

Brown County Planning Commission Green Bay MPO

2021 Transportation Planning Work Program

Brown County Planning Commission/Green Bay MPO
October 7, 2020

Brown County Planning Commission Green Bay MPO

2021 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)	Michelle Kerr (T. Pittsfield/T. Scott)
Brian Brock (Wisconsin DOT)	Patty Kiew iz (Green Bay Metro)
Norbert Dantine, Jr. (T. Humboldt/T. Green Bay)	Joy Koomen (T. Holland/T. Morrison)
Dean Erickson (V. Denmark, Pulaski, Wrightstown)	Dave Landwehr (BC Board - Rural)
Steve Gander (T. Glenmore/T. Rockland)	Dan Lindstrom (C. De Pere)
Mark Handeland (T. Ledgeview)	Michael Malcheski (V. Ashwaubenon)
Matthew Harris (V. Allouez)	Gary Pahl (T. Lawrence/T. Wrightstown)
Phillip Hilgenberg (C. Green Bay)	Terry Schaeuble (V. Denmark, Pulaski, Wrightstown)
Patrick Hopkins (BC Board – C. De Pere)	Glen Severson (V. Hobart)
Elizabeth Hudak (C. Green Bay)	Ray Suennen (V. Howard)
Emily Jacobson (BC Board – C. Green Bay)	Mark Thomson (V. Suamico)
Kathleen Janssen (T. Eaton/T. New Denmark)	Matthew Woicsek (C. Green Bay)
Dotty Juengst (C. Green Bay)	Vacant (C. Green Bay)
Dave Kaster (V. Bellevue)	Vacant (C. Green Bay)

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

Geoff Farr (V. Howard)	Marty Piette (GB Austin Straubel Airport)
Mary Forlenza (FHWA – Wisconsin Division) (NV)	Eric Rakers (C. De Pere)
Sean Gehin (V. Allouez)	Brandon Robinson (Bay-Lake RPC)
Steve Grenier (C. Green Bay)	Andy Row ell (V. Bellevue)
Matt Halada (WisDOT – Northeast Region)	Andy Smits (V. Suamico)
Ed Kazik (V. Hobart)	Nick Uitenbroek (BC Public Works Dept.)
Patty Kiew iz (Green Bay Metro)	William Wheeler (FTA – Region 5) (NV)
Tom Klimek (E&LS Railroad)	Megan Zielke (WisDOT- Central Office) (NV)
Doug Martin (V. Ashwaubenon)	Vacant (Oneida Nation)
Rebecca Nyberg (BC Health Dept.)	

NV: Non-voting member

Brown County Transportation Coordinating Committee (Non-MPO committee with MPO staff participation & advisory committee for the Section 5310 and Section 85.21 Programs)

Ian Agar (BC Human Services)	Matt Halada (Wisconsin DOT NE Region)
Stephanie Birmingham (Options for Independent Living)	John Jahnke (Citizen Member)
Dan Bohlmann (Via Transportation)	Denise Misovec (Curative Connections)
Megan Borchardt (BC Board of Supervisors)	Redebra Peters (ASPIRO)
Mary Brick (Syble Hopp School)	Troy Streckenbach (BC Executive Department)
Lisa Conard (BC Planning Comm./Green Bay MPO)	Julie Tetzlaff (Cerebral Palsy Inc.)
Brandon Cooper (Oneida Nation)	Tina Whetung (Curative Connections Trans. Program)
Mary Derginer (ADRC of Brown County Board)	Genny Willemon (BC Human Services)
Essie Fels (Green Bay Metro)	Vacant (Green Bay Transit Commission)
Christel Giesen (ADRC of Brown County)	Vacant (Citizen Member)

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Note: MPO staff is shown in bold type. Non-MPO staff will work on MPO projects as necessary in 2021, and MPO staff will work on non-MPO projects as necessary in 2021. 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

