

# PWP for 2017

## LAPC Planning Work Program



Updated for WisDOT:  
October 20, 2016



2017 Planning Work Program for the La Crosse Area Planning Committee, the Metropolitan Planning Organization for the La Crosse, Wisconsin and La Crescent, Minnesota Metropolitan Planning Area



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# Introduction

## Introduction

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The *2017 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

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Resolution 7-2016 approving the Planning Work Program is included in [Appendix A](#).

## Self-Certification

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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 following policies and practices ensure our compliance with the FAST Act:

- The LAPC is currently self-certified and has an approved Transportation Improvement Program (2016 - 2019), Metropolitan Transportation Plan (2015), Planning Work Program (2016), and Public Participation Plan (2013).
- The LAPC has an approved Title VI and Non-Discrimination Program / Limited English Proficiency Plan (2014) prohibiting exclusion from participation, denial of benefits, or discrimination in federally-assisted programs. The LAPC complies with the FTA Title VI Circular, Title VI Requirements and Guidelines for Federal Transit Administration Recipients.
- The LAPC seeks to involve disadvantaged business enterprises and other equal opportunity employment businesses by including such businesses in contract considerations.
- The LAPC holds all committee and public information meetings at locations with transit service and ADA accessible entrances and washrooms. We are working to update the LAPC website to be ADA compliant.

## 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, 2007)
- *Intermunicipal Agreement for Metropolitan Planning Organization* (MN and WI municipalities, LAPC, 2004)
- *Memorandum of Understanding Between MnDOT, LAPC and MTU* (2012)
- *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

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### La Crosse Area Planning Committee Policy Board

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

**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

**Joe Chilsen**  
Mayor, City of Onalaska

**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 Bicycle and Pedestrian Advisory Committee (BPAC) and the Transit Coordinating Council (TCC) were merged in 2016.)

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.



