

Brown County Planning Commission Green Bay MPO

2017 Transportation Planning Work Program

**Brown County Planning Commission/Green Bay MPO
November 2, 2016**

Brown County Planning Commission Green Bay MPO

2017 Transportation Planning Work Program

Green Bay MPO Planning Area Communities

City of Green Bay
City of De Pere
Village of Allouez
Village of Ashwaubenon
Village of Bellevue
Village of Hobart
Village of Howard
Village of Suamico (part)
Town of Green Bay (part)
Town of Lawrence (part)
Town of Ledgeview (part)
Town of Rockland (part)
Town of Scott (part)
Town of Little Suamico (part)

MPO Staff Contact

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U.S. Department
of Transportation
**Federal Highway
Administration**



U.S. Department
of Transportation
**Federal Transit
Administration**



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Green Bay MPO Boards and Committees

Brown County Planning Commission Board of Directors (MPO Policy Board)

| | |
|---|--|
| Paul Blindauer (C. Green Bay) | Kathleen Janssen (T. Eaton/T. New Denmark) |
| James Botz (C. Green Bay) | Dotty Juengst (C. Green Bay) |
| Brian Brock (Wisconsin DOT) | Patty Kiewiz (Green Bay Metro) |
| William Clancy (BC Board - Rural) | Michael Malcheski (V. Ashwaubenon) |
| Norbert Dantine, Jr. (T. Humboldt/T. Green Bay) | Gary Pahl (T. Lawrence/T. Wrightstown) |
| Bernie Erickson (BC Board – C. Green Bay) | Terry Schaeuble (V. Denmark, Pulaski, Wrightstown) |
| Kim Flom (C. De Pere) | Debbie Schumacher (V. Hobart) |
| Steve Gander (T. Glenmore/T. Rockland) | Ray Tauscher (T. Pittsfield/T. Scott) |
| Adam Gauthier (V. Bellevue) | Jason Ward (V. Suamico) |
| Steve Grenier (C. Green Bay) | Dave Wiese (V. Howard) |
| Mark Handeland (T. Ledgeview) | Reed Woodward (V. Denmark, Pulaski, Wrightstown) |
| Matthew Harris (V. Allouez) | Vacant (BC Board – C. De Pere) |
| Frederick Heitl (T. Holland/T. Morrison) | Vacant (C. Green Bay) |
| Phillip Hilgenberg (C. Green Bay) | Vacant (C. Green Bay) |

Brown County Planning Commission Transportation Subcommittee (MPO Technical Advisory Committee)

| | |
|--|--|
| Bill Balke (V. Bellevue) | Doug Martin (V. Ashwaubenon) |
| Craig Berndt (V. Allouez) | Tom Miller (GB Austin Straubel Airport) |
| Kristofer Canto (WisDOT- Central Office) (NV) | Rebecca Nyberg (BC Health Dept.) |
| Dan Drewery (V. Suamico) | Eric Rakers (C. De Pere) |
| Geoff Farr (V. Howard) | Brandon Robinson (Bay-Lake RPC) |
| Mary Forlenza (FHWA – Madison) (NV) | Nick Uitenbroek (BC Public Works Dept.) |
| Steve Grenier (C. Green Bay) | Derek Weyer (WisDOT – Northeast Region) |
| Ed Kazik (V. Hobart) | William Wheeler (FTA – Region 5) (NV) |
| Patty Kiewiz (Green Bay Metro) | Vacant (Oneida Nation) |
| Tom Klimek (E&LS Railroad) | |

NV: Non-voting member

Brown County Transportation Coordinating Committee (Non-MPO committee with MPO staff participation & advisory committee for the Section 5310 Program)

| | |
|---------------------------------------|---|
| Diana Brown (Curative Connections) | Sandy Popp (Options for Independent Living) |
| Vinny Caldara (MV Transportation) | Cole Runge (BCPC/GB MPO) |
| Corrie Campbell (Brown County Board) | Mary Schlautman (BC Aging & Disability Resource Center) |
| Brandon Cooper (Oneida Nation) | Julie Tetzlaff (CP Center) |
| Mallory Cornelius (Aspiro) | Lisa VanDonsel (ADRC Board) |
| Pat Finder-Stone (Citizen Member) | Derek Weyer (WisDOT – Northeast Region) |
| Patty Kiewiz (Green Bay Metro) | Tina Whetung (Curative Connections) |
| Greg Maloney (Lakeland Care District) | Genny Willemon (BC Human Services) |
| Linda Mamrosh (Citizen Member) | John Withbroe (GB Transit Commission) |
| Barbara Natelle (Syble Hopp School) | Vacant (Brown County Executive) |

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| Vacant, Transportation/GIS Planner | |
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Note: MPO staff is shown in bold type. Non-MPO staff will work on MPO projects as necessary in 2017, and MPO staff will work non-MPO projects as necessary in 2017. This work will be noted in the MPO's quarterly reports to WisDOT.



Green Bay MPO 2010 Urbanized Area Boundary

Approved by MPO Policy Board March 6, 2013

Approved by FHWA June 7, 2013

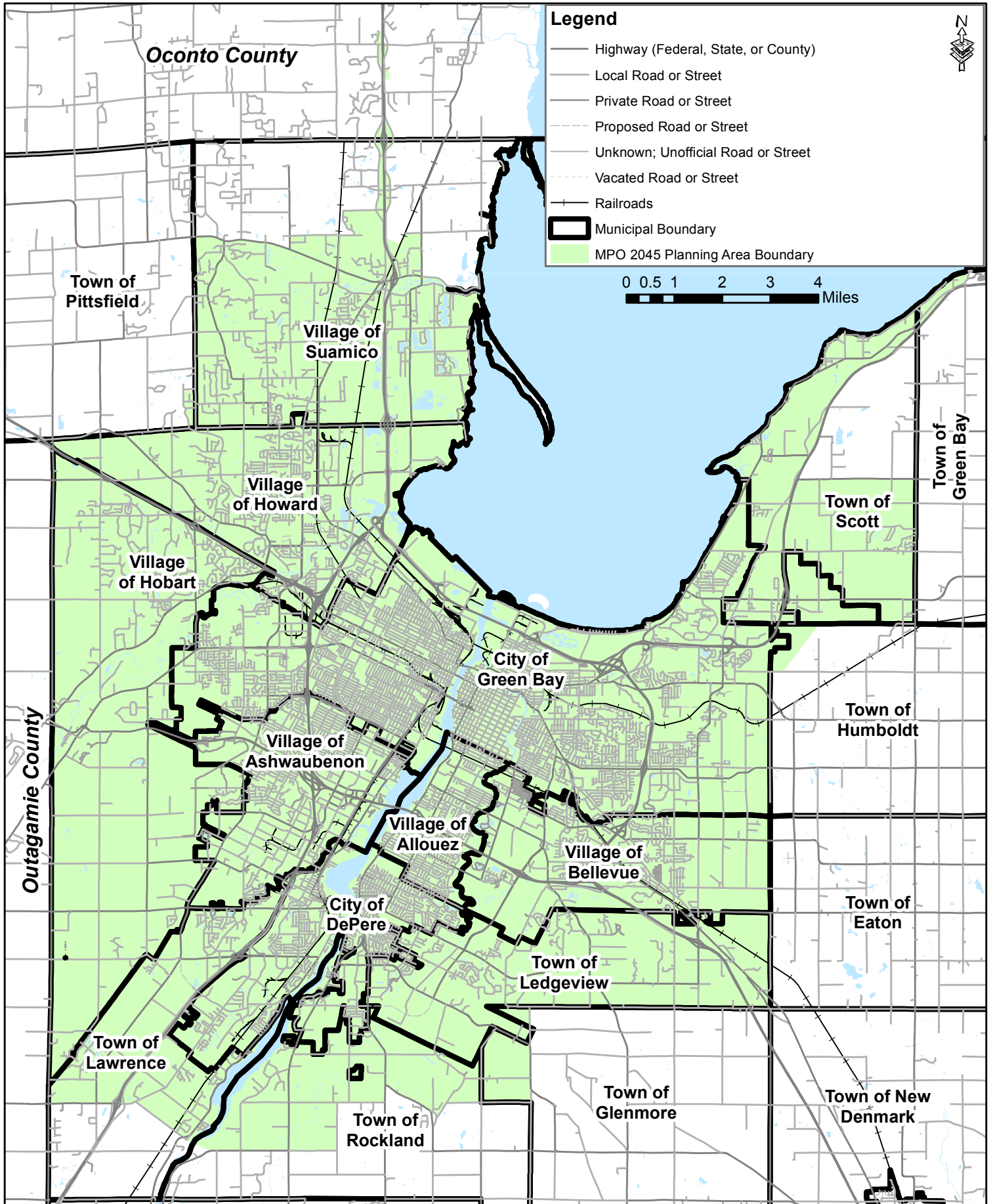




Green Bay MPO 2045 Metropolitan Planning Area Boundary

Approved by MPO Policy Board March 6, 2013

Approved by WisDOT June 16, 2014



Green Bay MPO Prospectus

The Green Bay MPO was designated in January of 1974, and the Brown County Planning Commission (BCPC) Board of Directors has served as the MPO's Policy Board since the beginning. The MPO Policy Board's membership has remained largely the same since the MPO was first designated, but the weight of this membership has changed over time. A significant modification to the Policy Board's composition occurred in the summer of 2014 when a representative of Green Bay Metro and a representative of the Wisconsin Department of Transportation (WisDOT) were added as voting members. These representatives were added to satisfy the Policy Board membership requirements associated with the Green Bay Urbanized Area being designated a Transportation Management Area (TMA) following the 2010 US Census.

