

Transportation Planning Work Program
for the
Eau Claire Urban Area
2022

prepared for:

Chippewa-Eau Claire
Metropolitan Planning Organization

October 06, 2021

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Daniel Adams, Town of Tilden
Jeff Bechard, Town of Union
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Information included in this document is subject to change based on any new interpretation or reauthorization of the federal transportation bill, currently FAST Act.

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Matching funds are provided by the Wisconsin Department of Transportation and West Central Wisconsin Regional Planning Commission (WCWRPC).



U.S. Department of Transportation
Federal Transit Administration



U.S. Department of Transportation
Federal Highway Administration



Wisconsin Department of
Transportation



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Resolution 21-08

ADOPTION OF THE 2022 UNIFIED WORK PROGRAM FOR THE CHIPPEWA-EAU CLAIRE MPO and ANNUAL MPO CERTIFICATION, FOR THE PERIOD: JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

WHEREAS, the Chippewa-Eau Claire MPO is the Metropolitan Planning Organization for the Eau Claire (WI) Urbanized Area, and the Policy Committee has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area; and

WHEREAS, the Federal Highway Administration and Federal Transit Administration, under 23 CFR 450 Subpart C, have determined the necessity for a Unified Planning Work Program; and

WHEREAS, the Chippewa-Eau Claire MPO has been recognized as the Metropolitan Planning Organization for the Eau Claire Urbanized Area; and

WHEREAS, the Policy Committee has reviewed the clarifications of transportation planning activities outlined in the 2022 Unified Planning Work Program and finds them consistent with the transportation planning process.

NOW, THEREFORE, BE IT RESOLVED that the Policy Committee of the Chippewa-Eau Claire MPO adopts this Unified Planning Work Program and directs the staff to submit this document to the Wisconsin Department of Transportation and to the Federal Highway Administration and Federal Transit Administration; and

BE IT FURTHER RESOLVED that in accordance with 23 CFR 450.336(a) Chippewa-Eau Claire MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

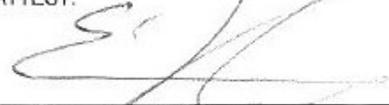
1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 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. 12101et 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.

Adopted this 6th day of October 2021

APPROVED:


Gary Spilde, Chairperson
Chippewa-Eau Claire
Metropolitan Planning Organization

ATTEST:


Eric Anderson, Secretary

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2022 Urban Transportation Planning Work Program

Eau Claire Urbanized Area

INTRODUCTION

This Planning Work Program, pursuant to 23 CFR 450 Subpart C, is intended to provide direction and substance for pursuing a unified urban transportation planning work effort in the Eau Claire Urbanized Area during calendar year 2022. In addition, federal statute requires that metropolitan planning organizations (MPOs) consider the 10 planning factors listed below when developing transportation plans and programs, pursuant to 23 CFR 450.306. The Chippewa-Eau Claire MPO will consider these 10 factors for MPO planning in the development of the 2022 work program elements.

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 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 matrix included as Exhibit E illustrates the 2022 MPO work elements and the metropolitan planning factors to be addressed in each project.

This work program is developed under the Cooperative Agreement for Continuing Transportation Planning for the Eau Claire, Wisconsin Metropolitan Area, between WisDOT, the MPO, and the cities of Eau Claire and Chippewa Falls as the urban transit operators. The agreement was updated and signed in 2017, laying out roles and responsibilities of the participating agencies. This document can be found here: <http://wcrpc.org/Chippewa-Eau-Claire-MPO.html>

While the 2020 and 2021 work programs were developed with a focus on completing the update of the Long Range Transportation Plan, due in March of 2021, the 2022 program has more emphasis on short range planning. A particular emphasis is being placed on planning for a system that will meet the needs of a changing multi-modal transportation environment. With relatively few highway capacity needs in the next 20 years, attention has turned to the increasing demand for alternative transportation modes, and to safety. Still addressed under long range planning, is the continued tracking of performance measures allowing the MPO to examine the effects of the recommendations over time. In addition to the tracking of the ongoing set of performance measures, it is the intention of the Chippewa-Eau Claire MPO to continue to coordinate and affirm statewide performance measures and targets adopted by WisDOT.

Continued implementation of the Long Range Transportation Plan has the MPO assisting some of the urban area municipalities and WisDOT. Some urbanized area communities will be involved in updates to their comprehensive plans. When requested, the MPO will assist in the development of those transportation elements. Several project requests have been discussed with municipalities. Those are represented under the appropriate work element section. Other technical assistance

requests arise over the course of the year and are addressed on a case by case basis depending upon staff availability.

The Work Program highlights the major areas of work to be undertaken for urban transportation planning in the Chippewa-Eau Claire urbanized area. It is not intended to duplicate background information already available in other planning documents (i.e., Transportation Improvement Program). Rather, it highlights the major program activities which will be worked on by the staff of WCWRPC in cooperation with federal, state, and local municipal representatives.

WORK PROGRAM ORGANIZATION

The proposed work program identifies four principal categories where transportation planning efforts will be directed during calendar year 2021. These include: Short Range Planning; Long-Range Planning; Transportation Improvement Program; and, Program Administration and Support. As part of the overall work program, staff will provide support to the Metropolitan Planning Organization (MPO) to accomplish federal planning requirements. This will ensure that the Urbanized Area retains its eligibility for capital, operating, and planning funds. In addition, WCWRPC will serve as the fiscal agent for the MPO. The MPO staff and consultants will perform administrative services and assist in performing transportation planning functions for the MPO.

PUBLIC PARTICIPATION PROCESS

A goal of federal planning requirements is to provide public awareness of and involvement in the transportation planning and programming process. The MPO continues to maintain an extensive public participation process as an integral component of its planning and programming activities. The MPO has adopted a Public Involvement Plan and reviews it annually for necessary revisions and updating. The following actions summarize the MPO's efforts in addressing the public participation process.

