



# **Rural Transportation Planning Work Program - 2024**

West Central Wisconsin Regional Planning Commission

September, 14, 2023

# West Central Wisconsin RPC Rural Transportation Work Program

RURAL TRANSPORTATION PLANNING WORK PROGRAM 2024  
West Central Wisconsin Regional Planning Commission

Service area includes the counties of :  
Barron, Chippewa, Clark, Dunn, Eau Claire, Polk, and St. Croix

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Senior Planner

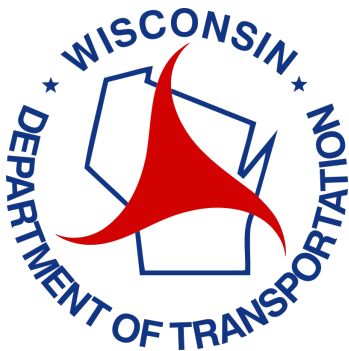
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USDOT DISCLAIMER – Note: This document was prepared, in part, with federal funds via the State of Wisconsin but does not necessarily reflect the official views or policy of the U.S. or Wisconsin Departments of Transportation.



# West Central Wisconsin RPC Rural Transportation Work Program

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# West Central Wisconsin RPC Rural Transportation Work Program

## 2023 Rural Transportation Activities

During 2023, WCWRPC took part in the following rural transportation activities:

### State Significant Priorities

- Worked on SRTS projects and possible programs for school districts and communities.
- Read, watched, and kept updated with all information regarding Bipartisan Infrastructure Law.

### Rail System Analysis

- Provided assistance and attended meetings of the West Central Wisconsin Rail Coalition and Chippewa-St. Croix Rail Commission.

### Special Transit Activities

- Completed City of Hudson Shared Ride Taxi Plan.
- Completed six County Transportation Coordination Plans.
- Worked on Polk County Bicycle and Pedestrian Plan
- Worked on Barron County Bicycle and Pedestrian Plan

### Local Technical Assistance

- Continued communication with stakeholders on the implementation of the Chippewa Valley Bike Route project, which will sign 20 bike routes inside and outside the Chippewa-Eau Claire MPA. This project is split between rural and urban programs.
- Continued to work on outdoor recreation plans.
- Continued work on Polk County Bike/Pedestrian Plan.
- Continued work on Barron County Bike/Pedestrian Plan.
- Worked on a county ATV Trail Guide.
- Attended The Center for Independent Living Western Wisconsin meetings as a board member.
- Attended Chippewa County and Eau Claire County Traffic Highway Commission meetings.

### Local, State, and Federal Coordination

- Coordination activities are on-going components of all transportation planning activities.

### Public Participation

- Public participation activities are on-going components of all transportation planning activities, with continued concentration on online participation methods in 2023.

### Staff Support and Program Supervision

- Compiled and submitted quarter report for 2023.
- Regular staff meetings to maintain program integrity.
- Completed 2024 Rural Work Program.

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## 2024 Funding Categories

### I. Development of Programs for Public Participation in the Planning Process

#### Funding: \$4,046

Development of programs for public participation in the planning process include:

- Continue public informational activities and encourage citizen participation in the on-going transportation planning process.
- Prepare and distribute news articles and reports and other transportation-related information in conjunction with planning projects to the media and public.
- Continue efforts to implement the transportation element of the regional comprehensive plan through community outreach efforts, technical assistance to communities, and regional transportation advocacy groups.
- Continue placemaking workshop efforts, as requested, both as a public involvement strategy as a part of broader planning efforts, and as stand-alone efforts as requested by communities. Transportation often plays a strong role in strategy development, including traffic calming, bicycle and pedestrian safety and access, and parking modifications. The placemaking process continues to prove its versatility and value to the region's communities.
- Implement the Title VI Plan, which can be found at [www.wcwrpc.org](http://www.wcwrpc.org). In addition, the WCWRPC will document efforts and interactions with minority populations, as well as those with limited English language proficiency.
- A number of other communication techniques will be utilized in order to assure public awareness. Transportation articles will be prepared for inclusion in such publications as WCWRPC's annual report. The staff will be available to appear before public officials, civic groups, and local citizens to provide information on the WCWRPC's activities that relate to specific transportation concerns and issues in the region.