The Policy Board's voting is weighted by member entity. For example, the City of Green Bay is the largest municipality represented on the Policy Board, and it has seven of the Policy Board's 28 votes. The Brown County Board of Supervisors has three of the Policy Board's 28 votes, and these supervisors represent the City of Green Bay, City of De Pere, and the rural portion of Brown County. The moderately-sized communities such as the City of De Pere, the villages in the urbanized area, and the Town of Ledgeview each have one of the Policy Board's 28 votes. Green Bay Metro and WisDOT each have one vote, and the county's rural villages and unincorporated towns share the remaining Policy Board votes.

The MPO Policy Board is currently advised by a Technical Advisory Committee (TAC) for all major transportation plans and studies, and each member of the TAC has one vote. The Policy Board is also advised by the Brown County Transportation Coordinating Committee (TCC) when it selects projects for funding through the urbanized area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Each TCC member has one vote, and an MPO staff person serves as a member of the TCC.

Purpose of the MPO Work Program

The Green Bay MPO's Transportation Planning Work Program is an annual publication that summarizes the MPO's recent accomplishments, provides examples of significant transportation planning issues that are facing the MPO planning area, describes the work the MPO will do during the year, and identifies how federal, state, and local transportation funding will be spent on MPO tasks. The publication of an MPO work program is required by federal law (23 CFR 450.308), which states that metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a (transportation) planning work program.

Since 2015, the US Department of Transportation has recommended that the Green Bay MPO and other MPOs include work program activities that:

- Address the transition to performance-based planning and programming.
- Coordinate planning efforts to ensure a regional approach between the MPOs, state Departments of Transportation, and operators of public transportation.
- Identify and address access to essential services.

Activities that address these three emphasis areas are noted throughout this work program.

List of MPO Accomplishments: January 1, 2016 – September 30, 2016

The following significant activities were completed by staff between January 1 and September 30, 2016:

Program Support and Administration (Work Element 41.11.00)

- Staff developed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2015, first quarter of 2016, and second quarter of 2016. Staff also prepared transportation program expense reports for the quarters and submitted them to the Brown County Administration Department.
- Staff participated in two quarterly MPO Directors meetings in Madison and one MPO Directors meeting teleconference.
- Staff participated in the annual MPO/WisDOT/RPC state conference in Appleton.
- Staff completed a transportation planning funding formula evaluation survey at the direction of WisDOT for a discussion during the spring MPO Directors meeting in Madison.
- Staff reviewed the federal Fixing America's Surface Transportation (FAST) Act and prepared notes for various sections. Staff also reviewed and prepared notes for several FAST Act program briefing papers.
- Staff developed a report to the BCPC Board of Directors and an approval resolution regarding an amendment to the 2015 Transportation Planning Work Program budget.
- Staff developed the MPO's draft cost allocation plan for 2017.
- Staff completed the transportation grant form for the Planning and Land Services (PALS) Department's 2017 budget.
- Staff worked with Brown County's Human Resources Department to interview and hire a summer planning intern.
- Staff prepared information for the MPO's mid-year review meeting with WisDOT and FHWA. Staff also participated in the meeting, presented information, and answered questions from meeting participants.
- Staff developed a proposal to WisDOT and FHWA for federal transportation planning funds to help pay for a 2017 Brown County aerial photo project. Staff also answered questions from WisDOT and FHWA about the proposal and incorporated the funds into the MPO's draft 2017 budget when the proposal was approved by WisDOT and FHWA.
- Staff completed the first draft of the MPO's 2017 Transportation Planning Work Program (TPWP) and sent it to representatives of FHWA, FTA, and WisDOT for review and comment. Staff then prepared for and participated in a TPWP review

teleconference with representatives of WisDOT and FHWA. Staff also made minor revisions to the Draft 2017 TPWP following the teleconference.

- Staff reviewed and commented on a draft cooperative agreement between the MPO, WisDOT, and Green Bay Metro. The draft agreement was developed by WisDOT staff.
- Staff reviewed applications and conducted four interviews for the MPO's vacant Transportation/GIS Planner position.
- Staff made updates to the MPO's website and Facebook page.
- Staff prepared for and participated in nine Green Bay Transit Commission meetings, seven MPO Policy Board meetings, three MPO TAC meetings, 30 MPO staff meetings, and other administrative meetings.

Long-Range Transportation Planning (Work Element 41.13.00)

Long-Range Transportation Plan Performance Measures Implementation

- Staff collected and analyzed data for the MPO's 2016 Transportation System Performance Measures Report. The data collected and analyzed included:
 - Vehicle, pedestrian, and bicyclist crash data.
 - Bridge sufficiency rating data.
 - Pavement rating data.
 - Bicycle parking and facility data.
 - Freight data.
 - Public transportation data.
 - Pedestrian facility data.
- Staff completed the 2016 Transportation System Performance Measures Report. Staff also created a PowerPoint summary of the report and presented the report to the BCPC Transportation Subcommittee and BCPC Board of Directors.

Maintenance of the Northeast Wisconsin Regional Travel Demand Model

- Staff reviewed proposed data revisions to the WisDOT traffic model that was used to develop forecasts for the State Highway 32 study in De Pere at the request of WisDOT. Staff also participated in a conference call to discuss the proposed data revisions and other project details with WisDOT staff and a consulting firm retained by WisDOT for the study.
- Staff considered and exchanged ideas with WisDOT Traffic Forecasting staff about how to revise the Traffic Analysis Zone (TAZ) data in WisDOT's Northeast Region Travel Demand Model to reflect the new Festival Foods development in Green Bay.

Southern Bridge and Arterials Environmental Study and IAJR (Non-MPO Activity)

- Staff participated in a kick-off meeting and a follow-up conference call with representatives of SRF consultants and Brown County Public Works Department staff regarding the conceptual interchange design for the Interstate Access Justification Report (IAJR).
- Staff participated in six EIS/IAJR Lead Agencies meetings with representatives of WisDOT and the Brown County Public Works Department.
- Staff participated in a conference call with representatives of WisDOT and FHWA to discuss new regulations for EISs and IAJs that may be included in the FAST Act.
- Staff presented a Southern Bridge Project update to the City of De Pere Common Council and answered questions from council members. Staff also prepared a brief written status update of the Southern Bridge Project for the De Pere Common Council at the request of De Pere staff.
- Staff presented a Southern Bridge Project EIS/IAJR status update at the Brown County Towns Advisory Meeting that is held annually by the Brown County Board's Planning, Development, and Transportation Committee.
- Staff participated in a teleconference with WisDOT representatives regarding partnering with the state to share software and develop an economic impact analysis for the Southern Bridge EIS project alternatives. Staff also obtained access to the software and began to learn how to use the software to develop an economic impact analysis.

Short-Range Transportation Planning (Work Element 41.14.00)

Public Participation Process

- Staff made updates to the MPO's list of interested parties. Staff also contacted the interested parties to encourage them to follow the MPO on Facebook and Twitter.
- Staff researched techniques and software that could be used to increase public participation in MPO planning activities.
- Staff developed and distributed a memorandum to organizations and individuals on the MPO's interested parties list to ask them to provide input at the beginning of the MPO's 2016 Public Participation Plan update process.

Annual Review of the Green Bay Metro Fixed Route System

- Staff completed the data collection/analysis for and developed the *Green Bay Metro 2016 Annual Route Review and Analysis Report*. Staff also presented the report to the Green Bay Transit Commission and answered questions from commissioners.