- The MPO Policy Council is made up of elected officials from member communities and the two counties. The Council is responsible for final approvals of MPO technical and policy documents.
- The MPO maintains a Technical Advisory Committee (TAC) comprised of Federal, State, and municipal representatives for highways and transit, and private sector transit, along with land use and environmental representatives. The TAC provides technical input to MPO staff and advises the MPO Council on technical matters and documents.
- A mailing list of local private transit operators is maintained and used for direct notification and solicitation of input for the development of TIPs, work programs, and special studies requiring their expertise. Special study committees are formed, when needed, to address specific topics such as bicycle facilities, land use, and environmental resources. They may be comprised of citizen and TAC members, as well as persons from other necessary areas of expertise.
- All meeting notices (MPO, TAC, and special study) are sent to the local media for publication or broadcast.
- Public information meetings and public hearings are held in conjunction with planning studies in progress, or when requested.
- Public notices are employed to inform the general public of the availability of all draft and final TIPs, work programs, and transportation plans for review and comment, as well as any revisions to the public involvement plan. Public notices also offer the opportunity to request a public hearing prior to final action by the MPO Policy Committee. Public notices are also posted on the WCWRPC website, www.wcwrpc.org, along with specific information on TIP amendments and review of draft plans. Public notices include notations in Hmong and Spanish, stating a contact number for further information.
- The MPO will consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in the

development of the LRTP. The consultation will offer a comparison of the transportation plans to plans and inventories under these agencies' jurisdictions.

- Public notices are employed to inform the general public of the availability of all draft and final TIPs, work programs, and transportation plans for review and comment, as well as any revisions to the public involvement plan. Public notices also offer the opportunity to request a public hearing prior to final action by the MPO Policy Committee. Public notices are also posted on the WCWRPC website, www.wcwrpc.org, along with specific information on TIP amendments and review of draft plans. Public notices include notations in Hmong and Spanish, stating a contact number for further information.
- The MPO will consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in the development of the LRTP. The consultation will offer a comparison of the transportation plans to plans and inventories under these agencies' jurisdictions.
- The MPO will continue to rely on the Chippewa Falls and Eau Claire Transit Commissions and transit managers as the initial point of contact for gathering the public input of transit users.
- The MPO also maintains a web site at <http://www.wcwrpc.org> for public information and contact purposes. Also included at the website are the Title VI policy statement and a link to the Title VI Plan.

The Public Involvement Plan was reviewed and updated by the MPO in 2007, in 2013, 2016, and again in 2020, resulting in minor changes to enhance and clarify the public involvement opportunities in the urban transportation planning and improvement programming process. In addition to these specific actions by the MPO, all TIP projects submitted by local municipalities, as well as MPO work program activities submitted for local municipal review, are subject to the public participation process mandated through the open meeting laws and legal notices required for all formal action by local units of government. The Public Involvement Plan, including the Title VI Plan, can be found at: <http://wcwrpc.org/Chippewa-Eau-Claire-MPO.html>

Chippewa - Eau Claire MPO

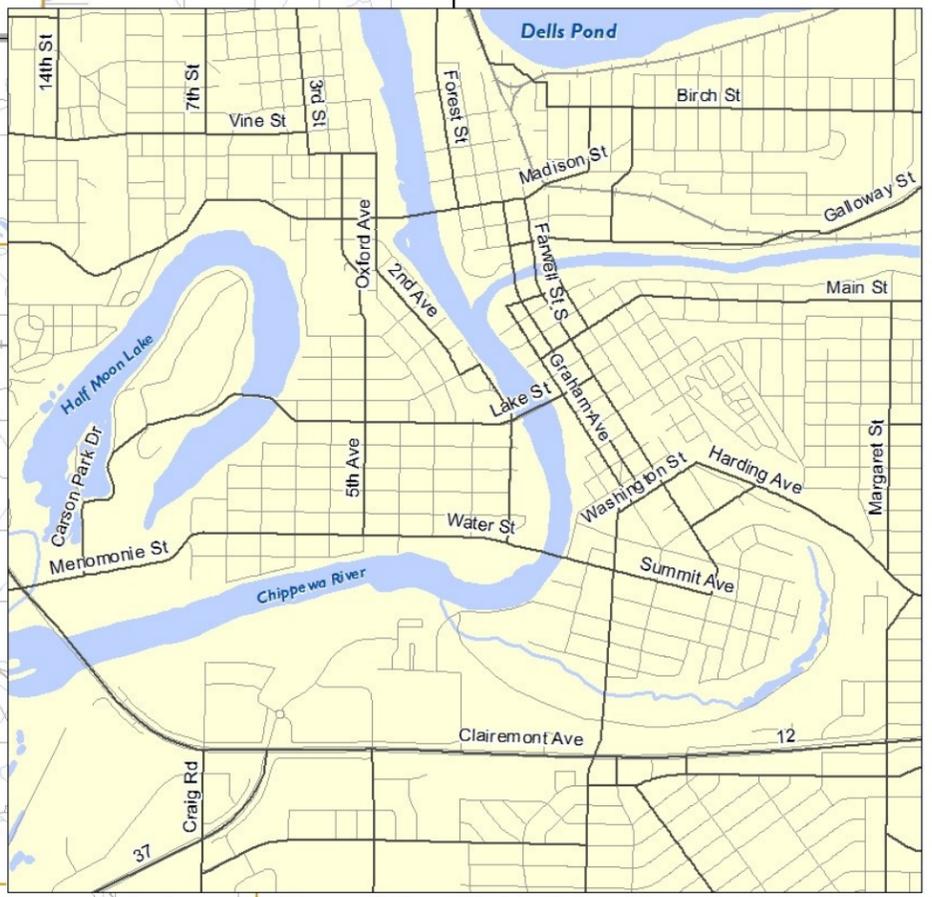
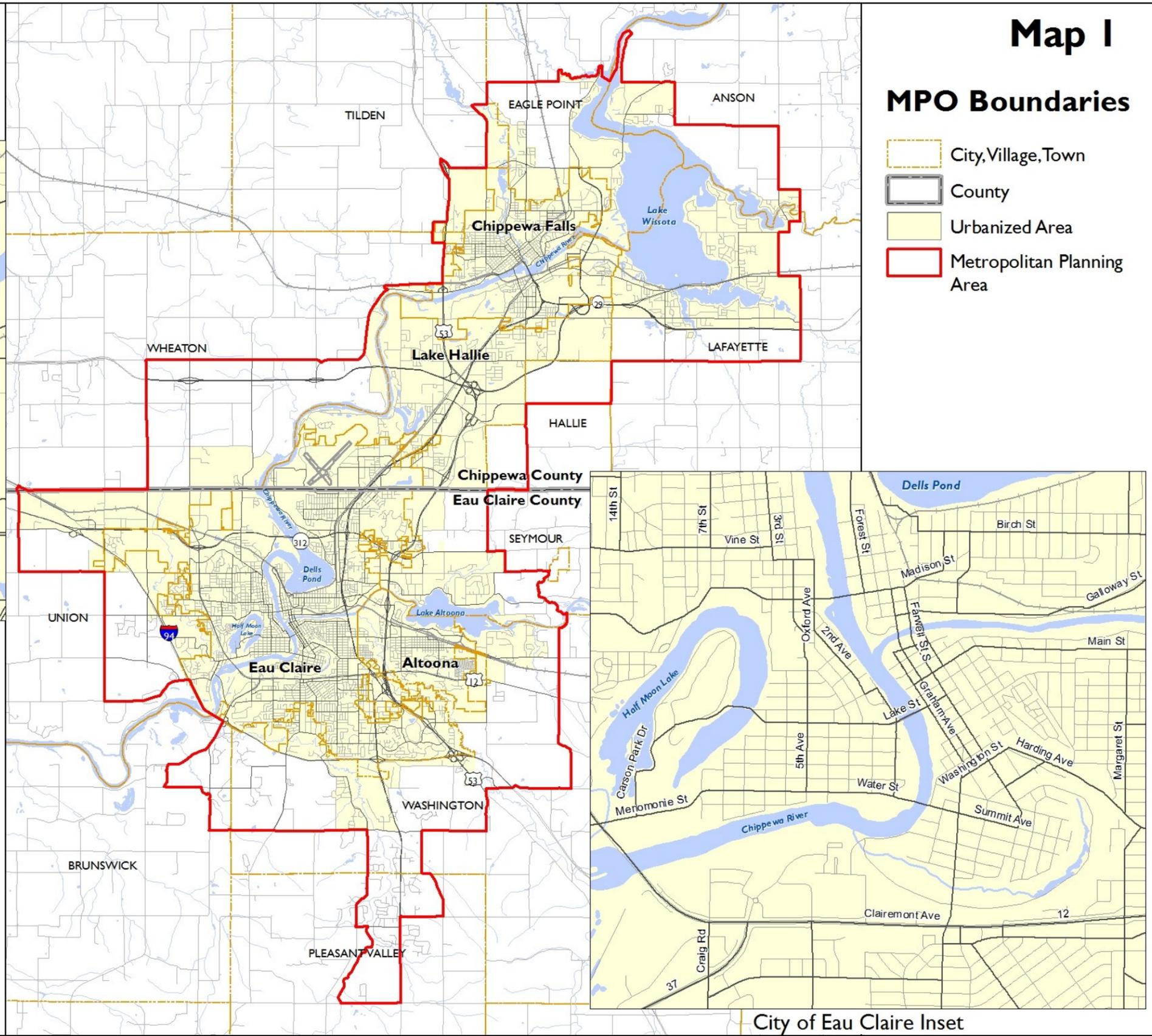
Map I