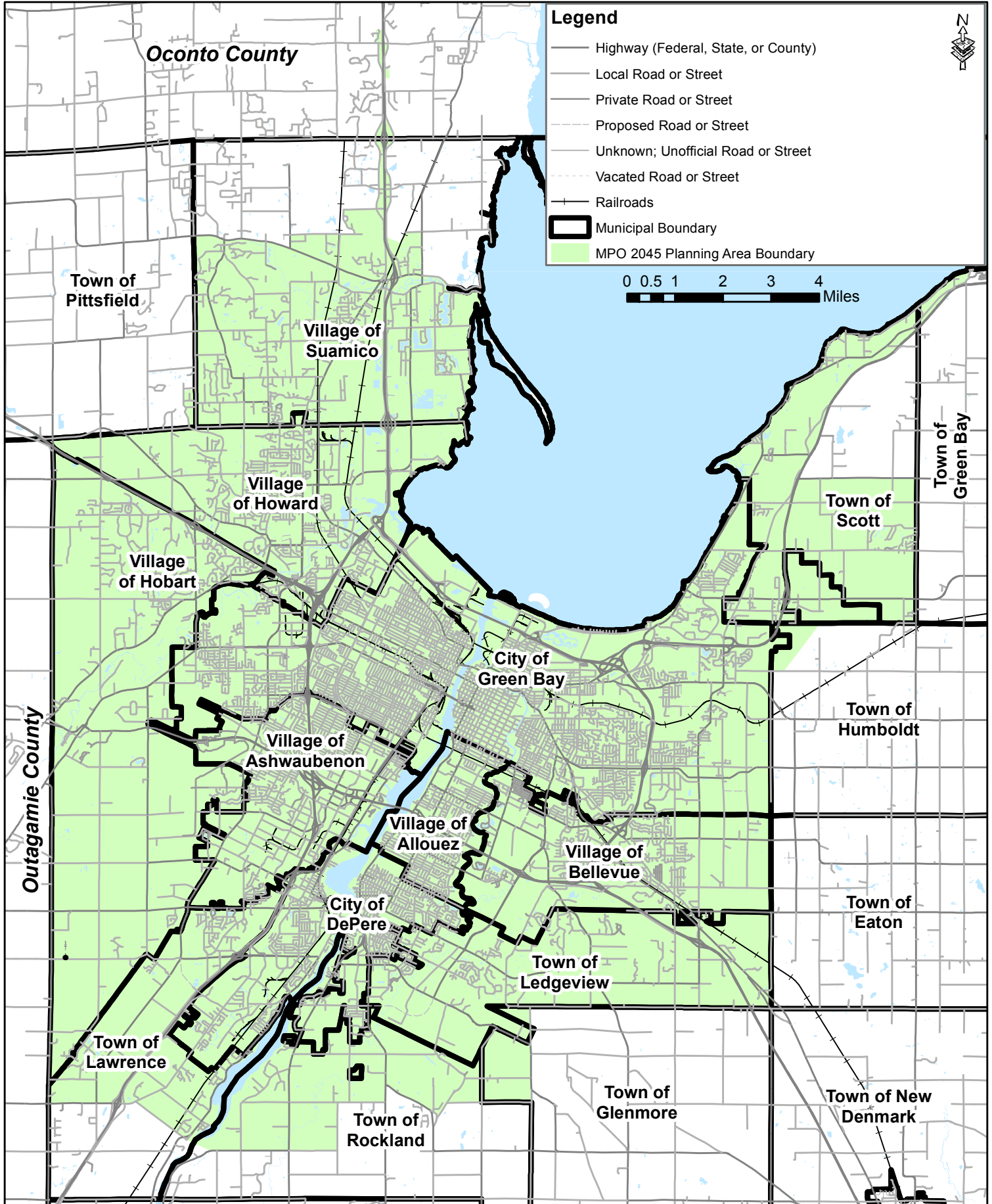




Green Bay MPO 2045 Metropolitan Planning Area Boundary

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, 2020 – June 30, 2020

The following significant activities were completed by staff between January 1 and June 30, 2020:

Program Support and Administration (Work Element 41.11.00)