Coordinated Public Transit – Human Services Transportation Plan Update

- Staff developed most of the 2016 Coordinated Public Transit-Human Services Transportation Plan Update for Brown County. The plan is required by the FAST Act and will allow certain federal and state human services-related transportation dollars to be requested and received by local agencies. Work on this plan included:
 - Updating the plan's interested parties mailing list, which includes over 300 individuals and organizations.
 - Developing the county action plan meeting invitation, agenda, and flyer.
 - Arranging guest speakers for the county action plan meeting.
 - Preparing Facebook and Twitter announcements for the county action plan meeting.
 - Preparing a PowerPoint summary of the plan development process and other information.
 - Facilitating the county action plan meeting and recording proposed action plan items.
 - Continuing to write the Draft Coordinated Public Transit-Human Services Transportation Plan Update document.

Brown County Bicycle and Pedestrian Plan Update

- Staff developed a Bicycle Level of Service model. This model will be used to select the most appropriate bicycle facility treatments for roadways.
- Staff researched and developed a public input tool using ArcGIS Online that includes an interactive map and survey. Staff also posted the public input tool online, informed the MPO's interested parties of its availability, posted a link to the public input tool on the MPO's Facebook Page and Twitter feed, and met with representatives of the area's print and broadcast media to advertise and demonstrate the public input tool.
- Staff conducted meetings with each Urbanized Area community to discuss the plan update, the public comments that were collected during the initial public comment period, and staff's pedestrian network gap identification process. Staff also gathered information from meeting participants to help develop the plan's recommendations.
- Staff prepared for and participated in a meeting with the Brown County Public Works Department Director and Engineering Manager regarding bicycle and pedestrian facilities on and along county highways.
- Staff completed the plan's Public Input section. This included summarizing the responses received during the initial public input opportunity and the results of the meetings with communities and Brown County Public Works Department. Staff also developed maps that show the comments that were provided for each Urbanized Area community.
- Staff completed a bicycle and pedestrian crash analysis for Brown County between 2010 and 2014. Staff also developed a PowerPoint presentation of the analysis. The analysis was developed as a part of the 2016 Brown County Bicycle and Pedestrian Plan Update, but it will also be published as a stand-alone report.

- Staff completed an inventory of Brown County community sidewalk policies.
- Staff completed an inventory of pavement width measurements for county highways.
- Staff developed the plan's draft Introduction section.
- Staff updated the "5 Es" section of the plan. Emphasis was placed on developing the Evaluation section as well as revising the Engineering, Enforcement, Education, and Encouragement sections with up-to-date standards and language.
- Staff began to develop the plan's Pedestrian Network Gap Analysis section. This included creating maps that show the gaps in each community's pedestrian network and developing recommendations for filling the gaps.
- Staff developed recommendations for the bicycle corridors that link the county's rural areas with the urbanized area.
- Staff began to identify bicycle corridors within the urbanized area.
- Staff developed maps and other graphics for the plan.

Transportation Alternatives Program (TAP)

- Staff spoke to potential applicants for Transportation Alternatives Program (TAP) funds about the program's guidelines and other program information. Staff also spoke to WisDOT Northeast Region staff about the TAP.
- Staff developed a PowerPoint summary of the TAP application development, review, and approval process and presented the summary to the BCPC Board of Directors.
- Staff reviewed and prepared notes for six applications for TAP funds.
- Staff coordinated with a TAP applicant regarding an application revision that was approved by WisDOT.
- Staff developed reports to the BCPC Transportation Subcommittee and BCPC Board of Directors that summarize the TAP application review and approval process as well as the four applications that were determined to be eligible for TAP funding by WisDOT.
- Staff developed a PowerPoint summary of the TAP information in the report to the BCPC Board of Directors.
- Staff presented information regarding qualifying TAP project applications and the BCPC Transportation Subcommittee's recommendations for TAP funding to the BCPC Board of Directors.
- Staff developed and submitted a letter to WisDOT regarding the BCPC Board of Directors' selection of four Safe Routes to School projects submitted by the Green Bay Area Public School District.

Section 5310 Program Administration

- Staff revised the CY 2016 Section 5310 Program project agreements with Curative Connections and Disabled American Veterans to include additional contract language from the City of Green Bay's Legal Department. Staff also sent the revised project agreements to the Green Bay Metro Director for review and distribution.
- Staff prepared for and participated in a conference call with WisDOT staff and representatives of other large MPOs in Wisconsin regarding the CY 2017 Section 5310 Program's grant application cycle.
- Staff developed a report to the BCPC Board of Directors regarding a request from Green Bay Metro to use unallocated funds from the CY 2016 Section 5310 Program to establish a Specialized Transportation Mobility Manager Program in 2016. Staff also presented the report and answered questions from the BCPC Board members.
- Staff distributed requests for project applications to interested parties for the CY 2017 Section 5310 Program. Staff also answered questions from potential applicants.
- Staff organized a meeting of the Brown County Transportation Coordinating Committee (TCC) Section 5310 Application Review Subcommittee. Staff also developed application packets and instruction memos for the subcommittee members and distributed the packets and memos to the members.
- Staff reviewed and scored two applications for federal CY 2017 Section 5310 Program funds. Staff also facilitated a Brown County TCC Section 5310 Program Application Review Subcommittee meeting to develop project funding recommendations to the full Brown County TCC.
- Staff developed a PowerPoint summary of the Section 5310 Program and the MPO's CY 2017 project selection process and presented the summary to the BCPC Board of Directors. Staff also answered questions from BCPC Board members.
- Staff developed a report to the Brown County TCC regarding Section 5310 Program funding recommendations. Staff also presented the report and answered questions from the TCC members. Following the TCC meeting, staff developed a report to the BCPC Board of Directors regarding the TCC's Section 5310 Program funding recommendations. The funding recommendations will be presented to the BCPC Board at the beginning of the fourth quarter.

National Highway System (NHS) Revisions

- Staff developed correspondence to the BCPC Transportation Subcommittee regarding WisDOT's proposed revisions to the Green Bay Urbanized Area's portion of the National Highway System (NHS). Staff also prepared a report to the BCPC Board of Directors that addressed WisDOT's proposed revisions to the NHS, comments on the proposed revisions from Transportation Subcommittee members, and MPO staff's recommendation regarding the proposed revisions.

- Staff developed a brief report regarding the BCPC Board of Directors' approval of the area's NHS routes and sent the report to FHWA and WisDOT.
- Staff participated in a webinar sponsored by FHWA regarding monitoring the performance of the NHS.

Title VI Planning

- Staff translated the MPO's Title VI Notice to the Public into Hmong.
- Staff updated the MPO Title VI and Non-Discrimination Program's board and committee composition tables in response to membership changes.
- Staff completed a federal funding recipient survey regarding the MPO's Title VI activities at the direction of WisDOT.

Planning Assistance to Requesting Communities and Agencies

- Staff prepared for and participated in a meeting with the Interim County Public Works Director and representatives of the Town of Ledgeview to discuss a development proposal along a county highway in the town.
- Staff examined the GIS street centerline database network for the Green Bay Urbanized Area and the rest of Brown County to determine if all of the centerline links are connected and are properly coded. When broken and/or improperly coded links were found, staff connected the links and/or corrected the coding to make sure traffic movements are accurately reflected in the network. Staff also frequently tested the network model to determine if traffic is flowing properly throughout the system. This project was completed at the request of the Brown County Public Works Department and WisDOT to develop a model that can be used to create efficient routes for snowplowing, but it is designed to also be used to develop efficient routes for garbage and recycling collection and for other routing purposes.
- Staff revised the Brown County Comprehensive Plan Update's Draft Transportation Chapter to include comments from BCPC Board of Directors members.
- Staff prepared for and participated in a meeting with a City of Green Bay Alderperson to discuss methods of improving bicycle and pedestrian accommodations in the city.
- Staff developed summaries and maps of the Southern Bridge project at the request of the Brown County Executive.
- Staff prepared for and participated in a meeting with representatives of the City of De Pere to discuss the street access and other impacts of a development proposal along Southbridge Road in De Pere.
- Staff discussed a request from the Village of Allouez Planner to have MPO staff develop maps for the Village of Allouez Bicycle and Pedestrian Plan Update. Staff also discussed the level of effort for this project with the Village of Allouez Planner.

Following these discussions, staff prepared four maps for the plan update and submitted them to the village.