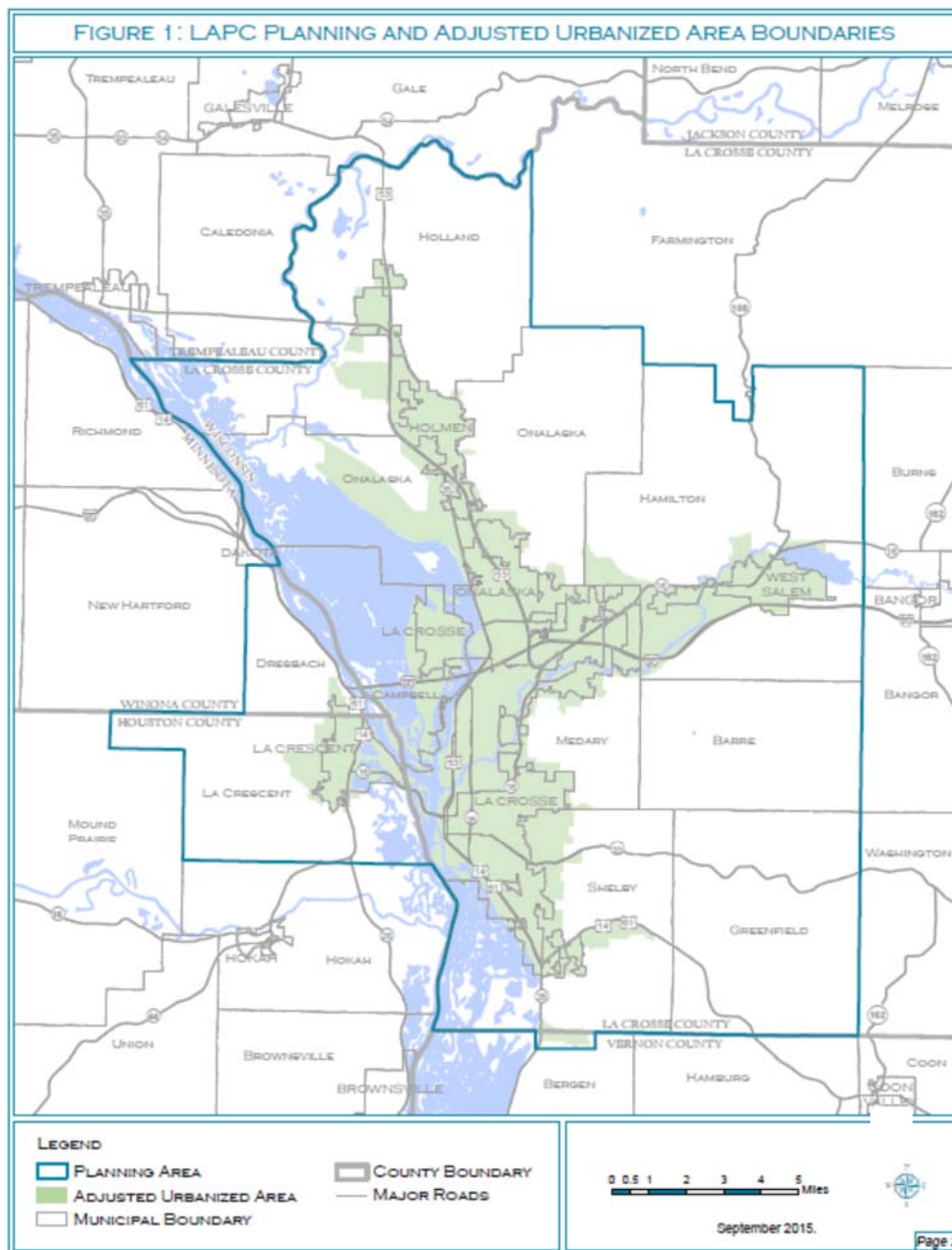
## MPO Staff and Contractors

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.

In 2016 MSA Professional Services, Inc. will continue coordinating a boundary agreements process. Other potential contracts will be negotiated as referenced in section *500 Consultant Studies Funding*.

## MPO Planning Area

Figure 1 illustrates the 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
<b>100 Program Support and Administration</b>										
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
<b>200 Long Range Planning</b>										
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
<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			
<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	X	X	X	X	X

The following FHWA / FTA emphasis areas will also be planning priorities in 2017:

- 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 2016 Accomplishments

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- Continued a Boundary Agreements process in conjunction with the *Coulee Vision 2050 Implementation Plan*. Four communities have committed to achieving boundary agreements in 2016.
- 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 HSR Corridor.
- Completed the *Bicycle and Pedestrian Safety Study*, the 4-year TIP, and the 2017 PWP.
- Partnered with La Crosse County, Mississippi River Regional Planning Commission (MRRPC), and UW Extension to conduct a feasibility study for regional transit service between Tomah and La Crosse and Arcadia and La Crosse.
- Updated existing and incorporated new performance measures into the annual performance measures report.
- Developed a plan to establish and sign a regional bicycle route between Onalaska and La Crosse.
- Continued to organize data in the Transportation Planning Database.
- Served as Tables Committee Chairman on the Census Transportation Planning Products Oversight Board.
- Reorganized the Transit Coordinating Council (TCC) and the Bicycle and Pedestrian Advisory Committee (BPAC) into the Committee on Transit and Active Transportation.
- Updated the policies and criteria used at the LAPC to select STP-Urban projects.
- Updated the LAPC website.

## 2016 Title VI and Environmental Justice Accomplishments

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- Updated environmental justice maps and text included in the *2017 – 2020 Transportation Improvement Program*.

- 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.
- Presented on LAPC Title VI and EJ analysis processes to the WLIA and at the Minnesota annual MPO conference.
- Expanded participation on the CTAT to include members of the Ho-Chunk Nation and an advocate of disabled veterans.