MPO Boundaries

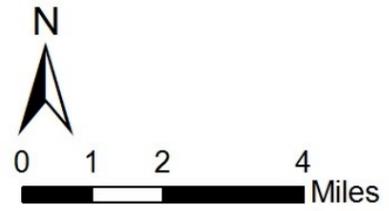
-  City, Village, Town
-  County
-  Urbanized Area
-  Metropolitan Planning Area



City of Chippewa Falls Inset



City of Eau Claire Inset



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ELEMENT 100 – Short Range Planning

Objective:

To incorporate transportation system management strategies into the urban transportation planning process to help preserve and maximize the efficiency and enhance the safety of the existing transportation system.

2021 Activities:

Short range actions to improve vehicle flow and increase the safety and efficiency of the urban transportation system have been an integral component of the transportation planning process since 1988. Recent planning efforts identified and recommended short range actions to improve transportation facilities for vehicular travel, as well as pedestrians, bicyclists, and transit riders. Short range planning activities that were undertaken in 2021 included:

- Provided technical and advocacy assistance to West Central Wisconsin Rail Coalition and Chippewa/St. Croix Rail Coalition efforts to promote passenger rail service in Eau Claire and West Central Wisconsin through the development of a public-private partnership, including the engagement of local business and higher education interests on an Organizing Council. Continued work with Corridor Rail, a passenger rail development, finance, and management company, to help facilitate passenger rail from the MPA to the Twin Cities. Also began work with HDR, a major national engineering firm on capital needs and operating estimates for the service.
- Center for Independent Living of Western Wisconsin (CILWW) in their coordination efforts in the region and support them in their grant applications for operation of their volunteer driver and voucher programs in the larger west central region.
- Official Map process for Eau Claire and Chippewa counties, the City of Eau Claire, the towns of Wheaton and Union, between STH 312 and CTH X.
- Represented the MPO on the City of Eau Claire Healthy Communities Chronic Disease Prevention Action Team.
- City of Altoona, City of Chippewa Falls, City of Eau Claire, Village of Lake Hallie, Chippewa County, Eau Claire County, and bicycle groups on an update to the Chippewa Valley Bike Map.
- A regional Safe Routes to School program in the Chippewa Valley, including the cities of Altoona, Eau Claire, and Chippewa Falls.
- City of Altoona Bicycle and Pedestrian Plan that includes a Safe Routes To Parks component.
- City of Eau Claire on a Bicycle and Pedestrian Further Study Report.
- City of Chippewa Falls Wayfinding project.
- Capital Improvement Plan Story Maps for Eau Claire and Chippewa counties and municipalities in the MPA.
- Town of Lafayette brochure.