### II. State Significant Priorities

#### Funding: \$6,263

State significant priorities include:

- Work with WisDOT on development or promotion of any statewide transportation plans including Connect 2050, Wisconsin Rail Plan 2050, Active Transportation Plan 2050, and potential planning efforts such as Transportation Demand Management (TDM).
- Provide assistance to local communities related to the Transportation Alternatives Program (TAP). This includes Safe Routes To School, Safe Routes To Parks, and other bicycle and pedestrian plans. WCWRPC will continue to work with school districts and communities about their interest in submitting TAP applications.
- Provide assistance in the development and subsequent implementation of the transportation and land use elements for regional, county, or community comprehensive plans pursuant to State Statute 66.1001. There are a number of communities in the region that are at or near the 10-year update deadline for their comprehensive plans. Without a State funding program for these required updates, many communities struggle to fund the efforts.
- Give assistance to communities on economic development and transportation studies for TEA-eligible projects and with the application process for TEA grants.
- Participate in statewide and regional major corridor planning and environmental feasibility studies as coor-

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dinated by WisDOT.

- Support, promote, and continue to plan for Federal and State-established performance measures and performance targets under the FAST Act.
- Assist with coordination on Census boundary updates, as needed.
- Work on Bipartisan Infrastructure Law (BIL) work program activities (i.e., web based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering).
- Include and identify 2021 Planning Emphasis Areas (PEAs) activities.

### III. Rail System Analysis

#### **Funding: \$6,263**

Rail system analysis include:

- Coordinate with WisDOT offices with regard to local rail line planning issues. This activity may involve local assistance for a rail line spur extension to an industrial park or an analysis of rail/truck inter-modal service to a particular community. WCWRPC is available to assist local communities address rail line abandonment concerns and with planning efforts for rail-to-trail conversions, including pedestrian and bicycle transportation facilities, or with issues related to crossing safety.
- Support regional interests pursuing implementation of the Midwest Passenger Rail Initiative through participation on the West Central Wisconsin Rail Coalition and Chippewa/St. Croix Rail Commission. Work on efforts to study passenger rail corridors between Chicago and the Twin Cities, as well as potential “intercity” rail issues and studies in the Eau Claire/Twin Cities corridor. The West Central Wisconsin Rail Coalition and Chippewa/St. Croix Rail Commission continue to pursue passenger rail options for the region. Staff will continue to participate, as requested, providing input and assistance in the ongoing passenger rail planning efforts.
- Work with WisDOT in the training and analysis of freight movement, including attending the Freight Advisory Committee. It is anticipated that information concerning available freight data, including freight rail, will be addressed by WisDOT and those RPCs with identified key corridors. Several such corridors pass through west central Wisconsin.

### IV. Specialized Transit Activities

#### **Funding: \$6,263**

Specialized transit activities include:

- Work with local interests in the support and/or development of regional transit coordination efforts and Regional Transit Authority development in the region.
- In 2023, WCWRPC worked with counties to update their human services transportation coordination plans, as well as the update of a regional coordination plan. In 2028, WCWRPC will work with the counties to update their human services transportation coordination plans.
- Continue to work in coordination with the Center for Independent Living of Western Wisconsin (CILWW) in their efforts to improve rural transportation programs throughout and beyond the region, including their efforts focused on transportation services for veterans. Staff is a member of the CILWW Board.
- Conduct reviews of regional FTA Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) and Section 5311 (Rural Formula Grants) funding applications, as requested.