## Status of Current Work Activities

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By the end of 2016 we will have completed the Bicycle and Pedestrian Safety Plan, concluded our work on *The Blufflands*, estimated ridership for two proposed regional transit routes, updated the annual performance measures report with new measures and data, and assisted with the facilitation of three boundary agreements (an additional three are still being negotiated) among nine LAPC communities.

# Program Elements

## Introduction

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The following sections provide detail for the 2017 planning work program elements. Please see [Appendix C](#) for the 2017 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

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2017 Staff Hours: 1,144

2017 Budget: \$82,049

### Objective

Program Support and Administration activities include the coordination of technical committee and policy board meetings, staff training and travel, and preparing the 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.) and the maintenance of the LAPC website.

### Previous Work

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

### 2017 Work Goals

#### New for 2017

- Update the Title VI Program/Limited English Proficiency Plan.
- Update the Public Participation Plan (including EJ methodology).
- Update the Cooperative Planning Agreement (Resolution 06-2006) between the LAPC and the Wisconsin Department of Transportation (WisDOT) and the La Crosse Municipal Transit Utility (MTU).
- Facilitate discussion of a Council of Governments (i.e. Rochester) and other organizational forms for MPOs.
- Implement succession planning (new staffing considerations).

#### 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.

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<sup>1</sup> Program expenses are in compliance with 23 CFR 420.113 and 2 CFR 225.

- 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 to the website for distribution.

## Process

Two significant plan updates are anticipated to be completed in 2017: The Public Participation Plan (2013) will be updated to reflect changes in EJ methodology and new requirements of the FAST Act; and the Title VI Plan (2015) will be updated to reflect changes in analysis methodology, the minority and LEP variables, and composition of our committees.

A third major task involves facilitating a discussion of different models of MPO organization. One model of interest is a Council of Governments like that in Rochester, MN.

The fourth and final major administrative task involves developing a staff succession plan. This may include recommendations for staffing a new planner and/or Director.

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

## 200 Long-Range Transportation Planning

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2017 Staff Hours: 1560

2017 Budget: \$67,480

### 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 on a five-year cycle. The latest update was completed in September 2015. In 2017, activities will include MTP implementation, data maintenance and modeling activities.

### 2017 Work Goals

#### New for 2017

- Planning Emphasis Areas:
  - Identify ADA Transition Plan opportunities for the LAPC, La Crosse County, and local units of government.
  - Work with DOTs to set targets for FAST Act performance measures.
- Work with DOTs and municipalities to determine metrics to supplement level of service for project alternatives and scoping.
- Update the Local Priority Truck Freight Network map while considering freight connectivity gaps.
- Update database of transit services in the planning area.
- Consider preparing a vulnerability assessment for extreme weather events using the FHWA framework.

## Continuing

- Work with La Crosse County to incorporate functional class and routing attributes into the County centerline file.
- Provide technical assistance during the implementation of regional commuter bus service like the Scenic Mississippi River Transit (SMRT) service, which will improve access to jobs for La Crosse area businesses and residents.
- Continue work with municipalities on boundary agreements.
- Coordinate with WisDOT on modeling for the *Coulee Region Transportation Study* project development phase.

## Ongoing

- Planning Emphasis Areas:
  - Identify connectivity gaps in access to essential services.
  - Promote cooperation across MPO and State boundaries.
- Annual report on performance measures.
- Implement recommendations from MTP and TEP.
- Coordinate with DOTs on state transportation and modal plans.
- Review and update data in the Transportation Planning Database.
- Organize and distribute American Community Survey (ACS) data and Census Transportation Planning Products (CTPP) data.
- Serve on the CTPP Oversight Board.
- Review and provide traffic counts and forecasts.
- Maintain a Geographic Information System (GIS).

## Process

In addition to our ongoing activities and the activities continued from 2016, we will be undertaking several new activities in 2017.