Relationship to Other Activities:

Short range planning activities are a primary means of identifying transportation system preservation actions to help implement the Long Range Transportation Plan. Many of the system preservation actions may also result in the identification of projects or service costs that are eligible for federal transportation funding and, therefore, may be incorporated into the TIP. The on-going data collection and processing of land use and socio-economic information also serves as a foundation for all transportation-related planning activities, including both highway and transit, and in the analysis of issues related to environmental justice concerns. For those projects that are appropriate to the programs' intentions, the concepts included in State plans will be applied, with coordination across political boundaries, and by identifying and proposing the closure of gaps between people and essential services, respectively.

2022 Activities:

Short range planning activities for 2022 will include:

- Implementation of the Long-Range Transportation Plan Update for the Chippewa-Eau Claire Metropolitan Planning Area 2020-2045.
- Technical assistance to transit providers or municipalities, as requested, relating to Safe Routes to School planning, parking studies, route analysis, etc.

- Provide assistance, as needed, in ongoing efforts to reestablish passenger rail service for the urbanized area. Current efforts in this area include work with the West Central Wisconsin Rail Coalition, Chippewa/St. Croix Rail Coalition, Corridor Rail, and other related planning agencies toward establishing a public-private partnership to accomplish this goal.
- Continue to provide assistance and data to entities and their consultant(s) in the implementation of Safe Routes to School (SRTS) plans, as needed.
- Participate at Eau Claire County and Chippewa County specialized transportation coordinating committee meetings as needed.
- Participate in the Eau Claire Healthy Communities Chronic Disease Prevention Action Team.
- Assist on WisDOT Grant applications, when needed.
- Assist with Coordinated Public Transit Human Service Transportation Plans, updates and amendments, when needed.
- City of Altoona Bicycle and Pedestrian and Safe Routes to Parks Plan.
- City of Eau Claire Bicycle and Pedestrian Further Study Report.
- City of Chippewa Falls Wayfinding.
- Town of Seymour parking study at Lake Altoona boat landing.
- Assistance with CTH T official mapping.
- Technical assistance, as needed, in the effort to regain the authority to establish an RTA.
- Capital Improvement Plan Story Maps.
- TSM/TDM planning and TE planning.
- Intermodal freight planning in the MPO.
- Staff will be available to provide technical assistance as requested by municipalities or WisDOT on an array topics and studies. The timing of this type of technical assistance is mainly up to the municipality request, as well as the availability of MPO staff. Some projects were suggested by TAC members and WisDOT-NW Region staff, or otherwise suggested during the development of this work program. The list below will be addressed as they are requested throughout the year, or in subsequent years:
 - Technical assistance to municipalities for corridor preservation, official mapping, and access management planning.
 - Support for Eau Claire Transit, specifically a passenger survey.
 - Study of the potential for an overpass of I-94, west of the USH 53 interchange, to relieve traffic at USH 53/Golf Road interchange and provide a safe bike/pedestrian route across I-94.
 - Assistance to the City of Eau Claire in the grade separation of the rail crossing on Galloway and other potential crossing closure impacts.
 - Assistance to communities on bicycle/pedestrian plans and related planning activities.
 - Encouragement and assistance on CIPs.
 - Execute the annual (or biennial) intersection crash rate analysis.
 - Develop criteria for locating painted crosswalks.
 - Work with municipalities to do demonstration/pop-up projects for traffic calming and/or pedestrian safety.
 - Identify locations in need of bicycle parking, review and suggest changes to bike parking in zoning ordinances, devise a bike parking request program, as requested by municipalities.
 - Develop regional Vision Zero program.
 - Research and map noise pollution due to traffic.
 - Assist WisDOT in potential planning efforts, such as Transportation Demand Management (TDM).

Schedule:

All of the identified short-range planning activities will be conducted between January and December of 2022, as requested by member communities, unless otherwise noted.

Products:

Listed studies would produce written reports as appropriate to the project. Other products are dependent on technical assistance requests. Staff continues to develop innovative additions to projects and find ways to encourage and educate the public on transportation issues and opportunities in the MPA.

Funding Source:

Work Categories	Total Cost	Federal FHWA (80%)	State WisDOT (4.54%)	Local WCWRPC (15.46%)
100 Short Range Planning	\$181,736	\$145,389	\$8,251	\$28,096

Total Hours: 2286

ELEMENT 200 – Long-range Transportation Planning

Objective:

To continue the tracking, and analysis of data and information relevant to the socio-economic conditions of the metropolitan planning area, its land use patterns and development trends, and the operational characteristics of the transportation system as needed for the maintenance of the Long Range Transportation Plan, which was adopted in 2021. Work will also include the refining and further study of specific modes, locations, or factors, as noted in the Plan.

2021 Activities:

Long Range Transportation Plans were prepared for the metropolitan planning area and adopted in 1986, 1997, 2006, 2010, 2016, and 2021. The Plan extends to the year 2045 planning horizon. The following planning activities that were undertaken in 2021 included:

- Completed the update to the 2016 plan.
- Maintained public involvement through MPO Council meetings, TAC meetings, website postings, and media news releases.
- Participated in West Central Wisconsin Rail Coalition and Chippewa/St. Croix Rail Coalition at monthly meetings and other meetings related to the Coalitions’ mission.
- Reviewed Plan, adopted in 2021, for projects moving forward for further study, and for compliance of TIP projects.
- Monitored Plan through annual updates of performance indicators.
- Reviewed and acted upon performance target requirements for the Safety, Pavement and Bridge, and Transit Asset Management targets.
- Worked on community and county Crash Reports.

Relationship to Other Activities:

All of the urban area planning activities strengthen the base of information needed to maintain the Long Range Transportation Plan. The monitoring of development patterns impacts all transportation-related planning activities, including both highway and transit, and their effects on the environment and environmental justice concerns. The various planning activities conducted toward this end also contribute to the identification of projects and services that may become eligible for federal and state funding assistance through programming in the TIP. At the local level, the results of local planning initiatives facilitate improved decision-making on local capital improvement priorities. Also, the setting and monitoring of performance measures and targets link to short term changes in the system.

WCWRPC adopted a regional comprehensive plan in 2009. Should this plan be updated, products developed through the comprehensive planning process, particularly the land use and transportation

elements, and those developed for the Long-range Transportation Plan are coordinated, as much as possible, in order to yield consistent analysis and recommendations. Coordination is also intended between the Long Range Transportation Plan and comprehensive plans of urban communities.