- Staff prepared for and participated in a meeting with the Village of Suamico Administrator to discuss a possible Surface Transportation Program (STP) project in the village. Staff also prepared information about a Woonerf street design concept and sent the information to the Village Administrator.
- Staff participated in an interview with a correspondent from Planning Magazine regarding Brown County's roundabouts.
- Staff participated in a public information meeting regarding the reconstruction of a county highway in the southern portion of the Metropolitan Planning Area. Following this meeting, staff developed a three-dimensional animated rendering of the highway corridor for another public information/county board committee meeting one month later. Staff also presented the rendering at the public information/county board committee meeting and answered questions from meeting participants.
- Staff continued to work with state, county, and community officials to develop street layout and site development concepts for land at Austin Straubel International Airport.
- Staff completed the Brown County Area LIFE Community Leader Survey at the request of the Greater Green Bay Community Foundation, Brown County United Way, and Greater Green Bay Area Chamber of Commerce.
- Staff completed a bicycle and pedestrian facilities selection survey for a study being conducted by Georgia Tech University.
- Staff completed an MPO staffing and organizational structures survey from FHWA and FTA.
- Staff developed the agenda and meeting materials for a BCPC Transportation Subcommittee meeting.
- Staff participated in Brown County Wellness Committee meetings to discuss walking, bicycling, and other healthy activity opportunities in the area.
- Staff participated in the *Guidebook for Evaluating Pedestrian and Bicycle Performance Measures* webinar.
- Staff participated in the *Establishing a Collaborative Approach for Implementing Performance Based Transportation Planning* webinar.
- Staff participated in the *New Federal Transportation Bill: What's the Impact on Safe Routes to School* webinar.
- Staff updated a map that shows where specialized transportation services are provided in the Green Bay Urbanized Area and elsewhere in Brown County.

- Staff studied the feasibility of establishing a mid-block pedestrian crossing near the intersection of County Highway GV and Kaftan Way/Berkley Road in the Town of Ledgeview. Staff also discussed its findings with the Ledgeview Town Engineer and the Interim Brown County Public Works Director. The study was conducted at the request of Ledgeview staff.
- Staff prepared for and participated in a meeting with the County Public Works Director and representatives of Northeast Wisconsin Technical College (NWTC) to discuss access from and pedestrian facility improvements along Packerland Drive (County Highway EB) in response to campus projects next to and near the street.
- Staff discussed a bike sharing program that the City of Green Bay intends to implement with the city's Community Development Director. Staff also researched bike sharing programs in communities throughout the United States.
- Staff compiled information about Green Bay Metro at the request of a representative of the Green Bay Area Chamber of Commerce.
- Staff compiled information about trail recommendations in Brown County and MPO plans at the request of a consultant who is preparing an application for Wisconsin Stewardship Program funds on behalf of the Village of Suamico.
- Staff discussed design options for State Highway 32 in downtown De Pere with the De Pere City Engineer.
- Staff researched crash data for the I-43/Manitowoc Road interchange area at the request of Village of Bellevue staff. Staff also discussed its findings with Bellevue staff.
- Staff participated in a training session about how to become a Bicycle Friendly Community.
- Staff met with a local health advocacy organization (Live 54218) to discuss developing a Bicycle Friendly Community application for the City of Green Bay.
- Staff participated in a conference call with the WisDOT Assistant Deputy Secretary, Brown County Executive, and Deputy County Executive to discuss identifying the Southern Bridge Corridor on Wisconsin's portion of the Critical Urban Freight Corridor (CUFC) system. The conference call was organized by the County Executive, and staff participated in the conference call at the direction of the County Executive.
- Staff developed three briefing papers about including the Southern Bridge Corridor on Wisconsin's portion of the CUFC system. The briefing papers were prepared at the direction of the Brown County Executive.
- Staff created a map of the East River Trail for the Village of Allouez at the village's request. The map identifies facilities such as public restrooms, parking lots, and public access points.

- Staff analyzed a county highway project cost-sharing proposal by the Brown County Public Works Department. Staff also researched Wisconsin county highway construction and reconstruction funding policies.
- Staff developed a plan for picking up and dropping off students at Altmayer Elementary School in De Pere in cooperation with the school's principal and staff. The plan was developed at the request of the principal and staff.
- Staff developed graphics and written recommendations for bicycle and pedestrian facilities along a street in the Village of Allouez. The recommendations were prepared at the request of village staff.
- Staff developed maps of multiuse trails and bicycle and pedestrian facilities that connect to Brown County parks for the Brown County Park and Outdoor Recreation Plan Update.
- Staff participated in the Port of Green Bay's Annual Port Symposium.
- Staff participated in two meetings of the Northeast Wisconsin Regional Access to Transportation Committee.
- Staff updated Metropolitan Planning Area community truck route data in the GIS database.
- Staff assigned street addresses for new developments at the request of communities.

Planning Assistance to Green Bay Metro

- Staff prepared for and participated in a meeting with the Green Bay Metro Director regarding mobility management and other transit issues.
- Staff made a significant number of updates to the Green Bay Metro fixed bus route guides.
- Staff reviewed and provided comments and suggestions about Green Bay Metro's new website.
- Staff consulted with and provided information to Green Bay Metro staff regarding various service, compliance, and/or other issues.
- Staff wrote a letter of support for a grant application that was being developed by Green Bay Metro.
- Staff developed the August 2016 edition of the Green Bay Metro Quarterly Route Data and Analysis Report.
- Staff developed a route guide/information brochure for the 2016 Green Bay Packers Game Day Bus Service.

- Staff revised Metro's limited service routes maps and completed an update of Metro's fixed route guide.

Planning Assistance to WisDOT

- Staff developed a PowerPoint summary of bicycle and pedestrian safety efforts in Brown County for a presentation to an expert panel that was assembled by WisDOT to audit the state's bicycle and pedestrian safety efforts. Staff also presented the information to the panel and answered questions from panelists. This information was prepared and presented at the request of WisDOT's Bureau of Transportation Safety.

Transportation Coordination for Seniors and People with Disabilities

- Staff prepared for and participated in two meetings with representatives of Green Bay Metro and the Aging and Disability Resource Center (ADRC) of Brown County regarding establishing a Specialized Transportation Mobility Manager Program for Brown County.
- Staff helped a visually impaired person complete a Brown County Committee Interest Form to serve on the Brown County Transportation Coordinating Committee (TCC). Staff also provided information about the TCC to this person.
- Staff developed the agenda and other information for the June and September meetings of the Brown County TCC and sent the information to the TCC members. Staff also chaired the TCC meetings, presented information at the meetings, prepared the meeting minutes, and developed and sent follow-up correspondence to TCC members after the meetings.
- Staff participated in a webinar entitled Travel Training Professional Development Resources.
- Staff participated in the first, second, and third meetings of the Brown County Rural Specialized Transportation Study Committee. The study was commissioned by the ADRC of Brown County to identify gaps in specialized transportation services and strategies that address filling these gaps. The study's findings will also be used to develop the Brown County Coordinated Public Transit - Human Services Transportation Plan Update.
- Staff attended a demonstration of a new wheelchair and occupant securement system that Green Bay Metro is considering installing on its buses in the near future.

Transportation Improvement Program (Work Element 41.15.00)

- Staff developed Amendment #1 for the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this included:
 - Working with WisDOT staff to identify the amendment's components.
 - Preparing the draft amendment document.
 - Preparing and issuing public participation materials, social media posts, and a legal notice for the amendment.
 - Scheduling a public review and comment period and public hearing.
 - Preparing and issuing a supplemental document based on comments received during the public comment period.
 - Holding a public hearing and presenting the amendment and public comments to the BCPC Board of Directors.
 - Preparing and submitting the final (approved) amendment document to FHWA, FTA, and WisDOT.
 - Preparing and submitting the fiscal constraint demonstration to FHWA, FTA, and WisDOT.

- Staff received and formatted the 2015 Obligated Transportation Projects for the Green Bay Urbanized Area summary and posted the summary on the MPO's website.

- Staff developed a proposal for the reallocation of Surface Transportation Block Grant (STBG) funds from two STBG-approved projects. Staff also prepared correspondence to the BCPC Transportation Subcommittee regarding the need to reallocate the STBG funds, scheduled a Transportation Subcommittee meeting, developed the meeting agenda, staffed the meeting, and prepared the meeting minutes and follow-up correspondence.

- Staff completed the Mid-Year Update - Amendment #2 for the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this task included:
 - Working with WisDOT and Green Bay Metro staff to identify projects that need to be updated.
 - Preparing the amendment document.
 - Preparing and issuing a legal notice and public participation materials.
 - Developing and posting amendment notices on the MPO's Facebook page and Twitter feed.
 - Holding a public hearing and presenting the amendment to the BCPC Transportation Subcommittee and BCPC Board of Directors.
 - Preparing the final amendment document.
 - Preparing the fiscal constraint demonstration.
 - Submitting the approved amendment to FTA, FHWA, and WisDOT.