One of our more significant endeavors will be to work on our planning emphasis areas. We will assess the ADA policies of the LAPC and La Crosse County and design a strategy to educate local units of government about ADA requirements. We will also work with our DOTs to set targets for the FAST Act performance measures.

A third major task involves working with our DOTs and municipalities to determine metrics to supplement or replace level of service as a measure for assessing the viability of projects. This task was generated out of discussions from TAC members and the general public during the public process for the *Coulee Region Transportation Study*. Comments suggested using vehicle miles traveled as an alternative, but this task will strive to identify the most appropriate measures for our area.

A fourth task involves updating the map for the Local Priority Truck Freight Network to include considerations by the City of La Crosse, the identification of gaps in the freight network, and jurisdictional changes to roadways.

A fifth task is a supporting activity of the regional routes planning continued from 2016. This activity will develop a database of all general public and specialized transit services within the planning area. The goal is to provide a comprehensive source for those seeking transit services and connections for their customers. A possible task for 2018 could be integrating the database into the La Crosse County's Find-A-Ride website.

A sixth task we will be considering is preparing—or more likely developing a scope for—a vulnerability assessment for extreme weather events. The FHWA has a framework that can be used to assess the vulnerability of our transportation system's exposure and sensitivity to climate effects, and adaptive capacity. This task would be carried over into 2018 during which time the assessment would be completed.

## 300 Short-Range and Multimodal Transportation Planning

2017 Staff Hours: 1,040

2017 Budget: \$44,073

### Objective

Short-Range and Multi-Modal 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 multi-modal planning activities. All short-range planning activities implement, and are consistent with, the goals, policies and objectives of the Metropolitan Transportation Plan.

### Previous Work

We completed the *Grand River Transit Service Enhancement & Policy Plan 2015 – 2025* in 2015, and the *2035 Coulee Regional Bicycle Plan* in 2012. We have participated in numerous roadway and multi-modal projects including the *I 90 Corridor Bike Ped Coordination Report*, planning for the I 90 Dresbach Bridge replacement, USH 53 / I 90 Exit 3 study, and a study for a second Amtrak train between the Twin Cities and Chicago.

### 2017 Work Goals

#### New for 2017

- Assist with implementing the recommendations from *The Blufflands* plan.
- Consider funding of additional studies:
  - Amtrak Second Empire Environmental Study
  - LIDAR/aerial photography
  - Municipal/local studies
  - ADA transition plans

#### Continuing

- Participate in the project development phase of the *Coulee Region Transportation Study*.
- Participate on the advisory committees for the South Avenue reconstruction project.

#### Ongoing

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



- Serve on the MN High Speed Rail Commission and the Passenger Rail Forum.
- Promote bicycle, pedestrian, and transit accommodations in area construction projects.
- Provide GIS assistance and custom map making.

## Process

With long-range planning activities ramping up in 2017, short-range activities will be limited to implementing recommendations from *The Blufflands* plan through technical assistance (mapping, etc.) and activities related to bicycle and pedestrian facilities, funding and providing support to one or more local study, and engaging in our ongoing activities.

## 400 Transportation Improvement Program

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2017 Staff Hours: 416

2017 Budget: \$19,549

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

### 2017 Work Goals

#### New for 2017

- Planning Emphasis Areas:
  - Ensure that problems 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.

New to the 2017 TIP will be notification for project managers to consider environmental justice and accessibility as part of their project planning.

## 500 Consultant Studies Funding/Budgeted Reserves

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2017 Staff Hours: 0

2017 Budget: \$87,819

### 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*, *I 90 Bike Ped Coordination Report*, *USH 53 / I 90 Exit 3 Study*, and *Feasibility Study for the La Crescent Bikeway/Shared Use Trail*.

### 2017 Work Goals

#### Continuing

- Federal, state and local funds for consultant led studies (\$85,000).
- Budgeted reserves (\$2,819).