2022 Activities:

Long-range planning activities for 2022 will include:

- Implement Long Range Transportation Plan for 2045, including but not limited to those recommendations for further study included in the Plan.
- Continue to implement performance indicators to monitor and track transportation and land use impacts and planning assumptions associated with project, policy, and study recommendations adopted and approved in the Plan.
- Continue to work with WisDOT on development and tracking of FAST Act performance targets.
- Coordinate with and affirm statewide performance targets developed by the Wisconsin Department of Transportation (WisDOT). In an effort to assist in meeting statewide targets, planning efforts will address potential effects related to the established targets.
- Work with WisDOT in statewide transportation planning efforts including *Connect 2050* and *Wisconsin Rail Plan 2050*.
- Update the designated areas for both the urbanized area and metropolitan planning area, when appropriate.

Schedule:

All of the identified long-range planning activities will be conducted between January and December of 2022, unless otherwise noted.

Products:

Report documents will be produced as appropriate for those items addressed as needing further study in the most recently adopted long-range plan.

Funding Source:

Work Categories	Total Cost	Federal FHWA (80%)	State WisDOT (4.54%)	Local WCWRPC (15.46%)
200 Long Range Transportation Planning	\$38,943	\$31,154	\$1,768	\$6,021

Total Hours: 489

ELEMENT 300 – Transportation Improvement Program (TIP)

Objective:

To maintain a five-year Transportation Improvement Program (TIP) that details the schedule for improvements to the highway, transit, bicycle, and pedestrian facilities within the Chippewa-Eau Claire Metropolitan Planning Area. This includes any 2022-2026 TIP amendments that require attention in 2022.

2021 Activities:

TIPs were developed annually from 1982 to 2010. In 2011, the MPO started a biennial cycle for TIP development, and revised the process for ranking candidate projects for inclusion in the annual TIP document, to address multimodal factors, to favor projects of greater importance to the urbanized area, and to provide a more objective project selection. The MPO TAC develops a draft TIP during the third quarter of each odd-numbered year. The MPO Policy Committee reviews and adopts the TIP in early October of odd years and submits it to WisDOT for incorporation in the STIP by October 15th. Amendments to the TIP are frequent and address changes in the WisDOT project schedule, and to meet the needs of grant programs. The 2022-2026 TIP was developed and adopted in 2021. There were

13 amendments in the previous 2020-2024 TIP, which included dozens of additions, deletions, and alterations to the document.

Relationship to Other Activities:

Preparation of the TIP is the primary means by which the MPO’s Long Range Transportation Plan is implemented. It helps ensure that federal and state investments in the local transportation system are directly tied to metropolitan planning activities and policies. Also, with the intent of supporting the State-adopted performance targets, the STBG-Urban project selection criteria include elements to promote the preservation of the existing system, and to reward candidate projects that will improve safety at intersections or on corridors with a history of crashes, as well as projects that serve multiple modes of transportation.

2022 Activities:

TIP Activities for 2022 will include:

- Amendments to the 2022-2026 TIP (adopted October 2021) will be processed as requested throughout 2022. Major amendments are noticed in the local newspapers and on the WCWRPC website, with an opportunity to request a public hearing. All amendments are reviewed by the TAC and approved by the MPO Policy Council after a 14-day public review period. Approved amendments are then submitted to WisDOT, FHWA, and FTA. WisDOT then includes the amendments in the upcoming STIP amendment.

Schedule:

In odd years, begin biennial update of TIP (June); Complete draft TIP (August). TAC/public reviews TIP (August-September). MPO approves final TIP (October). Submit TIP to WisDOT (by October 15). In odd and even years, amendments are processed and adopted as necessary, with approvals on a quarterly basis to coincide with MPO meetings.

Product:

Products include documentation for any amendments to the 2022-2026 TIP that occur in 2022.

Funding Source:

Work Categories	Total Cost	Federal FHWA (80%)	State WisDOT (4.54%)	Local WCWRPC (15.46%)
300 Transportation Improvement Program	\$12,981	\$10,385	\$589	\$2,007

Total Hours: 164

ELEMENT 400 – Transportation Program Administration

Objective:

To provide for the general administration of the MPO’s transportation program and fulfill the reporting, financial accounting, and certification requirements prescribed by FHWA and FTA to maintain federal and state urban transportation funding eligibility. To serve as a conduit to the urban area on state and federal transportation issues and initiatives.

2021 Activities:

The West Central Wisconsin Regional Planning Commission has served as the administrative and fiscal agent for the MPO since its inception in 1982 and continues to provide administrative services. The WCWRPC coordinates urban transportation planning activities with local, state, and federal agencies, as appropriate. In 2018, MPO staff updated the Cooperative Planning Agreement between WisDOT, the MPO, and the cities of Eau Claire and Chippewa Falls as the urban transit providers in the urbanized area, as needed, to reflect new performance measure/target requirements in the FAST Act. There have been three new staff members that started between November 2020 and August 2021. All three of these staff members work at least part-time on transportation related projects. In

2021, Transportation Program Administration funds were also used to work with these three staff members on training. The MPO started a quarterly MPO newsletter in 2021.

Relationship to Other Activities.

The administrative services support all transportation program activities and provide accountability for work elements undertaken and financial resources expended.

2022 Activities:

Administration activities for 2022 will include:

- Quarterly financial and work progress reports to document and account for the expenditure of transportation planning funds.
- News releases and newsletter articles, as needed, in support of specific work program activities.
- Quarterly MPO newsletter.
- Schedule and conduct MPO and TAC meetings, maintaining interagency coordination, conducting public involvement meetings, administering contracts, developing and maintaining interagency agreements, and preparing an annual financial audit and annual certification statement.
- Annual work program.
- Staff supervision of planners and interns working on transportation plans and studies.
- Using and monitoring of the MPO’s Public Involvement Plan.
- Attend appropriate state, regional, or national conferences/meetings/ workshops to fulfill training needs and remain current on transportation-related issues.
- Participate in quarterly FHWA/MPO/ WisDOT forums to discuss planning, policy, financial, and technical issues and concerns.