- Staff began to develop the 2021 MPO Transportation Planning Work Program and budget.
- Staff developed a 2020 MPO Transportation Planning Work Program status report at the direction of WisDOT for the MPO's mid-year review conference call with WisDOT and FHWA. Staff also presented information during the mid-year review and answered questions from review participants.
- Staff developed the MPO's reports and reimbursement requests to WisDOT for the fourth quarter of 2019 and first and second quarters of 2020. Staff also prepared transportation program expense reports for these quarters and submitted them to the Brown County Administration Department.
- Staff developed PowerPoint slides summarizing COVID-related adjustments made and challenges confronted by the MPO and Green Bay Metro for a discussion during the April statewide MPO Directors conference call. Staff also participated in the MPO Directors conference call and presented the information.
- Staff developed a status report of the MPO's 2020 Transportation Planning Work Program tasks in preparation for the MPO's midyear program review with WisDOT, FHWA, and FTA. Staff also participated in the meeting.
- Staff organized and facilitated a BCPC Board of Directors (MPO Policy Board) meeting that included in-person and virtual attendance options.

Long-Range Transportation Planning (Work Element 41.13.00)

Green Bay MPO 2045 Long-Range Transportation Plan Update

- Staff continued to develop the *Green Bay Metropolitan Planning Organization (MPO) 2045 Long-Range Transportation Plan (LRTP) Update*. Work on this task included:
 - Consulting with FHWA staff to ensure the new plan is FAST-Act compliant.
 - Reviewing and collecting data from the Wisconsin Department of Revenue that will be used in the Draft Financial Capacity Analysis chapter.
 - Continuing to prepare and review plan text and tables.
 - Developing a variety of maps for the plan.
 - Preparing for and participating in calls with WisDOT Traffic Forecasting Unit staff regarding updates to the Green Bay Urbanized Area's street and highway functional classification system and the addition of planned projects that should be studied for the MPO's Long-Range Transportation Plan Update.

- Consulting with WisDOT Bureau of Planning and Economic Development staff regarding a variety of issues related to the new plan requirements.
- Finalizing draft chapters and posting them on the MPO's website.
- Providing draft chapters to the BCPC Transportation Subcommittee (MPO TAC) and Environmental Resource Agency staff for review and comment.

Long-Range Transportation Plan Performance Measures Implementation

- Staff continued to develop the MPO's 2020 Transportation System Performance Measures Report. Work on this task included:
 - Downloading 2019 bridge sufficiency data from the FHWA Bridge and Structure website and sorting/analyzing the data to identify bridge ratings that are below 50.
 - Developing the Air Freight and Port sections of the report. This included creating graphs for air cargo and passenger boarding data and graphs for port import and export tonnages.
 - Creating a map that shows the 2018 PCI road condition for state highways.
 - Developing the Highway & Street Operation, Safety, and Accessibility section.
 - Receiving and analyzing data for park and ride facilities in Brown County.
 - Updating the bicycle facility inventory.
 - Analyzing crash data using 5-year rolling averages.
 - Continuing to develop a dashboard to display the status of the performance measures.
 - Working with UW TOPS Lab data to develop Travel and Freight Reliability Performance Targets.
 - Developing the Bicycle and Pedestrian Facilities Section.

Management of the Northeast Wisconsin Regional Travel Demand Model

- Staff prepared and sent information to WisDOT Travel Demand Forecasting staff regarding employment changes in the urbanized area. Staff also participated in three conference calls with WisDOT staff and consultants to discuss revisions to the WisDOT Travel Demand Model's Traffic Analysis Zone (TAZ) household and employment data.
- Staff prepared and sent information to WisDOT Travel Demand Forecasting staff regarding committed and planned street and highway projects in the urbanized area. Staff also participated in two conference calls with WisDOT staff to discuss these projects and verify the functional classification of many streets and highways.