- Staff worked on the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on the TIP included:
 - Collaborating with WisDOT and local municipalities on various aspects of highway projects to be included in the TIP.
 - Collaborating with Green Bay Metro, Curative Connections, and ADRC staff regarding projects to be considered for federal funding.
 - Finalizing the draft TIP text and tables.
 - Writing legal notices for the public comment period and public hearing for the TIP and 2017 Green Bay Metro Program of Projects.
 - Disseminating the draft TIP to approximately 170 individuals and entities on the MPO's interested parties list (including FHWA, FTA, and WisDOT).
 - Writing Facebook and Twitter announcements of the draft TIP's availability.
 - Holding a public hearing regarding the draft TIP and Green Bay Metro's 2017 Program of Projects.
 - Hosting an Environmental Resource Agencies consultation meeting.
 - Completing the required 30-day public review and comment period.
 - Presenting the draft TIP to the BCPC Transportation Subcommittee.

- Staff participated in a teleconference with representatives of the Village of Suamico to discuss the federal Surface Transportation Block Grant (STBG) Program and a project for which Suamico requested STBG funds.

Staff also completed many less time-consuming tasks between January 1 and September 30, 2016.

A. Examples of Significant Transportation Planning Issues in 2017

MPO Long-Range Transportation Plan Performance Measures Implementation

The MPO's 2045 Long-Range Transportation Plan that was adopted by the Brown County Planning Commission Board of Directors (MPO Policy Board) on October 7, 2015, includes a list of transportation system performance measures. These measures address:

- Transportation Structures and Pavement Condition
- Transportation Safety
- Highway and Street Operation, Safety, and Accessibility
- Bicycle and Pedestrian Facilities
- Public Transportation
- Transportation Services for Seniors and People with Disabilities
- Freight Transportation

In 2017, MPO staff will continue to work to achieve the performance measures' goals and objectives by promoting the implementation of the strategies identified in the Long-Range Transportation Plan. Staff will also adjust the performance measures as necessary after WisDOT develops its statewide performance measures. In addition, staff will monitor progress toward the achievement of the goals and objectives through the continued development of an annual transportation system performance measures report.

Congestion Management Process (CMP) Update

According to federal law (23 USC 134 and 49 USC 5303), urbanized areas that have populations of 200,000 or more must have Congestion Management Processes (CMPs) that provide information about transportation system performance, offer strategies for alleviating traffic congestion, and identify methods of enhancing the mobility of people and goods. The CMP is to be developed and implemented as an integrated part of the metropolitan transportation planning process, and it is intended to support the use of appropriate demand management, operations, and other strategies to meet transportation needs. The multimodal performance measures and strategies developed by the CMP are to be consistent with the MPO's Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

Because the Green Bay Urbanized Area's population exceeded 200,000 following the release of the 2010 US Census data, a CMP was developed that addresses congestion on the major transportation facilities within the MPO's Metropolitan Planning Area. The CMP was approved by the MPO's Policy Board in 2013, and additional information was collected and analyzed in the following years to determine if progress is being made toward meeting the targets identified for the CMP's performance measures.

The current CMP will have been in place for four years at the end of 2017, and MPO staff intends to update the CMP in 2017 to ensure that it is consistent with the updated LRTP and revised TIP project selection process that were approved by the BCPC Board in 2015. The update will also enable the CMP to comply with the regulations in the federal Fixing America's Surface Transportation (FAST) Act that was enacted in December of 2015.

Development of State and MPO Transportation System Performance Targets

MAP-21 and the FAST Act require states and MPOs to establish performance targets for the following transportation system performance measures:

- Pavement condition on the interstate system and the remainder of the National Highway System (NHS).
- Performance of the interstate system and the remainder of the NHS.
- Bridge condition on the NHS.
- Fatalities and serious injuries – both the number and rate per vehicle mile traveled – on all public roads.
- Traffic congestion.
- On-road mobile source emissions.
- Freight movement on the interstate system.

The state performance targets must be established within one year of the US Department of Transportation's final rule on the performance measures, and states must coordinate with MPOs when establishing their performance targets.

Once the state performance targets are established, MPOs have 180 days to establish their own performance targets for the applicable transportation system performance measures. To ensure consistency with the performance targets established by the states, MPOs must coordinate with the states when establishing their performance targets.

In 2017, WisDOT will coordinate with the Green Bay MPO and the other MPOs throughout Wisconsin to establish the state's transportation system performance targets. Once WisDOT's performance targets are established (which should occur by mid-2017), the Green Bay MPO will coordinate with WisDOT and other stakeholders to begin the process of establishing the MPO's performance targets. The MPO's targets will be established by the spring of 2018.

Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update

As a recipient of federal funds administered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Green Bay MPO is required to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The MPO is also required to comply with the Nondiscrimination in Federally-Assisted Programs of the US Department of Transportation regulations and to provide meaningful access to services for persons with limited English proficiency.

The purpose of these regulations is to ensure that no person or groups of people shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MPO, regardless of whether those programs and activities are or are not federally funded.

In June of 2014, the BCPC Board approved the MPO's Title VI and Non-Discrimination Program/Limited English Proficiency Plan. This plan presents the Title VI Program's general requirements and guidelines, analyzes the area's Title VI- and Environmental Justice-related demographics, and summarizes the MPO's Title VI assurances and complaint procedures. The plan also addresses steps the MPO will take to provide language assistance to people with limited English proficiency who want access to MPO programs and activities.

In 2017, MPO staff will update the Title VI and Non-Discrimination Program/Limited English Proficiency Plan to ensure that the plan's demographic analyses are current and that the plan is consistent with federal law.

Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area (Non-MPO Activity)

In 2016, MPO staff continued to develop an EIS and Interstate Access Justification Report (IAJR) to identify a preferred location alternative for the Southern Bridge and Connecting Arterial Street System. The tasks completed in 2016 included working with a consultant on a traffic analysis and several design concepts to determine if a new interchange can be added to I-41 south of Scheuring Road, facilitating lead agencies meetings with representatives of WisDOT and FHWA, and providing project status reports to the BCPC Board of Directors, participating communities, and other organizations.

In 2017, staff will continue to work with WisDOT, FHWA, Brown County's Public Works Department, communities, and the public to develop the EIS and IAJR.

B. Summary of 2017 Transportation Work Activities

Work Element 41.11.00: **Program Support and Administration**

Program Support and Administration

The MPO's 2017 program support and administration activities include the financial and personnel management of the transportation planning program, public information and assistance, the development of the 2018 Transportation Planning Work Program, the completion of quarterly reports to WisDOT, and transportation planning staff education. Time spent in training sessions, workshops, and meetings is also included under this work element. In addition, staff will continue to participate in quarterly FHWA/MPO/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues and questions.

Direct and Indirect Expenses

Direct expenses include printing and postage, supplies and equipment, travel and training, telephone, and computer hardware and software. Indirect expenses include office rent, personnel services provided by the Brown County Human Resources Department, and accounting services provided by the Brown County Department of Administration. These expenses are summarized in Table C: 2017 Cost Allocation Plan for the Green Bay MPO.

Work Element 41.13.00: **Long-Range Transportation Planning**

Long-Range Transportation Plan Performance Measures Implementation*

MPO staff will continue to work to achieve the performance measures' goals and objectives by promoting the implementation of the strategies identified in the Long-Range Transportation Plan. Staff will also adjust the performance measures as necessary after WisDOT develops its statewide performance measures. In addition, staff will monitor progress toward the achievement of the goals and objectives through the continued development of an annual transportation system performance measures report.

Congestion Management Process (CMP) Update*

The current CMP will have been in place for four years at the end of 2017, and MPO staff intends to update the CMP in 2017 to ensure that it is consistent with the updated Long-Range Transportation Plan (LRTP) and revised Transportation Improvement Program (TIP) project selection process that were approved by the BCPC Board in 2015. The update will also enable the CMP to comply with the regulations in the FAST Act that was enacted in December of 2015.

*USDOT Planning Emphasis Area – MAP-21 Implementation/Performance-Based Planning and Programming.

Development of State and MPO Transportation System Performance Targets*

MAP-21 and the FAST Act require states and MPOs to establish performance targets for seven transportation system performance measures. The state performance targets must be established within one year of the US Department of Transportation's final rule on the performance measures, and states must coordinate with MPOs when establishing their performance targets.

Once the state performance targets are established, MPOs have 180 days to establish their own performance targets for the applicable transportation system performance measures. To ensure consistency with the performance targets established by the states, MPOs must coordinate with the states when establishing their performance targets.