Schedule:

Prepare quarterly financial/progress reports (by April 30, July 31, October 31, January 31). Conduct MPO and TAC meetings (quarterly, or as needed). Prepare annual reports/ certifications and conduct annual audit (by December 31). Prepare annual work program (draft by mid-September, final by November 15). Attend quarterly MPO Director meetings. Other administrative functions are on-going with work program activities.

Products:

Quarterly and annual reports.
 Annual certifications and audit for 2022.
 Work program for 2023.

Funding Source:

Work Categories	Total Cost	Federal FHWA (80%)	State WisDOT (4.54%)	Local WCWRPC (15.46%)
400 Transportation Program Admin.	\$25,963	\$20,770	\$1,179	\$4,014

Total Hours: 327

**Exhibit A
Proposed Committee Meeting Dates for 2022**

TAC	January 12	August 10
	April 13	September 14
MPO	February 2	August 25
	May 4	October 5
Mid-Year UWP Review	May/June	
Fall work program meeting	September/October	
RPC	January 13	July 14
	March 10	September 8
	May 12	November 10
MPO Directors' Meetings	January 25	July 26
	April 26	October 25

**Exhibit B
Chippewa-Eau Claire Metropolitan Planning Organization
Summary Project Budget by Funding Source
2022**

Work Categories	Total Cost	Federal FHWA (80%)	State WisDOT (4.54%)	Local WCWRPC (15.46%)
100 Short Range Planning	\$181,736	\$145,389	\$8,251	\$28,096
200 Long Range Transportation Planning	\$38,943	\$31,154	\$1,768	\$6,021
300 Transportation Improvement Program	\$12,981	\$10,385	\$589	\$2,007
400 Transportation Program Admin.	\$25,963	\$20,770	\$1,179	\$4,014
FY 2022 Total	\$259,623	\$207,698	\$11,787	\$40,138

Exhibit C
West Central Wisconsin Regional Planning Commission
2022 Transportation Program Budget

<u>Direct Salaries</u>	<i>% of Time on Program</i>	<i># of Hours</i>	<i>Chargeable Salary</i>
MPO Director	72%	1,493	\$64,164
Associate Planner	54%	1,116	32,414
Senior Planner I	5%	102	4,364
Senior Planner II	4%	86	3,046
Associate Planner I	10%	216	6,765
Associate Planner II	11%	220	4,896
Office Manager	2%	34	<u>781</u>
Total Direct Chargeable Salaries			\$116,430
<u>Release Time/Fringe Benefit Rate (60.75%)</u> (See Exhibit C-2)			<u>\$70,731</u>
Total Direct Chargeable Personnel Costs			\$187,161
<u>Indirect Expenses (37.19%)</u> (See Exhibit C-1)			<u>\$69,606</u>
Total Personnel Costs			\$256,767
<u>Direct Expenses</u>			
Travel			\$2,856
TOTAL MPO TRANSPORTATION PROGRAM COSTS:			\$259,623

NOTE: The Release Time/Fringe Benefit and Indirect Costs assigned to the MPO Transportation Program are pro-rated from the total Release Time/Fringe Benefit and Indirect Costs developed for the West Central Wisconsin Regional Planning Commission (WCWRPC), as presented in Exhibit C-1 and C-2. The Economic Development Administration is the cognizant/lead federal agency for the WCWRPC's cost allocation/indirect cost rates.

Exhibit C-1
West Central Wisconsin Regional Planning Commission
Estimate of 2022 Indirect Costs for Entire Agency Operations

Total Indirect Personnel Costs:		\$256,181
Travel		\$8,000
Supplies, Equipment & Maintenance		\$50,000
Depreciation		\$5,000
Postage		\$3,000
Telephone/Internet		\$2,000
Dues & Subscriptions		\$7,000
Printing		\$9,500
Rent		\$29,100
Insurance		\$6,000
Audit		\$18,000
	Total Indirect Costs:	\$393,781

Indirect Cost Rate Calculation

Direct Chargeable Salaries			\$658,678
x Release TimeRate	17.51%	\$115,320	
x Fringe Benefit Rate	<u>43.24%</u>	<u>\$284,826</u>	<u>\$400,146</u>
Total RT/FB Rate	60.75%		
Total Direct Personnel Costs			\$1,058,824

Total Indirect Costs / Total Direct Personnel Costs = Indirect Cost Rate

\$393,781 / \$1,058,824 37.19%

	Sal.	FB/RT	Total
Direct Charge. Salaries	658,678	\$400,146	1,058,824
Ind. Charge. Salaries	159,366	\$96,815	256,181
Total Charge. Salaried	818,044	\$496,961	\$1,315,005

Ind. Costs (non-sal)	\$137,600
Dir. Comm. Exp.	\$19,000
Dir. Travel	\$12,000
Dir. RBF, Inc.	\$35,000
Direct Other Projects	\$45,000
Dir. Misc.	\$5,000
Total Budget	\$1,568,605

Exhibit C-2
West Central Wisconsin Regional Planning Commission
Estimate of 2022 Release Time/Fringe Benefits
For Entire Agency Operations

Release Time

Vacation Pay	\$79,686
Holiday Pay	\$27,401
Sick Pay	\$36,135

Total Release Time: \$143,222

Fringe Benefits

Social Security	\$74,089
Retirement	\$62,484
Health Insurance	\$212,977
Vacation Purchased by Employees	(\$11,618)
Life Insurance	\$3,042
Workers Compensation	\$5,565
Sick Leave Retirement Payout	\$7,200

Total Fringe Benefits: \$353,739

Total Release Time
and Fringe Benefits: \$496,961

Release Time and Fringe Benefit Rate Calculation

\$143,222 / \$818,044 =	17.51%
(Total RT / Total Chargeable Salaries)	
\$353,739 / \$818,044 =	43.24%
(Total FB / Total Chargeable Salaries)	
\$496,961 / \$818,044	60.75%
(Total FB & RT / Total Chargeable Salaries)	

Exhibit D
Chippewa-Eau Claire Metropolitan Planning Organization
Urban Transportation Planning Work Program Schedule
2022