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## V. Local Technical Assistance

### Funding: \$36,192

Local technical assistance include:

- Provide transportation planning and programming technical assistance to local units of government upon request. WCWRPC will reach out to counties and local governments to inquire about projects and what would be most valuable to them.
- Work within the region to encourage intergovernmental cooperation in the development and provision of effective and coordinated transportation services, included but not limited to, the pursuit of legislation to allow for the establishment of local transportation funding options, such as regional transit authorities.
- Utilize transportation planning in an economic development capacity. Transportation planning is an integral component of such economic activities as industrial park developments, community development strategies, and capital improvement programming. In addition, the combined funding capabilities of EDA's Public Facilities and WisDOT's TEA grant financial assistance programs can be utilized to maximize project development potential. WCWRPC will continue to pursue an integrated technical assistance approach when evaluating regional transportation and economic development activities.
- Create county crash reports. The initial drafts will be presented to each county for them to review and recommend adjustments based on their respective issues and opportunities.
- Update sidewalk and sidewalk gap maps for rural communities, as needed.
- Work with counties and communities on hazard mitigation and risk management plans, specifically those portions which address the reduction or mitigation of storm water impacts of surface transportation, as well as the resiliency and reliability of the transportation infrastructure.
- Complete WisDOT grant applications, as needed.
- Spearhead development of county wide bikeway facility/suitability plans. Assist communities and counties on WisDOT grant applications.
- Provide technical advice and guidance in conducting air quality planning for rural, isolated non-attainment counties for regional emissions and conformity analysis where applicable.
- Work with communities and counties on planning for improvements that will enhance travel and tourism. This could include working with bicycle and pedestrian infrastructure, ATVs, local food, natural resources, and/or any other items that add to travel and tourism.

## VI. Local, State, and Federal Coordination

### Funding: \$13,016

Local, State, and Federal coordination include:

- Assist and coordinate with WisDOT in providing review of regional data for the maintenance and implementation of State plans. This will include Connect 2050, Wisconsin Rail Plan 2050, Active Transportation Plan 2050, as well as other Statewide transportation planning efforts such as Transportation Demand Management (TDM).
- Attend WisDOT planning meetings.
- Information collected by WCWRPC will be made available to WisDOT to inform them of local transportation concerns. WCWRPC will provide this information to WisDOT for use in project programming. WCWRPC's Com-

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prehensive Economic Development Strategy (CEDS) is an example of this activity. WCWRPC informs WisDOT of local officials' transportation concerns and planned transportation improvement projects related to economic development. The results of annual CEDS meetings will be passed on to WisDOT for their evaluation with regard to the State's focus on highway corridor improvements.

- Work with WisDOT and FHWA in the discussion and coordination of FAST Act performance measures and the establishment of State performance targets.
- Activities in this Work Program considered the following factors when developing work program activities:
  - Improving the resiliency and reliability of the transportation system.
  - Reduce or mitigate storm water impacts of surface transportation and natural hazard impacts to create flexibility for excessive heat/cold impacts to transportation.
  - Enhance travel and tourism.

## VII. Staff Support to the Commission and Program Supervision

### **Funding: \$8,004**

Staff support to the Commission and program supervision include:

- Provide staff support to WCWRPC and transportation planning assistance to other agencies in the region. This includes agency representation at meetings, hearings, seminars, and professional development training sessions.
- Review information bulletins and legislative proposals that might affect the region's transportation system.
- Administration of WCWRPC's rural transportation program and budget, including work program preparation and monitoring, progress reporting, supervision of support staff involved in the program, and participation in quarterly FHWA/RPC/MPO/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues and concerns.



# West Central Wisconsin RPC Rural Transportation Work Program

## Summary by Funding Source (2024)

| Elements                             | Total    | Federal<br>(80%) | State<br>(10%) | Local<br>(10%) |
|--------------------------------------|----------|------------------|----------------|----------------|
| Public Participation                 | \$4,046  | \$3,237          | \$405          | \$405          |
| State Significant Priorities         | \$6,263  | \$5,010          | \$626          | \$626          |
| Rail System Analysis                 | \$6,263  | \$5,010          | \$626          | \$626          |
| Specialized Transit Activities       | \$6,263  | \$5,010          | \$626          | \$626          |
| Local Technical Assistance           | \$36,192 | \$28,954         | \$3,619        | \$3,619        |
| Local, State, & Federal Coordination | \$13,016 | \$10,413         | \$1,302        | \$1,302        |
| Staff Support & Administration       | \$8,004  | \$6,403          | \$800          | \$800          |
| Total                                | \$80,047 | \$64,038         | \$8,005        | \$8,005        |

