,869	0	31,869
<b>Total:</b>	<b>\$57,845</b>	<b>\$11,976</b>	<b>\$45,869</b>

\*Unemployment and retirees' costs are not prorated and part of the La Crosse County in-kind contribution. This cost occurs only when an employee retires under the Wisconsin Retirement System.

### Leave and Fringe Benefit Rates

The 2020 leave-additive indirect cost rate is based on an estimated vacation, sick and holiday leave of 210 hours per staff member, out of a total of 2,080. This represents about 10.10% of regular direct salaries.

The fringe benefit rate is 26.24% of total salary and benefits in 2020.

### 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, 2018 are allowable in accordance with the requirements of 2 CFR 200 and the Federal Award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

**Governmental unit:** **La Crosse County, Wisconsin**

**Signature:** Sharon R Davidson

**Name of Official:** Sharon R Davidson

**Title:** Finance Director

**Date of Execution:** 4-30-19

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# Appendix E: Contact Information

## LAPC Contact Information

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

### LAPC Website

[www.lapc.org](http://www.lapc.org)

### Executive Director

Peter Fletcher  
PH: (608) 785-5977  
E-mail: [pletcher@lacrossecounty.org](mailto:pletcher@lacrossecounty.org)

### Transportation Planner

Jackie Eastwood  
PH: (608) 785-6141  
E-mail: [jeastwood@lacrossecounty.org](mailto: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  
Phone: (608) 785-9022  
Fax: (608) 785-9969

- Angela Adams, Southwest Region Deputy Director  
PH: (608) 785-9022  
E-mail: [swr.dtsd@dot.wi.gov](mailto:swr.dtsd@dot.wi.gov)
- Dale Oestreich, Planning Supervisor  
PH: (608) 785-9966  
E-mail: [dale.oestreich@dot.state.wi.us](mailto:dale.oestreich@dot.state.wi.us)

- Francis Schelfhout, Urban and Regional Planner  
PH: (608) 785-9947  
E-mail: [francis.schelfhout@dot.wi.gov](mailto: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  
E-mail: [stephen.flottmeyer@dot.state.wi.us](mailto:stephen.flottmeyer@dot.state.wi.us)

## Minnesota

Minnesota Department of Transportation, District 6  
2900 48th Street NW  
P.O. Box 6177  
Rochester, MN 55903-6177  
Phone: (507) 285-7350  
Fax: (507) 285-7355

- Mark Schoenfelder, District Engineer  
PH: (507) 286-7552  
E-mail: [mark.schoenfelder@state.mn.us](mailto:mark.schoenfelder@state.mn.us)
- Kurt Wayne, Principal Transportation Planner  
PH: (507) 286-7680  
E-mail: [kurt.wayne@state.mn.us](mailto:kurt.wayne@state.mn.us)
- Jean Meyer, District Transit Project Manager  
PH: (507) 286-7596  
E-mail: [jean.meyer@state.mn.us](mailto: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

- Joseph Nestler, Administrator  
PH: (608) 266-6885  
Email: [joseph.nestler@dot.wi.gov](mailto:joseph.nestler@dot.wi.gov)

- Jennifer Murray, Section Chief, Planning  
PH: (608) 264-8722  
Email: [jennifer.murray@dot.wi.gov](mailto:jennifer.murray@dot.wi.gov)
- Jim Kuehn, Statewide MPO-RPC Coordinator  
PH: (608) 266-3662  
Email: [james.juehn@dot.wi.gov](mailto:james.juehn@dot.wi.gov)
- Jill Mrotek Glezinski, Bicycle & Pedestrian Coordinator  
PH: (608) 267-7757  
Email: [jill.mrotekglezinski@dot.wi.gov](mailto: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 Transportation System Management  
PH: (651) 366-3743  
Email: [philip.schaffner@state.mn.us](mailto:philip.schaffner@state.mn.us)
- Bobbi Retzlaff, Planning Program Coordinator, MnDOT Office of Transportation System Management  
PH: (651) 366-3793  
Email: [bobbi.retzlaff@state.mn.us](mailto:bobbi.retzlaff@state.mn.us)
- Megan Neeck, Urban Transit Program Coordinator, MnDOT Office of Transit and Active Transportation  
PH: (651) 366-4174  
Email: [megan.neeck@state.mn.us](mailto:megan.neeck@state.mn.us)

## Department of Transportation Federal Contacts

### Federal Transit Administration (FTA)

Office of the Administrator  
400 Seventh Street SW  
Washington, D.C. 20590

#### Region 5

200 W. Adams Street, Suite 320  
Chicago, IL 60606

- Kelley Brookins, Regional Administrator  
PH: (312) 353-2789
- Evan Gross, Transportation Program Specialist  
PH: (312) 886-1619  
Email: [evan.gross@dot.gov](mailto:evan.gross@dot.gov)
- Bill Wheeler, Area Representative, Wisconsin  
PH: (312) 353-2639  
Email: [william.wheeler@dot.gov](mailto: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  
PH: (608) 829-7518  
E-mail: [matthew.spiel@dot.gov](mailto:matthew.spiel@dot.gov)

### Minnesota

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# Appendix F: Work Program Checklist

Program Document Component	Check/Page #
<b>COVER PAGE</b>	
Name of MPO agency and area represented	X
FY of UPWP	X
Contact Information for MPO	X
<b>TITLE PAGE</b>	
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
<b>INTRODUCTION/PREFACE</b>	
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<b>Program Document Component (continued)</b>	<b>Check/Page #</b>
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\*Items present on as “as-needed” basis.