Work Tasks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
100 Short Range Planning												
120 Corridor Presvtn./Access Mngt. Assistance	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
130 Traffic Impact Analysis Assistance	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
140 Local Transit Coordination & Planning	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
150 Technical Assistance to communities	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
160 Bicycle/Pedestrian Plng/Mapping Assistance	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
170 Safe Routes to Schools Planning	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
200 Long Range Transportation Planning												
210 Maintain Public Participation Plan	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
220 Multimodal advocacy and coordination	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
230 GIS/ARCVIEW Land Use Mapping	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
240 Long Range Plan (2020-2045) Implementation	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
250 Work with WisDOT/FHWA in Development of Perf. Targets	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
260 Track Performance Data			-----+									
300 Transportation Improvement Program												
320 Prepare TIP Document/Amendments	---		---			-----	-----	-----	-----+			
330 Public Notice/Comment	+----		+----				---+-		+----			
340 TAC Review and Recommendation	--+		--+				--+		--+			
350 Policy Council Review and Approval		-+		-+				-+		-+		
400 Program Administration and Support												
410 Staff Support to Policy Council and TAC	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
420 Interagency Coordination and Public Involvement	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
430 Complete Quarterly Financial Invoices & Progress Reports	----+			----+			----+			----+		
440 Prepare News Releases, Newsletters, Annual Report	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
450 Develop 2023 Work Program							---	--+-	-----+	-+-		
460 Procure Annual Performance & Financial Compliance Audit												----+
470 Prepare Annual Certification Statement							-----	-----	-----	-+-		

(-) On-going Planning/technical assistance (x) Special planning study (+) Report

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Exhibit E
Metropolitan Planning Factors to be Considered in the 2022 Work Program

Factors:

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 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.

**Metropolitan Planning Factors
by Work Element**

Metropolitan Planning Factors to be Considered in the 2022 UPWP

UPWP Category	UPWP Elements	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
120	Corridor Presvtn./Access Mngt. Assistance	X	X		X	X	X	X	X	X	X
130	Traffic Impact Analysis Assistance	X	X		X	X	X	X	X	X	X
140	Local Transit Coordination & Planning	X	X	X	X	X	X	X	X	X	X
150	Technical Assistance to Communities	X	X	X	X	X	X	X	X	X	X
160	Bicycle/Pedestrian Planning/Mapping	X	X	X	X	X	X	X	X		X
170	SRTS Planning	X	X	X	X	X	X	X	X		X
180	STBG-TA Grant Application Assistance	X	X	X	X	X	X	X	X	X	X
210	Maintain Public Participation Plan	X	X	X	X	X	X	X	X	X	X
220	Multimodal coordination	X	X	X	X	X	X	X	X	X	X
230	GIS Land Use Mapping	X	X	X	X	X	X	X	X	X	X
240	Long Range Plan (2020-2045) Implement	X	X	X	X	X	X	X	X	X	X
250	Development/Maintenance of Perf. Targets	X	X		X	X		X	X		
260	Track Performance Data	X	X		X	X		X	X		
300	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
400	Program Administration	X	X	X	X	X	X	X	X	X	X

Exhibit F MPO Certification Summary

The Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Council, as the policy board of the MPO, is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements. (Compliance with the Clean Air Act is not required as the Eau Claire urbanized area is not an air quality non-attainment or maintenance area.)

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

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

The 10 requirements for self-certification are summarized below.

- 1) **23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart.** These citations summarize the metropolitan planning requirements. Under these requirements, the MPO must currently have an approved Transportation Improvement Program, Long-range Transportation Plan, Transportation Planning Work Program, and Public Participation Plan. The MPO is also required to have interagency agreements, approved metropolitan area boundaries, and annual listings of obligated projects.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement because it currently has an approved TIP, Long range Transportation Plan, Transportation Planning Work Program, and Public Participation Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

- 2) **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on the grounds of race, color, or national origin.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the West Central Wisconsin Regional Planning Commission (WCWRPC) non-discrimination policy as the MPO is housed within the RPC.

- 3) **49 U.S.C. 5332**, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the *Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan* that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the WCWRPC non-discrimination policy as the MPO is housed within the RPC.

- 4) **Sections 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26** regarding the involvement of disadvantaged business enterprises in the US DOT funded projects.

Chippewa-Eau Claire MPO Compliance: The MPO does not typically utilize outside contractors in the execution of planning projects. However, if the situation should arise, the MPO will establish and follow a DBE policy.

- 5) **23 CFR part 230**, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.

Chippewa-Eau Claire MPO Compliance: This requirement does not directly apply to the Chippewa-Eau Claire MPO because it is not involved in federal or federal-aid highway construction contracts. However, the MPO follows the West Central Wisconsin Regional Planning Commission (WCWRPC) Equal Opportunity Policy in other employment-related actions, including hiring.

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

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the *Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan* that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the WCWRPC non-discrimination policy as the MPO is housed within the RPC.

- 7) **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.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the *Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan* that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the WCWRPC non-discrimination policy as the MPO is housed within the RPC.

- 8) **Section 324 of title 23, U.S.C.**, regarding the prohibition of discrimination based on gender.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the *Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan* that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the WCWRPC non-discrimination policy as the MPO is housed within the RPC.

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

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the policies identified in the *Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Title VI Plan/Limited English Proficiency Plan/Public Participation Plan* that was approved by the MPO Council on October 8, 2014, with approval of updated document on October 11, 2017. The MPO also follows the WCWRPC non-discrimination policy as the MPO is housed within the RPC.

- 10) **Section 225 of 2 CFR Cost Principles for State, Local, and Indian Tribal Governments**, establishing principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with governmental units.

Chippewa-Eau Claire MPO Compliance: The MPO complies with this requirement through the adoption of a WisDOT and FHWA reviewed and approved annual work program, utilizing estimated work hours, and fringe and indirect rates that are computed annually for the entire WCWRPC and applied to the MPO work program. The MPO submits quarterly progress reports and reimbursement requests to WisDOT for review and payment of State and Federal shares, as they appear in the adopted work program, for allowable expenses. WCWRPC, as the host agency of the MPO, utilizes generally accepted accounting practices and contracts for annual financial audits.