In 2017, WisDOT will coordinate with the Green Bay MPO and the other MPOs throughout Wisconsin to establish the state's transportation system performance targets. Once WisDOT's performance targets are established (which should occur by mid-2017), the Green Bay MPO will coordinate with WisDOT and other stakeholders to begin the process of establishing the MPO's performance targets. The MPO's targets will be established by the spring of 2018.

Management of the Northeast Wisconsin Regional Travel Demand Model**

MPO staff will continue to work with representatives of the East Central Wisconsin Regional Planning Commission, Bay-Lake Regional Planning Commission, and WisDOT to manage and update the traffic model that covers the counties within WisDOT's Northeastern Region.

Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area****

MPO staff will continue to work with WisDOT, FHWA, Brown County's Public Works Department, communities, and the public to complete the EIS and Interstate Access Justification Report (IAJR).

*USDOT Planning Emphasis Area - MAP-21 Implementation/Performance-Based Planning and Programming.

**USDOT Planning Emphasis Area - Regional Models of Cooperation.

****The Environmental Impact Statement for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area is not eligible for federal planning funds and will be completed at local expense.

Work Element 41.14.00: Short-Range Transportation Planning

Note: Staff will use the participation techniques identified in the current Green Bay MPO Public Participation Plan during the development of its short-range plans and studies.

Annual Review of the Green Bay Metro Fixed Route System***

The annual review of Green Bay Metro's routes will be conducted at the beginning of 2017 and presented to the Green Bay Transit Commission in the spring of 2017. In addition to the full route review, staff intends to continue preparing smaller quarterly review summaries to measure the number of people who ride each fixed route at different times of the year. The results of the annual and quarterly route reviews provide information that is used to complete route modification studies and other planning exercises.

Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update***

In June of 2014, the BCPC Board approved the MPO's Title VI and Non-Discrimination Program/Limited English Proficiency Plan. This plan presents the Title VI Program's general requirements and guidelines, analyzes the area's Title VI- and Environmental Justice-related demographics, and summarizes the MPO's Title VI assurances and complaint procedures. The plan also addresses steps the MPO will take to provide language assistance to people with limited English proficiency who want access to MPO programs and activities.

In 2017, MPO staff will update the Title VI and Non-Discrimination Program/Limited English Proficiency Plan to ensure that the plan's demographic analyses are current and that the plan is consistent with federal law.

Public Participation Plan Review**

Staff will review the MPO's Public Participation Plan to assess its effectiveness and determine if revisions are necessary. Staff will also document the effectiveness of the techniques identified in the plan.

Special Transit Studies***

The MPO will complete special studies as requested by the Green Bay Transit Commission and Green Bay Metro staff. This work could include route extension analyses, surveys, research, and other planning tasks.

**USDOT Planning Emphasis Area - Regional Models of Cooperation.

***USDOT Planning Emphasis Area - Access to Essential Services/Ladders of Opportunity.

Planning Assistance to Requesting Communities and Agencies**

Transportation system analysis assistance will be provided to and special transportation studies will be conducted for communities and government agencies as requested. Studies that have been completed in the past and will likely be requested in 2017 include bicycle and pedestrian plans for MPO-area communities, accessibility and safety studies at and near schools, and other multimodal plans and studies. MPO staff will also continue to provide planning assistance to intermodal freight entities such as the Port of Green Bay and Green Bay Austin Straubel International Airport.

Planning Assistance to WisDOT**

Staff will continue to offer planning assistance on state transportation matters such as local roads and land uses near state projects as requested by WisDOT staff. Specifically, staff will work with WisDOT to implement the state's long-range multimodal transportation plan (Connections 2030) and rail plan (Wisconsin Rail Plan 2030). Staff will also work with WisDOT to implement the statewide bicycle and pedestrian plans, help to coordinate the I-41 Majors and Interstate Conversion Projects, study the preservation of the STH 172 corridor and the possible extension of high-speed rail service to northeast Wisconsin, analyze the vehicular impacts of major developments on metropolitan area interchanges, and coordinate the urbanized area's Transportation Alternatives Program (TAP) application process. In addition, staff will help WisDOT implement the statewide freight plan, update the statewide highway plan, and develop transportation system performance targets as required by MAP-21 and the FAST Act.

Transportation Coordination for Seniors and People with Disabilities***

MPO staff and Brown County's Transportation Coordinating Committee will continue to meet each quarter to review and coordinate transportation services for seniors and people with disabilities. MPO staff will also continue to administer the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area.

**USDOT Planning Emphasis Area - Regional Models of Cooperation.

***USDOT Planning Emphasis Area - Access to Essential Services/Ladders of Opportunity.

Work Element 41.15.00: **Transportation Improvement Program (TIP)****

Work on the TIP will be completed in the fall of 2017 with the publication and distribution of the *2018-2022 Transportation Improvement Program for the Green Bay Urbanized Area*. The programmed highway and transit projects will be reviewed and ranked to determine the distribution of the urbanized area's STP funds.

The TIP will summarize all short- and long-range highway/transit planning study improvement recommendations, examine the availability of federal highway and transit funding, review the implementation progress of previously programmed projects, and address the urban area's compliance with FTA private sector participation regulations and the Section 504/ADA local effort. The 2018-2022 TIP will also include a financial capacity report (as outlined in FTA Circular 7008.1), a summary of how the program of projects complies with the federal Environmental Justice and Title VI regulations, and other items required by federal transportation legislation.

In addition to developing the 2018-2022 TIP, staff will monitor the implementation of projects identified in the 2017-2021 TIP by preparing a mid-year update of the 2017-2021 TIP in the summer of 2017.

**USDOT Planning Emphasis Area - Regional Models of Cooperation.

C. Transportation Planning Program Funding Summary

The approved calendar 2016 and estimated 2017 transportation planning program budget comparison is as follows:

| <u>Funding Agency</u> | <u>Calendar 2016</u> | <u>Calendar 2017</u> |
|-----------------------|----------------------|----------------------|
| FHWA (PL Funds) | \$302,435 | \$304,186 |
| WisDOT PL Match | \$24,176 | \$24,176 |
| Brown County | \$51,433 | \$51,870 |
| TOTAL | \$378,044 | \$380,232 |

Financial audits of the transportation program are conducted as part of the overall Brown County Attachment P Audit. The accounting firm of Schenck Business Solutions conducts financial audits of the transportation program. Expenses incurred by Schenck Business Solutions while auditing the transportation program as part of the Brown County Attachment P Audit process are billed directly to the transportation program.

FHWA funding consists of metropolitan planning funds (PL funds) made available through federal transportation legislation and FTA Section 5303 funds that are provided through the Federal Transit Act.

Table A: 2017 Transportation Planning Work Program Budgets

| WORK ELEMENT | EST. STAFF TIME (HOURS) | \$ | % | \$ | % | \$ | % | WORK ELEMENT BUDGET TOTAL | WORK ELEMENT % |
|---|--|-----------|----------------|----------|--------|----------|--------|---------------------------|----------------|
| | | FHWA PL | FHWA | WisDOT | WisDOT | BC | BC | | |
| PROGRAM SUPPORT/ADMINISTRATION: 41.11.00 | TOTAL: 1,747 PP: 916 SP: 333 P1-GIS: 235 P1-GIS: 163 PLAN. DIR.: 100 | \$89,827 | 80% | \$7,254 | 6.46% | \$15,203 | 13.54% | \$112,284 | 21% |
| LONG-RANGE TRANSPORTATION PLANNING: 41.13.00 | TOTAL: 1,664 PP: 450 SP: 100 P1-GIS: 414 P1-GIS: 700 | \$53,040 | 80% | \$4,283 | 6.46% | \$8,977 | 13.54% | \$66,300 | 20% |
| SHORT-RANGE TRANSPORTATION PLANNING: 41.14.00 | TOTAL: 4,410 PP: 499 SP: 1,217 P1-GIS: 1,400 P1-GIS: 1,194 PLAN. DIR.: 70 ADM. COORD.: 30 | \$140,609 | 80% | \$11,354 | 6.46% | \$23,798 | 13.54% | \$175,761 | 53% |
| TRANSPORTATION IMPROVEMENT PROGRAM: 41.15.00 | TOTAL: 499 PP: 15 SP: 430 P1-GIS: 31 P1-GIS: 23 | \$15,909 | 80% | \$1,285 | 6.46% | \$2,693 | 13.54% | \$19,887 | 6% |
| TOTAL MPO COST BY FUNDING SOURCE | TOTAL: 8,320 PP: 1,880 SP: 2,080 P1-GIS (2): 4,160 PLAN. DIR.: 170 ADM. COORD.: 30 | \$304,186 | 80% | \$24,176 | 6.46% | \$51,870 | 13.54% | \$380,232 | 100% |
| ADDITIONAL STUDIES | | | | | | | | | |
| | STAFF TIME | COST | FUNDING SOURCE | | | | | | |
| SOUTHERN METROPOLITAN AREA ENVIRONMENTAL IMPACT STATEMENT (EIS) | PP: 200 HRS. | \$7,970 | BC | | | | | | |