### Process

Local studies are funded from federal planning funds, annual local dues, and the budgeted reserve fund. In 2017 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 have been submitted; they will be reviewed and prioritized by the Technical Advisory Committee in 2017:

*Bicycle market Assessment*, City of La Crosse, \$60,000.

*Updates to Bicycle Pedestrian Plan*, City of La Crescent, \$26,000.

*Root River to MRT Trail Planning*, City of La Crescent, \$12,000.

*La Crosse River Marsh Study*, La Crosse County, \$160,000.

*Countywide LiDAR*, La Crosse County, \$25,000.

*NEPA and Service Development Plan for 2<sup>nd</sup> Empire Builder*, WisDOT, \$50,000.

*Boundary Agreements Coordination*, LAPC, \$35,000.

# Appendix A: Resolution Approving the Work Program

## RESOLUTION 6-2016

### APPROVING THE

#### *2017 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 *2017 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

  
\_\_\_\_\_  
Tim Candahl, Chair

  
\_\_\_\_\_  
Tom Faella, Executive Director

Dated: September 21, 2016

# 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).

The TAC meets every other month at 2:30 PM on the second or third Wednesday as business dictates. The CTAT meets on the second Thursday of every other month at 4:30 PM as business dictates.

The LAPC, TAC, and CTAT meet in Room 3220 in the La Crosse County Administrative Center at 400 4<sup>th</sup> St N, La Crosse. This location is accessible by public transit and ADA accessible.

The 2017 Planning Work Program mid-year review will be announced in May of 2017.

The 2018 Planning Work Program meeting will be announced in September of 2017.

2017 Wisconsin MPO director meetings will be January 23, April 24, July 24, and October 23.

2017 Minnesota MPO director meetings and annual MPO conferences in both states will be announced.

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# Appendix C: 2017 PWP Budget and Elements Detail

## 2017 Planning Work Program Budget

Account	Funding Source	Funds	Allocation of Funds				
			100	200	300	400	500
			Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
<b>1097</b>	<b>LAPC Revenue</b>						
46312	Minnesota CPG Funds	\$36,601	\$14,125	\$11,569	\$7,556	\$3,351	
46311	Wisconsin CPG Funds	181,559	43,825	35,894	23,443	10,398	68,000
46312	Minnesota State Funds	11,000	4,245	3,477	2,271	1,007	
	Local Match for Minnesota Funds	2,750	1,061	869	568	252	
46311	Wisconsin State Funds	11,181	2,699	2,210	1,444	640	4,188
	Local Match for Wisconsin Funds	34,209	8,257	6,763	4,417	1,959	12,812
	Local Share Balance (\$60,842 Dues Total)	23,883	8,179	6,699	4,375	1,941	2,690
47100	Municipal Contribution to Local Studies (TBD in 2017)						
<b>Total Funds</b>		<b>\$301,183</b>	<b>\$82,391</b>	<b>\$67,480</b>	<b>\$44,073</b>	<b>\$19,549</b>	<b>\$87,690</b>
% of Total Funds			27%	22%	15%	6%	29%
<b>1097</b>	<b>LAPC Expenses</b>						
	<b>Salaries and Fringe</b>						
66401	Director Salary, Fringe	\$104,598	\$31,379	\$36,609	\$20,920	\$15,690	
66501	Planner Salary, Fringe	77,178	19,294	30,871	23,153	3,859	
	<b>Total:</b>	<b>\$181,776</b>	<b>\$50,674</b>	<b>\$67,480</b>	<b>\$44,073</b>	<b>\$19,549</b>	
	<b>Program Expenses</b>						
60515	Office Supplies		\$600				
65045	Indirect Costs		14,000				
65080	Duplicating/Printing		1,500				
68025	Postage (Internal)		350				
68050	Telephone		175				
69046	Meals		500				
69047	Lodging		2,000				
69060	Mileage		4,000				
69063	Parking		100				
71075	Public Notice		350				
71085	Publications Costs		300				
77015	Conferences		900				
77040	Dues		5,600				
77045	Software Licenses		342				
77080	Training		1,000				
	<b>Total:</b>	<b>\$31,717</b>	<b>\$31,717</b>				
TOTAL INTERNAL EXPENSES		\$213,493	\$82,391	\$67,480	\$44,073	\$19,549	
% OF INTERNAL EXPENSES			39%	32%	21%	9%	
	<b>Consultant Costs</b>						
64056	Local Studies	\$85,000					\$85,000
	<b>To/From Reserves</b>						
99913	To Reserves	\$2,690					\$2,690
TOTAL OTHER COSTS		\$87,690					\$87,690
<b>Total Expenses</b>		<b>\$301,183</b>	<b>\$82,391</b>	<b>\$67,480</b>	<b>\$44,073</b>	<b>\$19,549</b>	<b>\$87,690</b>
<b>% of Total Program</b>		<b>100%</b>	<b>27%</b>	<b>22%</b>	<b>15%</b>	<b>6%</b>	<b>29%</b>
<b>1097 Budgeted Reserves Account (Anticipated)</b>							
	Balance December 31, 2015:		\$208,424				
	Reserves used in 2016 (Estimated):		51,986				
	Reserves added in 2017 (Estimated):		2,690				
	<b>Balance December 31, 2017:</b>		<b>\$159,128</b>				