Exhibit G

FHWA SUBRECIPIENT TITLE VI IMPLEMENTATION PLAN AGREEMENT FFY 2022

Introduction

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

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed "Acts and Regulations") and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2022** (hereinafter "**2022 ASSURANCES AND AGREEMENT**") are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

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

September 30, 2021

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

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

September 30, 2021

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

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

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

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

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

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

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2022**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and Chippewa-Eau Claire MPO, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

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

NAME: Eric Anderson Title: Senior Planner, MPO Director

EMPLOYING ORGANIZATION: Chippewa-Eau Claire MPO

MAILING ADDRESS: 800 Wisconsin St., Mail Box 9, Eau Claire, WI 54701

EMAIL ADDRESS: eanderson@wcrpc.org

PHONE:715.836.2918**Fax :** 715.836.2886

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Lynn Nelson
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: N/A

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

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

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the Chippewa-Eau Claire MPO's required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2022 the Chippewa-Eau Claire MPO should:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient's Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient's organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the **Part 1-Title VI Assurances** portion of this **2022 ASSURANCES AND AGREEMENT**.
3. notify WisDOT, in writing, of any changes to the Subrecipient's organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient's Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2022 the Chippewa-Eau Claire MPO should:

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

C. Consultant Review Procedures

In FFY 2022 the Chippewa-Eau Claire MPO should:

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

D. Data Collection Procedures

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

In FFY 2022 the Chippewa-Eau Claire MPO should:

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

E. Training Procedures

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

In FFY 2022 the Chippewa-Eau Claire MPO should:

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

F. Dissemination of Title VI Information

The Chippewa-Eau Claire MPO should:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

- annually submit the number, type and location of outreach and public education events or literature to the WisDOT Title VI Office within your annual *Title VI Goals and Accomplishments Report* or within the annual *WisDOT Subrecipient Title VI Review*.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2022, the Chippewa-Eau Claire MPO should:

- annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
- ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
- collect data on LEP individuals or groups that may be impacted by your plans or activities.
- ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
- consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
- annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - American Community Survey data on Languages spoken at home and ability to speak English or
 - maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual *Title VI Goals and Accomplishments Report* or within the annual *WisDOT Subrecipient Title VI Review*.

H. Review of Internal Policies and Directives

The Chippewa-Eau Claire MPO should:

- annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
- conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
- revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
- monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the *annual Title VI Goals and Accomplishments Report* or in the annual *WisDOT Subrecipient Title VI Review*.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the "Complaint Processing Procedures" section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2022, The Chippewa-Eau Claire MPO shall adopt the standard FHWA/WisDOT Title VI compliant policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI/Nondiscrimination requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Chippewa-Eau Claire MPO adopts the following Title VI complaint policy for FFY 2022 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin or sex may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.*

*See contact information on Page No. 11

In FFY 2022, Chippewa-Eau Claire MPO shall adhere to the following provisions:

1. annually submit your organization's internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2022, the Chippewa-Eau Claire MPO shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
 - a) name, address and phone number of the complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, national origin, sex or other)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The Chippewa-Eau Claire MPO should:

- 1. annually complete and submit all information requested within the annual ***WisDOT Title VI/Nondiscrimination Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2022 ASSURANCES AND AGREEMENT***.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a

procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2022 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2022 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a *Title VI Goals and Accomplishments Report* or within the *WisDOT Subrecipient Title VI Review*.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the Chippewa-Eau Claire MPO fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2022**, WisDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the Chippewa-Eau Claire 's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that Chippewa-Eau Claire MPO is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Lea Collins-Worachek

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/6/21

Date

Subrecipient Executive Director or Responsible Official:

Ben Nelson

Executive Director or Responsible Official Signature

Executive Director

Title

Chippewa-Eau Claire MPO / West Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

09.20.2021

Date

Exhibit H
2021-2022 Progress Report
Title VI - Environmental Justice

To address the requirements of Title VI from September, 2021 through August, 2022, the Chippewa-Eau Claire MPO conducted the following activities:

- Conducted scheduled TAC and MPO Policy Committee meetings that were open for public involvement.
 - Used local media and website to inform the general public of meetings.
- Safe Routes To School Plan work was completed for the Altoona, Chippewa Falls, and Eau Claire school districts. The planning process gathered input from students, parents, staff, and other stakeholders.
- Advertised and offered input and comment opportunities for amendments to the 2022-2026 Transportation Improvement Program (TIP).
- Worked on City of Eau Claire Bicycle and Pedestrian Further Study Report, City of Altoona Bicycle and Pedestrian and Safe Routes To Parks Plan, and City of Chippewa Falls Wayfinding Plan. These plans are including extensive public participation which include walk/bike audits, surveys, working groups, and discussion with stakeholders.
- Staff completed the 2020-2045 Long Range Transportation Plan. This included public participation opportunities to review and comment on the draft plan and at the public hearing meeting.
- Staff has started the Safe Routes To School Coordinator position. This position will be working with local and regional SRTS task forces made up of school district and community staff.

There have been no Title VI complaints filed with the Sub-Recipient (WCWRPC) during this time period.

EXHIBIT I

MPO UPWP Checklist

	Item	Location
1	Name of MPO agency and area represented	cover
2	FY of UPWP	cover
3	Contact Information for MPO	inside cover
4	Name of MPO agency and area represented	i
5	Contact person and information	inside cover
6	FY of UPWP	i
7	Agencies providing funds or support - including agency logos	i
8	USDOT Disclaimer	i
9	Table of Contents	vi
10	MPO Approval Resolution - signed	iii
11	Self-certification - signed	iii
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	b. Summary of Previous Year's Accomplishments	6, 8-10
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	f. Transit Planning	7
	g. Multimodal Planning	7
	i. Bicycle/Pedestrian	7
	ii. Intermodal Freight	7
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	i. Modeling	N/A
	ii. CMAQ Application Process	N/A
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21	Indirect Cost Allocation Plan	13-15
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22	Carry-over of unspent funds	N/A
23	Current Signed Title VI Nondiscrimination Agreement	26
24	Link to current Title VI Program	3
25	Annual Meeting Schedule	12