Table B: Transportation Planning Data Collection

| <u>Data Item</u> | <u>Staff Responsibility</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> |
|--|-----------------------------|-------------|-------------|-------------|
| 1. Transportation System Characteristics | | | | |
| a. Existing and future functional classifications | WisDOT, BCPC | X | X | X |
| b. Transit revenue vehicle miles**** | BCPC | | | |
| c. Transit system bus stops and Equipment**** | BCPC | | | |
| d. Bus fleet mileage and condition**** | BCPC | | | |
| e. FTA Triennial Review | BCPC | | | X |
| f. TAZ population and employment forecasts | BCPC | X | X | X |
| g. Bicycle and pedestrian facility inventories | BCPC | X | X | X |
| h. Congestion Management Process (CMP) Data | BCPC | X | X | X |
| 2. Travel, Safety, and Usage Indicators | | | | |
| a. Average daily traffic counts | WisDOT, BCPC | | X | |
| b. Intersection volume and turning counts**** | BCPC | | | |
| c. Traffic accident statistics | BCPC | X | X | X |
| d. Transit operational efficiency, including revenue, passengers, and transferring for individual bus routes | BCPC | X | X | X |
| e. Highway network forecasts (WisDOT - state system, BCPC - local system) | WisDOT, BCPC | X | X | X |

Table B: Transportation Planning Data Collection (Cont.)

| <u>Data Item</u> | <u>Staff Responsibility</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> |
|--|---------------------------------|-------------|-------------|-------------|
| 3. Transportation Projects | | | | |
| a. TIP. Includes evaluation of highway, transit, multi-modal, and elderly and disabled projects in terms of consistency with other plans, v/c ratios, pavement surface conditions, utility work scheduling, number of years in the TIP, consideration of multi-modal transportation, safety and security, availability of funding, congestion relief or prevention, reduction in SOV, intermodal connectivity, financial capacity, and air quality | BCPC | X | X | X |
| b. Transit service requests | BCPC | X | X | X |
| 4. TMA Certification Review | FHWA, FTA, WisDOT, BCPC | | X | |

*****This information will be collected upon request.

Table C: 2017 Cost Allocation Plan for the Green Bay MPO

Note: MPO staff is shown in bold.

Direct Salaries

| <u>Position</u> | <u>Total Hours</u> | <u>Total Salaries</u> | <u>Total PL Grant</u> |
|-----------------------------------|------------------------|---------------------------|---------------------------|
| Principal Planner | 1880 | \$69,692 | \$60,256 |
| Senior Planner | 2080 | \$59,408 | \$51,365 |
| Transportation/GIS Planner | 2080 | \$48,911 | \$42,288 |
| Transportation/GIS Planner | 2080 | \$48,911 | \$42,288 |
| Planning Director | 170 | \$7,452 | \$6,443 |
| Administrative Coordinator | 30 | \$605 | \$523 |
| Totals | | \$234,979 | \$203,163 |

Fringe Benefits

| <u>Position</u> | <u>Total Salaries</u> | <u>Total Fringes</u> | <u>Total PL Grant</u> |
|-----------------------------------|---------------------------|--------------------------|---------------------------|
| Principal Planner | \$69,692 | \$26,226 | \$22,675 |
| Senior Planner | \$59,408 | \$23,648 | \$20,446 |
| Transportation/GIS Planner | \$48,911 | \$22,103 | \$19,110 |
| Transportation Planner | \$48,911 | \$21,979 | \$19,003 |
| Planning Director | \$7,452 | \$2,347 | \$2,029 |
| Administrative Coordinator | \$605 | \$298 | \$258 |
| Totals | \$234,979 | \$96,601 | \$83,521 |

Direct Expenses

| <u>Item</u> | <u>Cost</u> |
|-----------------------------|----------------|
| Office Supplies | \$1,800 |
| Copy Expense | \$400 |
| Printing | \$250 |
| Dues and Memberships | \$100 |
| Vehicle Repair/Maint. | \$500 |
| Gas, Oil, Etc. | \$500 |
| Advertising & Recruitment | \$500 |
| Postage | \$700 |
| Books/Periodicals/Subscrip. | \$400 |
| Computer Software | \$750 |
| Travel/Conference/Training | \$1,750 |
| Total | \$7,650 |

Indirect Expenses

| | |
|----------------------------|----------|
| Building Rent | \$4,503 |
| Personnel Services | \$2,956 |
| Financial/Accounting Svcs. | \$9,384 |
| Info. Services Chargebacks | \$16,104 |
| Insurance Chargebacks | \$2,054 |

Indirect Expenses Subtotal: \$35,002

BC Aerial Photo Project Contribution \$6,000

Indirect Expenses Total: \$41,002

MPO portion of direct & indirect costs: \$48,652

Total PL grant for direct & indirect costs: \$41,677

| | |
|--------------------------|------------------|
| Total MPO program costs: | \$380,232 |
| Total PL grant: | \$328,361 |
| Local Share: | \$51,870 |

Notes:

The MPO's 2017 indirect expenses represent a proportional share (40%) of MPO-related indirect expenses budgeted in 2017 for the MPO's host agency (the Brown County Planning and Land Services Department – Planning Division). The MPO's proportional share was calculated by dividing the number of MPO staff (4) by the total number of staff in the department's planning division (10). This rate will be applied as established, and any "trueing up" that may be necessary in 2017 will be reflected in the indirect expenses that are charged to the department's planning division in 2019 (following the audit of 2017's actual expenses).

The following indirect cost allocation plan was developed for the MPO's contribution to the 2017 Brown County aerial photo project:

Total cost of the aerial photo project: \$55,000 (project includes Brown County departments, local utilities, and Brown County communities).

- Brown County contribution to the aerial photo project (from two county departments): **\$15,000**
- Number of Brown County employees who will use the aerial photos in these two county departments: **10**
- Brown County contribution per employee: **\$1,500**
- Number of MPO employees who will use the aerial photos for MPO purposes: **4**
- Cost to include the MPO in the aerial photo project: 4 MPO employees x \$1,500 per employee = **\$6,000**
 - Federal PL funding share = **\$4,800 (80%)**
 - Local funding share = **\$1,200 (20%)**

The source of the MPO's 2017 indirect expenses is the *2015 Indirect Cost Plan for the 2017 Budget* that was prepared by the Brown County Department of Administration for the Planning and Land Services Department – Planning Division and made available to the US Department of Health and Human Services. The 2015 indirect cost plan is being used for the 2017 budget because 2015 is the most recent year for which an audit of actual expenses was completed. The indirect cost plan is available for review at the Brown County Planning and Land Services Department.

CERTIFICATE OF COST ALLOCATION PLAN

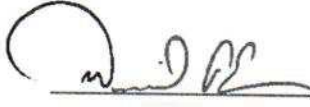
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- 1) All costs included in this proposal (as dated below) to establish cost allocations or billings for the year ended December 31, 2015 are allowable in accordance with requirements of §200.416 "Cost allocation plans and indirect cost proposals for states, local governments and Indian tribes," and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

- 2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental unit: Brown County, Wisconsin

Signature: 

Name of Official: David P. Ehlinger

Title: Finance Director

Date of Execution: 05.05.2016

Table D: 2017 Work Schedule

| <u>Work Element</u> | <u>Jan.</u> | <u>Feb.</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug.</u> | <u>Sept.</u> | <u>Oct.</u> | <u>Nov.</u> | <u>Dec.</u> |
|--|-------------|-------------|--------------|--------------|------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 41.11.00 Program Support & Admin. | ----- | ----- | ----- | ----- | ----- | ----- | xxxxxx | xxxxxx | xxxxxx | xxxxxx | (1)----- | ----- |
| 41.13.00 Long-Range Transportation Planning | xxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | (2)xxxx | xxxxxx | xxxxxx | (3)(4)(5) |
| 41.14.00 Short-Range Transportation Planning | xxxxxx | xxxxxx | xxxxxx | xx(6)xx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | (7)xxxx | xxxxxx | xxxxxx | xxxxxx |
| 41.15.00 TIP | ----- | ----- | ----- | -----x | xxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxx | (8)----- | ----- | ----- |

xxx Special planning studies
 ---- General planning functions
 (0) Final study report

Note: Work elements 4 & 5 are ongoing projects.