# West Central Wisconsin RPC Rural Transportation Work Program

## 2024 Rural Transportation Work Program Activities Schedule

| Work Tasks  | Jan  | Feb | Mar | Apr  | May | Jun | Jul  | Aug | Sep  | Oct  | Nov | Dec |
|---|------|-----|-----|------|-----|-----|------|-----|------|------|-----|-----|
| <b>I. Public Participation</b>  | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>II. State Significant Priorities</b>                                     |      |     |     |      |     |     |      |     |      |      |     |     |
| A. Statewide Modal Plans Update and Implementation                          | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| B. Corridor Planning & Environmental Feasibility Study Assistance to WisDOT | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| C. TAP Application and Planning Assistance                                  | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>III. Rail System Analysis</b>  |      |     |     |      |     |     |      |     |      |      |     |     |
| A. Regional Rail Preservation/Conversion Assistance                         | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| B. West Central Wisconsin Rail Coalition Support                            | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| C. Rail System Analysis Assistance  | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>IV. Specialized Transit</b>  |      |     |     |      |     |     |      |     |      |      |     |     |
| A. Assist in Implementation of Human Service Transp. Coord. Plans           | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| B. FTA Section 5310/5311 Review   | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| C. Regional Specialized Transit Coordination                                | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>V. Local Technical Assistance</b>  |      |     |     |      |     |     |      |     |      |      |     |     |
| A. Local Comp. Plan Development   | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| B. Economic Development/TEA Grant Assistance                                | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| C. Rural and Small Urban Transit Assistance                                 | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| D. Other Assistance to Local Communities                                    | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>VI. Local, State and Federal Coordination</b>                            | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| <b>VII. Staff Support/Program Supervision</b>                               |      |     |     |      |     |     |      |     |      |      |     |     |
| A. Staff Support Activities   | ---  | --- | --- | ---  | --- | --- | ---  | --- | ---  | ---  | --- | --- |
| B. Attendance at RPC Quarterly Meetings, Training, Hearings, etc.           | ---X | --- | --- | ---X | --- | --- | ---X | --- | ---  | ---X | --- | --- |
| C. Quarterly/Annual Reports   | ---+ | --- | --- | ---+ | --- | --- | ---+ | --- | ---  | ---+ | --- | --- |
| D. Work Program Development   |      |     |     |      |     |     | ---  | --- | ---+ | ---  | --- | +   |

# West Central Wisconsin RPC Rural Transportation Work Program

## West Central Wisconsin Regional Planning Commission 2024 Rural Transportation Planning Program Budget

| Direct Salaries  | % of Time<br>On Program | Chargeable<br>Salary |
|--|-------------------------|----------------------|
| Senior Planner #1  | 10%                     | \$8,113              |
| Senior Planner #2  | 5%                      | \$4,022              |
| Senior Planner #3  | 4%                      | \$2,741              |
| Associate Planner #1   | 15%                     | \$8,931              |
| Associate Planner #2   | 8%                      | \$5,040              |
| Assistant Planner #1   | 14%                     | \$6,659              |
| Office Manager   | 2%                      | \$828                |
| Subtotal Direct Chargeable Salaries  |                         | \$36,334             |
| Release Time/Fringe Benefits (62.8%)*  |                         | \$22,830             |
| Subtotal Direct Chargeable Salaries and<br>Release Time/Fringe Benefits                                  |                         | \$59,164             |
| Indirect Expenses (34.6%)*   |                         | \$20,471             |
| Subtotal Direct Chargeable Salaries, Release<br>Time/Fringe Benefits and Indirect Costs                  |                         | \$79,635             |
| Direct Expenses  |                         |                      |
| Travel   |                         | \$411                |
| Subtotal Direct Chargeable Salaries, Release<br>Time/Fringe Benefits, Indirect Costs and<br>Direct Costs |                         | \$80,046             |
| Total Program Cost:  |                         | \$80,046             |
| FHWA Share (80.0%):  |                         | \$64,037             |
| WisDOT Share (10.0%):  |                         | \$8,005              |
| Local Share (10.0%):   |                         | \$8,005              |

\*Estimated CY 2024 Release Time/Fringe Benefit and Indirect Cost Rates.