Congestion Management Process (CMP) Update

- Staff began to update the MPO's Congestion Management Process (CMP). Work on this task included:
 - Collecting shipping data from 2013-2019 for the Port of Green Bay and developing graphs that show tonnage shipped and the types of commodities moved through the port.
 - Collecting American Community Survey (ACS) data that include population, employment, and commuting by mode for municipalities within the Green Bay Metropolitan Planning Area. A draft graph was also developed showing the means of transportation used by MPA residents to commute to work.

- Developing draft maps of:
 - Functionally Classified Arterials in the MPO Planning Area.
 - Green Bay Metro's fixed routes, paratransit service area, and potential microtransit service areas.
 - Metropolitan Planning Area Bicycle Network.
 - Metropolitan Planning Area Sidewalk Network.
 - Metropolitan Planning Area Multiuse Trail Network.
 - Metropolitan Planning Area Port, Airport, and Railroad Locations.
 - Metropolitan Planning Area Park & Ride Lots.
 - Metropolitan Planning Area Roundabout Locations.
 - Traffic signals in the MPA with and without pedestrian push buttons.
- Drafting objectives and performance measures for the CMP update, along with the data and data sources needed to analyze the existing transportation network.

Brown County Comprehensive Plan Update

- Staff continued to develop the Transportation Chapter for the Brown County Comprehensive Plan Update.

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

- Staff prepared for and participated in many conference calls and email exchanges with representatives of WisDOT, FHWA, and the consulting firms that are helping Brown County staff complete the Southern Bridge Corridor Project's Environmental Impact Statement (EIS) by October of 2020.
- Staff prepared and provided information to the Southern Bridge Corridor EIS consultant team. Staff also prepared responses to FHWA's comments on draft EIS document chapters.
- Staff prepared and distributed written responses to questions and comments about the Southern Bridge Corridor Project and EIS from people who viewed information on the EIS project website following the indefinite postponement of the March 19 public information meeting.
- Staff worked with representatives of WisDOT, FHWA, and consulting firms to plan a Southern Bridge Corridor EIS briefing for the WisDOT Secretary and FHWA Wisconsin Division Administrator. Staff also participated in the briefing.
- Staff worked with representatives of WisDOT, FHWA, and consulting firms to plan in-person and virtual public hearings for the Southern Bridge Corridor EIS. Staff's work included developing a floor plan for the in-person public hearing, acquiring personal protective equipment (PPE) for the in-person hearing, arranging court reporters for the virtual and in-person public hearings, and completing test runs for the audio-visual equipment that will be used for the virtual public hearing. The in-person and virtual public hearings will occur at the beginning of the third quarter.
- Staff updated the South Bridge Connector (SBC) website with new and updated EIS documents. Staff also posted information and documents about the SBC public hearings that will be held in July on the SBC website.

- Staff translated the SBC public hearing notice into Spanish and Hmong.
- Staff prepared for and participated in the second and third EIS Local Officials Meetings.
- Staff prepared for and participated in a Tribal Officials Meeting for the EIS.
- Staff participated in a meeting with residents of a De Pere condominium complex, a WisDOT staff person, and the lead consultant for the EIS to discuss the residents' comments and concerns about the Southern Bridge Corridor Project. The meeting was held at the condominium complex at the request of the residents.

Short-Range Transportation Planning (Work Element 41.14.00)

Public Participation Plan Review and Update

- Staff developed and distributed a notice to the individuals and organizations on the MPO's Public Participation Process (PPP) Interested Parties List to inform them that the MPO intends to update the 2016 Public Participation Plan. The notice also requested them to notify MPO staff if they have questions or comments about the 2016 Public Participation Plan.
- Staff reviewed Public Participation Plans developed by other MPOs to identify public outreach techniques used by the MPOs to help inform the Green Bay MPO's Public Participation Plan Update.
- Staff researched techniques that would likely be feasible within the Green Bay MPO's resources and budget to conduct "virtual engagement" meetings. Staff also began drafting the section of the MPO's Public Participation Plan Update that describes the process the MPO will use to engage the public during periods of public emergencies.
- Staff developed the rest of the Draft 2020 Public Participation Plan Update's text, maps, graphics, and tables.
- Work on this task also included:
 - Reviewing FHWA's Public Involvement Techniques for Transportation Decision-Making document.
 - Reviewing best practices and online outreach techniques recommended by the American Planning Association (APA).
 - Drafting notices for the review and comment period that were distributed to the MPO's Interested Parties List and through the MPO's social media outlets.
 - Drafting a legal notice informing the public of the review and comment period along with the notice of a public hearing for the Draft PPP.
 - Creating a WebEx event for the PPP public hearing that will provide an option for the public to participate virtually as well as in-person.
 - Uploading the Draft PPP to the MPO's website and distributing notices through all channels identified in the PPP to inform people of the review and comment period for the Draft PPP.