### 2017 Local Share Dues

UNIT OF GOVERNMENT	Equalized Values for 2017 Dues		LOCAL SHARE
	Equalized Value, 2015 (\$ Millions)	Percent of Total Value	
City of La Crescent	413.77	5.27%	\$3,208.39
City of La Crosse	3,328.32	42.42%	25,808.30
City of Onalaska	1,781.20	22.70%	13,811.64
Village of Holmen	570.79	7.27%	4,425.99
Village of West Salem	359.58	4.58%	2,788.25
Town of Campbell	344.83	4.39%	2,673.86
Town of Medary	152.23	1.94%	1,180.41
Town of Shelby	407.28	5.19%	3,158.12
Town of Onalaska	488.39	6.22%	3,787.03
<b>TOTAL - LAPC</b>	<b>\$7,846.39</b>	<b>100.00%</b>	<b>\$60,842.00</b>

### 2017 Program Elements Detail

	100 Program Support and Administration	Budget \$82,391	Director (Hours) 624	Timeframe 2017 Quarter(s)	Planner (Hours) 520
Program support	Update the Title VI Program/Limited English Proficiency Plan	\$32,322	414	1,2	310
	Update the Public Participation Plan (including EJ methodology)			1,2	
	Facilitate discussion of a Council of Governments and other organizational forms for MPOs			1,2,3,4	
	Implement succession planning (new staffing considerations)			3	
	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 2018 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)	\$31,717			
	Vacation, Sick and Holiday Time	\$18,352	210		210