# West Central Wisconsin RPC Rural Transportation Work Program

## West Central Wisconsin Regional Planning Commission Estimate of 2024 Indirect Costs for Entire Agency Operations

|                                   |           |
|-----------------------------------|-----------|
| Total Indirect Personnel Costs:   | \$276,060 |
| Travel                            | \$12,000  |
| Supplies, Equipment & Maintenance | \$40,000  |
| Depreciation                      | \$6,500   |
| Postage                           | \$4,500   |
| Telephone/Internet                | \$7,500   |
| Dues & Subscriptions              | \$7,000   |
| Printing                          | \$9,500   |
| Rent                              | \$35,000  |
| Insurance                         | \$6,000   |
| Audit                             | \$18,000  |
| Total Indirect Costs:             | \$426,060 |

### Indirect Cost Rate Calculation

|                              |        |           |             |
|------------------------------|--------|-----------|-------------|
| Direct Chargeable Salaries   |        |           | \$756,214   |
| x Release Time Rate          | 17.16% | \$129,767 |             |
| x Fringe Benefit Rate        | 45.67% | \$345,384 | \$475,151   |
| Total RT/FB Rate             | 62.83% |           |             |
| Total Direct Personnel Costs |        |           | \$1,231,365 |

Total Indirect Costs / Total Direct Personnel Costs = Indirect Cost Rate  
 \$426,060/\$1,231,365 34.60%

|                        | Salary    | FB/RT     | Total       |
|------------------------|-----------|-----------|-------------|
| Direct Charge Salaries | \$756,214 | \$475,151 | \$1,231,365 |
| Ind. Charge Salaries   | \$169,536 | \$106,524 | \$276,060   |
| Total Charge Salaries  | \$925,750 | \$581,675 | \$1,507,425 |

|                         |             |
|-------------------------|-------------|
| Ind. Costs (non-salary) | \$150,000   |
| Dir. Comm. Exp.         | \$21,000    |
| Dir. Travel             | \$8,000     |
| Dir. RBF, Inc.          | \$35,000    |
| Direct Other Projects   | \$45,000    |
| Dir. Misc.              | \$1,000     |
| Total Budget            | \$1,767,425 |

# West Central Wisconsin RPC Rural Transportation Work Program

## West Central Wisconsin Regional Planning Commission Estimate of 2024 Release Time/Fringe Benefits For Entire Agency Operations

### Release Time

|                            |                  |
|----------------------------|------------------|
| Vacation Pay               | \$87,463         |
| Holiday Pay                | \$30,606         |
| Sick Pay                   | \$40,790         |
| <b>Total Release Time:</b> | <b>\$158,859</b> |

### Fringe Benefits

|                                 |                  |
|---------------------------------|------------------|
| Social Security                 | \$84,624         |
| Retirement                      | \$73,754         |
| Health Insurance                | \$245,519        |
| Vacation Purchased by Employees | (\$10,900)       |
| Life Insurance                  | \$2,603          |
| Workers Compensation            | \$5,616          |
| Sick Leave Retirement Payout    | \$21,600         |
| <b>Total Fringe Benefits:</b>   | <b>\$422,816</b> |

**Total Release Time and Fringe Benefits: \$581,675**

### Release Time and Fringe Benefit Rate Calculation

|   |        |
|---|--------|
| $\$158,859 / \$925,750 =$                   | 17.16% |
| (Total RT / Total Chargeable Salaries)      |        |
| $\$422,816 / \$925,750 =$                   | 45.67% |
| (Total FB / Total Chargeable Salaries)      |        |
| $\$581,675 / \$925,750$                     | 62.83% |
| (Total FB & RT / Total Chargeable Salaries) |        |

# West Central Wisconsin RPC Rural Transportation Work Program

## Documentation of Approval of the 2024 Rural Transportation Planning Work Program as a Part of the 2024 WCWRPC Budget

### Minutes of the Committee Meeting of the West Central Wisconsin Regional Planning Commission (WCWRPC) Thursday, September 14th, 2023; 10:00 a.m. Polk County Government Center, 100 Polk County Plaza, Balsam Lake, Wisconsin