Section 85.21 Specialized Transportation Assistance Program Administration

- Staff collected and recorded ridership and financial data from the Brown County Section 85.21 Program funding recipients for January through May of 2020. Staff also collected reimbursement requests from the recipients for this period and forwarded them to the PALS Department's Administrative Coordinator for processing.
- Staff developed a ridership report for Brown County's Section 85.21 Program for the fourth quarter of 2019 and first quarter of 2020 and submitted the reports to WisDOT.
- Staff completed the Brown County Section 85.21 Program's annual financial report for 2019 and submitted the report to WisDOT.

City of De Pere Bicycle and Pedestrian Plan Update

- Staff prepared for and facilitated a plan kick-off meeting with representatives of De Pere.

Town of Lawrence Bicycle and Pedestrian Plan Update

- Staff prepared for and facilitated a plan kick-off meeting with representatives of Lawrence.
- Staff tested the draft template for the Town of Lawrence interactive online bicycle and pedestrian survey and map.
- Staff began to draft the plan's Introduction/Background Chapter.

Village of Bellevue Bicycle and Pedestrian Plan Update

- Staff prepared for and facilitated a plan kick-off meeting with representatives of Bellevue.
- Staff tested the draft template for the Village of Bellevue interactive online bicycle and pedestrian survey and map.
- Staff began to draft the plan's Introduction/Background Chapter.

Planning Assistance to Requesting Communities and Agencies

- Staff participated in the January 2020 meeting of the Greater Green Bay Active Communities Alliance.
- Staff prepared a Southern Bridge Corridor Project update for the Village of Allouez Board. Staff also presented the update to the board and answered questions from board members.
- Staff prepared for and participated in a meeting with BCPC staff and representatives of the Greater Green Bay YMCA to discuss the status of the Southern Bridge Corridor Project and development plans in the southern portion of the Green Bay Metropolitan Area. Staff also prepared for and participated in a meeting with representatives of the YMCA to discuss presenting this information to the YMCA Board.

- Staff presented possible methods of improving pedestrian safety at and near Hillcrest Elementary School in Hobart to the Pulaski School Board and district administrative staff. Staff also presented these pedestrian safety improvement methods to the Pulaski School Board and Hobart Village Board at a joint meeting and answered questions from the meeting participants.
- Staff prepared for and participated in meetings with Brown County and City of Green Bay representatives regarding updates to the Pulliam Plant site redevelopment concept for the Port Opportunity Study. Staff also prepared a revised Pulliam Plant site plan for consideration by representatives of the county, city, and other stakeholders. The site plan was developed in two-dimensional and three-dimensional formats.
- Staff prepared for and participated in meetings with the Deputy Brown County Executive to discuss possible transportation project partnerships with the University of Wisconsin's UniverCity Program.
- Staff participated in several conference calls with the Director of New North, Brown County Executive, Port of Green Bay Director, WisDOT staff, and East Central Wisconsin Regional Planning Commission staff to discuss applying for a state grant to study the feasibility of establishing an intermodal freight facility in Northeast Wisconsin. Staff also reviewed and commented on three drafts of the grant application. The grant (which is through the state's Freight Railroad Infrastructure Improvement Program [FRIIP]) was approved by WisDOT.
- Staff developed the scope for the Northeast Wisconsin Intermodal Freight Facility Study and submitted the scope to other members of the study's core team for review. Staff also developed a draft Request for Proposals (RFP) for the study and submitted it to the core team for review. The study is being funded by a grant through WisDOT's Freight Railroad Infrastructure Improvement Program, and the core team is comprised of representatives of the East Central Wisconsin Regional Planning Commission, New North, Inc., Port of Green Bay, and Brown County Planning Commission/Green Bay MPO.
- Staff completed updates to attributes in the MPO's bicycle rack dataset including rack type, location, and storage capacity.
- Staff researched the AARP Livability Index and Age-Friendly Communities Designation. Staff also participated in a meeting with the Aging and Disability Resource Center (ADRC) of Brown County Director to discuss the development of a livability plan for the county.
- Staff participated in an information session hosted by the Mobility Coordinator of Brown County on transportation options in Brown County.
- Staff developed three maps for a local non-profit committee that show the proximity of businesses, employers, health facilities, public facilities, and government facilities to transit routes.