	<b>200 Long-Range Plan Implementation</b>	<b>Budget</b>	<b>Director (Hours)</b>		<b>Planner (Hours)</b>
		<b>\$67,480</b>	<b>728</b>		<b>832</b>
Planning Emphasis Areas	Identify ADA Transition Plan opportunities	\$23,784	228	3	332
	Work with DOTs to set FAST Act performance targets			1,2,3,4	
	Identify connectivity gaps in accessing essential services (PEAs)			3	
	Promote cooperation across MPO and State boundaries (PEAs)			3	
	Transition to Performance Based Planning and Programming (PEAs)			1,2,3,4	
MTP Implementation	Determine metrics to supplement level of service for project alternatives and scoping	\$43,696	500	3,4	500
	Update the Local Priority Truck Freight Network map			2,3	
	Update database of transit services			2,3	
	Consider preparing a vulnerability assessment for extreme weather events			1,2,3,4	
	Incorporate functional class and routing attributes into the County centerline file			2,3,4	
	Work with County and MRRPC on SMRT regional routes			1,2,3	
	Continue work with municipalities on boundary agreements			1,2,3	
	Modeling for the Coulee Region Transportation Study project development phase			3,4	
	Annual report on performance measures			3	
	Coordinate with DOTs on state transportation and modal plans			1,2,3,4	
	Review and update data in the Transportation Planning Database			2,3,4	
	Organize and distribute Census data			1,2,3,4	
	Serve on the CTPP Oversight Board.			1,2,3,4	
	Maintain model, provide counts, maintain GIS			1,2,3,4	
	<b>300 Short-Range and Multimodal Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>		<b>Planner (Hours)</b>
		<b>\$44,073</b>	<b>416</b>		<b>624</b>
Transportation Studies and Projects	Work with lead agencies on transportation studies and projects	\$11,655	96	1,2,3,4	184
	Assist with implementing the Blufflands plan			3,4	
	Consider funding of additional studies			1,2	
	Participate in the project development phase of the Coulee Region Transportation Study			2,3,4	
	Prioritize and recommend STP-Urban projects			2	
Modal Planning and Technical Assistance	Promote Complete Streets and Safe Routes to School	\$32,418	320	1,2,3,4	440
	MN High Speed Rail Commission and Passenger Rail Forum			1,2,3,4	
	Twin Cities to Milwaukee HSR and 2nd Empire Builder Study			1,2,3,4	
	Promote bicycle and pedestrian accommodations			1,2,3,4	
	Provide GIS assistance and custom map making			1,2,3,4	

	<b>400 Transportation Improvement Program</b>	<b>Budget</b>	<b>Director (Hours)</b>		<b>Planner (Hours)</b>
		<b>\$19,549</b>	<b>312</b>		<b>104</b>
Transportation Improvement Program	Include notification for project managers to consider EJ and accessibility	\$19,549	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	
	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	
	<b>500 Consultant Studies Funding / Budgeted Reserves</b>	<b>Budget</b>	<b>Director (Hours)</b>		<b>Planner (Hours)</b>
		<b>\$87,690</b>	<b>0</b>		<b>0</b>
Consultant Studies / Budgeted Reserves	Consultant Cost for Local Studies Projects	\$85,000		2,3,4	
	Budgeted Reserves	\$2,690		4	
<b>Total for 2016</b>		<b>\$301,183</b>	<b>2,080</b>		<b>2,080</b>

FY 2016 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	\$14,125.00	\$43,824.52	\$24,441.35	\$82,390.88
200	Long Range Planning	11,568.78	35,893.53	20,018.16	\$67,480.47
300	Short Range Planning	7,555.82	23,442.85	13,074.30	\$44,072.97
400	TIP Development	3,351.39	10,398.10	5,799.12	\$19,548.61
500	Local Studies / Budgeted Reserve		68,000.00	19,690.07	\$87,690.07
<b>Funding Totals</b>		<b>\$36,601.00</b>	<b>\$181,559.00</b>	<b>\$83,023.00</b>	<b>\$301,183.00</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 2017. 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 the Office of Management and Budget Circular A-87 (OMB A-87), along with ASMB-10 used 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 2.43% of the total 2017 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
<b>Total:</b>	<b>\$21,339</b>	<b>\$7,339</b>	<b>\$14,000</b>

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 2017 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 21.1% of total salary and benefits in 2017.