STUDY REPORT TITLES

1. 2018 Transportation Planning Work Program
2. 2017 LRTP Transportation System Performance Measures Report
3. Congestion Management Process (CMP) Update
4. MAP-21/FAST Act Transportation System Performance Targets
5. Southern Brown County Environmental Impact Statement (EIS)
6. Green Bay Metro Annual Route Review
7. GB MPO Title VI and Non-Discrimination Program/LEP Plan Update
8. 2018-2022 Transportation Improvement Program

Appendix 1: Title VI Accomplishments between January 1, 2016, and September 30, 2016

- Staff participated in two meetings of the Northeast Wisconsin Regional Access to Transportation Committee.
- Staff completed the MPO's 2016 Title VI/Non-Discrimination Work Plan Update and Accomplishments Report at the request of WisDOT.
- Staff translated the MPO's Title VI Notice to the Public into Hmong.
- Staff updated the MPO Title VI and Non-Discrimination Program's board and committee composition tables in response to membership changes.
- Staff completed a federal funding recipient survey regarding the MPO's Title VI activities at the direction of WisDOT.

Appendix 2

Green Bay Metropolitan Planning Organization (MPO) Title VI and
Non-Discrimination Program/Limited English Proficiency Plan

and

Title VI Non-Discrimination Agreement Between the
Wisconsin DOT and the Green Bay MPO

and

Cooperative Agreement for Continuing Transportation Planning for the
Green Bay Urbanized Area Between the
Brown County Planning Commission/Green Bay MPO,
Wisconsin Department of Transportation, and Green Bay Metro.

This plan and these agreements can be found on the Brown County Planning Commission's
Transportation website at www.co.brown.wi.us/planning.

Appendix 3: Metropolitan Planning Factors

Federal transportation legislation identifies 11 planning factors that must be considered by MPOs when developing transportation plans and programs. These factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the security of the transportation system for motorized and non-motorized users.
3. Increase the safety aspects of the transportation system for its users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve transportation system resiliency and reliability.
10. Reduce or mitigate the stormwater impacts of surface transportation.
11. Enhance travel and tourism.

The following table summarizes how each of the MPO’s major 2017 tasks will relate to the 11 planning factors.

| <u>Work Element</u> | <u>Tasks</u> | <u>Metropolitan Planning Factors</u> | | | | | | | | | | | |
|---------------------|---|--------------------------------------|---|---|---|---|---|---|---|---|----|----|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 41.11.00 | 2018 Transportation Planning Work Program | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.13.00 | MPO Plan Performance Measures Implementation | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.13.00 | Congestion Management Process Update | X | | X | X | X | X | X | X | X | X | X | X |
| 41.13.00 | MAP-21/FAST Act System Performance Targets | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.13.00 | Maintenance of the Regional Traffic Model | X | | X | X | | X | X | X | X | X | X | X |
| 41.13.00 | EIS for the Southern Metropolitan Area* | X | | X | X | X | X | X | | X | X | X | X |
| 41.14.00 | GB Metro Annual Route Review | X | X | X | X | X | X | X | X | X | | | X |
| 41.14.00 | MPO Title VI / LEP Plan Update | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.14.00 | Annual Public Participation Plan Review | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.14.00 | Special Transit Studies | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.14.00 | Planning Assistance to Communities/Agencies | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.14.00 | Planning Assistance to WisDOT | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.14.00 | Tran. Coord. for Seniors & People with Disabilities | X | X | X | X | X | X | X | X | X | X | X | X |
| 41.15.00 | 2018-2022 Transportation Improvement Program | X | X | X | X | X | X | X | X | X | X | X | X |

*Non-MPO Task

Appendix 4: 2017 MPO Policy Board, Technical Advisory Committee, and Other Meeting Dates

| MPO Policy Board* | Transportation Subcommittee** | Brown County Transportation Coordinating Committee | MPO Director Meetings with WisDOT & FHWA | Model Users Group Meetings (As Necessary) | Mid-Year Review & Work Program Meetings |
|-------------------|-------------------------------|--|--|---|---|
| January 4 | | | January 24 | | |
| February 1 | | | | | |
| March 1 | | March 13 | | | |
| April 5 | April 17 | | April 25 | | |
| May 3 | | | | | |
| June 7 | | June 12 | | | June 14 |
| July 5 | | | July 25 | | |
| August 2 | | | | | |
| September 6 | September 18 | September 11 | | | September 20 |
| October 4 | | | October 24 | | |
| November 1 | | | | | |
| December 6 | | December 11 | | | |

*MPO Policy Board meetings might be rescheduled due to holidays, elections, etc.

**Additional BCPC Transportation Subcommittee meetings could occur if necessary. Also, these meetings might be rescheduled to accommodate unforeseen deadlines, etc.

Appendix 5: MPO Self-Certification Summary

The BCPC Board of Directors (as the MPO's policy board) is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, 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.

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 policy board 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 policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

The 10 requirements for self-certification are summarized below.

(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart. These citations summarize the metropolitan planning requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements, approved metropolitan area boundaries, and annual listings of obligated projects.

Green Bay 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) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR Part 93. State and local transportation officials take part in the 3C planning process to determine which planning elements will be implemented to improve air quality.

Green Bay MPO Compliance: This requirement does not currently apply to the Green Bay MPO because it is not within a non-attainment or maintenance area.

(3) 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.

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014.

(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.*

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

(5) *Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects. The DBE program ensures equal opportunity in transportation contracting markets, and in the statute Congress established a national goal that 10% of federal funds go to certified DBE firms.*

Green Bay MPO Compliance: The MPO will follow Brown County's DBE policy if outside contractors are hired to complete MPO projects using federal MPO planning funds.

(6) *23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.*

Green Bay MPO Compliance: This requirement does not directly apply to the Green Bay MPO because it is not involved in federal or federal-aid highway construction contracts. However, the MPO follows Brown County's equal employment opportunity policy because the MPO is housed within the Brown County Planning Commission.

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

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission. In addition, the MPO's office and meeting facilities are accessible to people with disabilities.

(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.*

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

(9) *Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.*

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

(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.*

Green Bay MPO Compliance: The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 4, 2014. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

The Brown County Non-Discrimination Policy is as follows:

Brown County is committed to the equality of opportunity for all people. It is the policy of Brown County to provide equal employment opportunities for all individuals on the basis of the skills, abilities, and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification, and except where conviction and/or arrest record substantially relates to the circumstance of positions applied for.

RESOLUTION NO. 2016-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BROWN COUNTY PLANNING COMMISSION
APPROVING THE 2017 TRANSPORTATION PLANNING WORK PROGRAM
FOR THE GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO)

WHEREAS, the U.S. Department of Transportation requires the development of a Transportation Planning Work Program (TPWP) for all Metropolitan Planning Organizations (MPOs) in the United States; and

WHEREAS, in accordance with 23 CFR 450.336, the Green Bay 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) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (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;
- (4) 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;
- (5) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (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;
- (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;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

WHEREAS, an approved TPWP is needed to obtain the federal and state funds that support each MPO's activities; and

WHEREAS, each MPO policy board must approve the MPO's TPWP before submitting the program to the state and federal governments for review, approval, and funding; and

WHEREAS, the Brown County Planning Commission is the designated MPO for the Green Bay Urbanized Area; and

WHEREAS, the Brown County Planning Commission Board of Directors is the Green Bay MPO's policy board.

THEREFORE, BE IT RESOLVED, that the Brown County Planning Commission Board of Directors approves the Green Bay MPO's 2017 Transportation Planning Work Program.

BE IT FURTHER RESOLVED that the MPO planning process is compliant with the requirements of the FAST Act and that the Brown County Planning Commission certifies that the urban transportation planning process certification requirements of 23 CFR 450.114 (c) are satisfied.

Dated at Green Bay, Wisconsin, this 2nd day of November 2016.

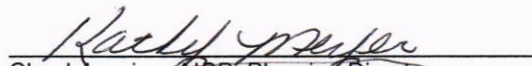
BROWN COUNTY PLANNING COMMISSION



~~Norbert Dantinno, Jr., President~~

COLE RUNGE, PRINCIPAL PLANNER/
MPO DIRECTOR

ATTEST:


~~Chuck Lamina, AICP, Planning Director~~

Kathy Meyer, Administrative Coordinator