- Staff developed maps that show the locations of food sources, shelter, and other resources throughout the Green Bay Metropolitan Planning Area and the resources' proximity to public transportation routes. The maps were developed at the request of a Green Bay alderperson as a resource for low-income residents.
- Staff developed a map that identifies the locations of COVID-19 shelter sites and resource centers in the Green Bay Metropolitan Planning Area. The map was developed at the request of the Brown County Health Department.
- Staff participated in virtual Safe Routes to School and Out-of-School Time meetings with planners from Northeast Wisconsin.
- Staff participated in a stormwater management/flood mitigation/water quality improvement videoconference with representatives of the Wisconsin DNR and Brown County communities.
- Staff participated in two videoconferences with representatives of The Nature Conservancy, NEW Water, and Wisconsin Sea Grant to begin planning the East River Resiliency Project. Staff also developed a letter of support on behalf of the PALS Department for a grant that will help fund the project.
- Staff updated the Brown County Bicycle and Pedestrian Plan's map of bicycle facilities in the Village of Howard.
- Staff worked with the Brown County Land Information Office (LIO) Coordinator to develop and test a GIS-based emergency response routing application.
- Staff updated the Fox River Trail's interactive web map.
- Staff participated in the January 2020 meeting of the Green Bay Safe Walk and Bike Committee.
- Staff prepared information about the Port Opportunity Study to present at the April 2020 Port Symposium in Green Bay.
- Staff continued to update the MPO's sidewalk and crosswalk inventory.

Planning Assistance to Green Bay Metro

- Staff coordinated with staff at Green Bay Metro to collect fixed route bus stop boarding data in order to develop "heat maps" of bus stop boardings. Staff also developed the heat maps and sent them to Metro staff.
- Staff consulted with Green Bay Metro staff and a potential private sector vendor regarding microtransit service for a portion of the service area. Staff also assisted with developing a pilot service area and possible additional future service areas, and staff reviewed and commented on service and price proposals.

- Staff prepared several maps of potential microtransit pilot service areas and submitted them to Metro staff for review and comment.
- Staff reviewed and provided comments on two drafts of Metro's Microtransit Feasibility Study that was developed by a consultant.
- Staff participated in four virtual meetings with Metro staff and representatives of Via Transportation to evaluate Microtransit service areas, implementation strategies, costs, and ridership projections.
- Staff developed a map that shows Metro's current bus routes and schools in the Green Bay, Ashwaubenon, and De Pere districts.
- Staff revised the maps and time point summaries for three bus routes.
- Staff collected and analyzed February bus boarding data at stops for three bus routes and compiled the information into a summary and graphs for Metro.
- Staff completed an annual bus fare comparisons summary for Wisconsin transit systems.
- Staff consulted with and provided information to Metro staff regarding various service, compliance, and other issues.