### 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 OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," 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  
400 4<sup>th</sup> Street N, Room 2300  
La Crosse, Wisconsin 54601

### LAPC Website

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

### Executive Director

Tom Faella  
PH: (608) 785-5977  
E-mail: [tfaella@lacrossecounty.org](mailto:tfaella@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  
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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

- Jeff Vlamincik, District Engineer  
PH: (507) 286-7501  
E-mail: [jeff.vlaminck@state.mn.us](mailto:jeff.vlaminck@state.mn.us)
- Mark Schoenfelder, Planning Director  
PH: (507) 286-7552  
E-mail: [mark.schoenfelder@state.mn.us](mailto:mark.schoenfelder@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  
4802 Sheboygan Avenue  
P.O. Box 7910  
Madison, WI 53707-7910

Division of Transportation Investment Management  
4802 Sheboygan Avenue, P.O. Box 7913  
Madison, WI 53707-7913  
Phone: (608) 266-1402  
Fax: (608) 267-0294

- Donna Brown-Martin, Director, Bureau of Planning & Economic Dev.  
PH: (608) 267-7753

E-mail: [bop.dtim@dot.wi.gov](mailto:bop.dtim@dot.wi.gov)

- Jennifer Sarnecki, Section Chief, Planning  
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E-mail: [bop.dtim@dot.wi.gov](mailto:bop.dtim@dot.wi.gov)
- Matthew Schreiber, Urban and Regional Planner  
PH: (608) 264-8702  
E-mail: [Matthew.Schreiber@dot.wi.gov](mailto:Matthew.Schreiber@dot.wi.gov)
- Jill Mrotek Glezinski, Bicycle & Pedestrian Coordinator  
PH: (608) 267-7757  
E-mail: [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 Statewide Multimodal Planning  
PH: (651) 366-3743  
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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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E-mail: [darrell.washington@state.mn.us](mailto:darrell.washington@state.mn.us)

## 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](mailto:william.wheeler@dot.gov)

Reggie Arkell, Area Representative, Minnesota

PH: (312) 886-3704

E-mail: [reginald.arkell@dot.gov](mailto:reginald.arkell@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

- Dwight McComb, Planning and Program Development Engineer  
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- Mitch Batuzich  
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Minnesota

Federal Highway Administration

Galtier Plaza (Box 75)

380 Jackson St. - Suite 500

St. Paul, Minnesota 55101

- Kris Riesenber, Technical Services Team Leader  
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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>	
Table of Contents	X
MPO Approval Resolution-signed	A-1
Self Certification-signed	A-1
Prospectus	1-1
Committee Lists-responsibilities, meetings	Website
Staff-names, positions and responsibilities with percentage of time they will spend on MPO work activities	1-4
Map-Regional MPO Coverage Area	Figure 1
Planning Boundary	X
Urbanized Area Boundary	X
Air Quality Boundary*	N/A
Ten Planning Factors	1-7
<b>UPWP</b>	
Definition of UPWP purpose	1-1
Summary of previous Year's Accomplishments	1-9
Status of current activities	1-10
<b>WORK ELEMENTS (Description of major work products and tasks)</b>	
UPWP	X
Administration	2-1
TIP – Development/Maintenance	2-8
LRTP – Development/Maintenance	2-3
Congestion Management Process/ITS*	N/A

<b>Program Document Component (continued)</b>	<b>Check/Page #</b>
Transit Planning*	2-6
Multimodal Planning	2-6
i). Bicycle/Pedestrian	2-6
ii). Intermodal Freight*	2-6
iii). Intermodal Passenger*	2-6
Air Quality Planning*	N/A
i). Modeling	N/A
ii). CMAQ Application Process*	N/A
Public Involvement plan – Update	N/A
Surveillance (Data Collection)	2-5
Project/Corridor Studies	2-6
Special Studies	2-6
TSM/TDM Planning	N/A
TE Planning	2-6
Performance Management	2-3
Summary of Budget Revenues	A-1
Budget Summary	A-1
Funding Sources	A-1
Direct Costs	A-1
Indirect Cost Allocation Plan	D-1
Indirect Costs	D-2
Indirect Cost Rate Proposal	D-2
Carry-over of unspent funds	N/A
Current Signed Title VI Nondiscrimination Agreement	Website
Link to current Title VI Program	1-2
Annual Meeting Schedule	C-1

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