**Commissioners Present:** Louie Okey, George Rohmeyer, Diane Morehouse, Steve Rasmussen, John Frank, Tom Quinn, Stan Buchanan, Gary Taxdahl, Chuck Hull, Peter Kaz, Allen Krause, Kyle Johnson, Terry Hauer, Denise L'Allier-Pray, Mike Barcalow

**Commissioners Absent:** Joe Waichulis, Joel Seidlitz, Ryan Sicard, Dane Zook, Dan Hansen, Jeremy Hall

**Staff Present:** Scott Allen, Erin Whyte, Tobi LeMahieu, Amanda Veith

1. **Call to Order:** Chair Okey called the meeting to order at 10:01 a.m.
2. **Welcome and Introductions-** Okey/Veith
3. **Welcome and Introduction of New Staff Members - Lending Specialist Amanda Veith-** Okey opened the floor to new Lending Specialist Amanda Veith to provide a brief introduction.
4. **Review and Approve Minutes of July 13,2023, Commission Meeting-** A motion was made by Rasmussen to approve the July 13,2023, Commission Meeting minutes as presented, seconded by Krause; motion carried.
5. **Review and Approve Disbursements:** Called to order by Okey to approve the disbursements as presented, motion by Buchanan, seconded by Barcalow; motion carried.
6. **2024 Preliminary Budget Review and Approval:** Allen gave an overview of the budget handout, including highlighting the anticipated 2024 revenues and expenses. A motion to approve the budget was made by Taxdahl, Seconded by L'Allier-Pray; motion carried.
7. **Review Adoption of 2024 Rural Transportation Work Program (RTWP) through the Approval of the 2024 Preliminary Budget:** - Allen presented program details, stating that the WCWRPC is required to adopt the RTWP every year, which is typically done through the process of adopting the preliminary budget. Approval of the adoption of the 2024 RTWP as reflected in the 2024 Preliminary Budget as approved, motioned by Krause, seconded by L'Allier-Pray; motion carried.
8. **Approval of the Information Technology (IT) Services Agreement:** Review of this agreement was done by Mr. Allen, the three-part agreement with Integritek was approved, motioned by L'Allier-Pray, seconded by Johnson.
9. **Review and Approval of the Resolution of Support for WCWRPC Application to Wisconsin Department of Transportation (WisDOT) 2024-2028 Transportation Alternatives Program (TAP) Funding Cycle** – Allen presented the program and funding cycle information, motion to approve by Morehouse, seconded by Rasmussen; motion carried.
10. **Director's Report:** Allen gave an update on project, budget, and staffing activities. Michael's position has not been filled as of yet but applications are being reviewed in hopes of hiring someone in the next month.
11. **Staff Presentation on the Regional Business Fund-** Fund Manager Tobi LeMahieu provided an overview of their programs, activities and history.
12. **Presentation on the Polk County Government Center Renovation Project-** Emil Norby, staff from the Polk County Government Center provided an overview of the recently completed renovations.

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13. **Next Executive Committee Meeting Date:** Thursday, October 12, 2023 - Location to be determined.
14. **Next Commission Meeting Date:** Thursday, November 9, 2023 – Location to be determined.
15. **Adjournment:** 11:53 a.m.

Prepared by Erin Whyte

# West Central Wisconsin RPC Rural Transportation Work Program

## Regional Planning Commission Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirement

### Regional Planning Commissions Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements

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

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

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

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

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

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



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

## **Work Product**

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

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

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

## **Prohibited Interest**

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

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

## **Funding and Payment**

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

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

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a

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quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

WisDOT may withhold or delay approval of invoices if the RPC fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement to the RPC for the timely payment for all submitted and approved progress reports, finished products, and invoices.

## **Article IX: Cost Principles**

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

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

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

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

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## **Property Utilization and Management**

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

## **Records and Audits**

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

## **Certification Regarding Lobbying**

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

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