Planning Assistance to WisDOT

- Staff facilitated a videoconference with WisDOT staff regarding the inclusion of Automated Vehicle (AV) technology in the I-41 Expansion Project and the Southern Bridge Corridor Project.
- Staff developed a letter of support for WisDOT's proposed designation of I-41 as an Alternative Fuel Corridor for Liquefied Petroleum Gas (LPG). The letter was developed at the request of WisDOT.
- Staff completed a Transit Cooperative Research Program (TCRP) survey on behalf of the MPO at the request of WisDOT.

Title VI Non-Discrimination Program and Limited English Proficiency Plan Update

- Staff developed an update to the *Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan*. Work on this task included:
 - Updating the plan's text to incorporate the latest data from the US Census - American Community Survey.
 - Developing maps for the plan.
 - Collaborating with WisDOT staff to determine that the draft plan satisfies the Title VI requirements.
 - Preparing public review and hearing materials for the plan.

- Posting a Title VI Notice in the office lobby as required by federal law. The notice is published in English, Spanish, and Hmong.
- Providing the draft plan to the BCPC Transportation Subcommittee (MPO TAC) for review and comment.
- Beginning the required 45-day public review and comment period.
- Scheduling a public hearing.
- Issuing Facebook and Twitter announcements of draft plan availability.
- Distributing the draft plan to approximately 225 individuals and entities on the MPO's Interested Parties List.
- Scheduling two public hearings (the first one was cancelled due to COVID-19).
- Issuing Facebook and Twitter announcements of the draft plan's availability.
- Distributing the draft plan to approximately 230 individuals and entities on the MPO's interested parties list.
- Holding a virtual public hearing via WebEx.
- Presenting the draft report to the BCPC Board of Directors at a meeting that had in-person and virtual components.
- Submitting the approved plan to FHWA, FTA, and WisDOT for certification consideration (the plan was subsequently certified).

Title VI Activities

- Staff translated the new FTA Title VI forms into Hmong and provided them to WisDOT.
- Staff updated the FTA Title VI forms for the Green Bay MPO's use.
- Staff updated the MPO's Title VI plan with the updated forms and posted it on the MPO website.
- Staff updated the Title VI information for members of the MPO's Policy Board and TAC.
- Staff answered questions about Title VI compliance from NEWCAP's Transportation Director.

Section 5310 Program

- Staff developed a letter of explanation to FTA for the use of Section 5310 Program funding for the Specialized Transportation Mobility Management Program for CY 2020/2021.
- Staff updated the Section 5310 Program funding award letters to Green Bay Metro and Curative Connections. Staff also notified FTA of the updated award letters.
- Staff issued the Green Bay Urbanized Area Section 5310 Program's project application and supporting documents to potential applicants. The funding will be available for eligible projects in 2021 and 2022.
- Staff worked with Green Bay Metro staff to develop a Section 5310 Program grant building process and schedule that satisfies Metro's grant building and reporting requirements.

Transportation Coordination for Seniors and People with Disabilities

- Staff developed information for the March 2020 meeting of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Staff also chaired the TCC meeting, prepared the meeting minutes, and developed and sent follow-up correspondence to TCC members after the meeting.
- Staff prepared for and participated in a meeting with Curative Connections staff to discuss Curative's transportation program (which provides rides for seniors and people with disabilities throughout Brown County) and possible upcoming funding opportunities.
- Staff worked with Curative Connections to investigate the features and costs of a ride scheduling system that can replace Curative's current ride scheduling system.

Participation in Planning Webinars

Staff participated in the following webinars:

- Current FHWA Freight Transportation Research Initiatives.
- Right-Sizing of Highways.
- Letting Bike Riders Catch the Green Wave.
- Talking Freight – Freight Beyond the City: Approaches to Improving Freight Mobility in the Suburban Context.
- National Highway Institute Bicycle Facility Design Training.
- Walkability and Health: Building Strong, Vibrant, and Resilient Communities – Part 1: Tools and Techniques.
- 8 80 Rules of Engagement (presented by the AARP SWAT Team Speaker Series).
- Confessions of a Traffic Engineer: How Towns and Cities Can Get the Best Return on Their Investment.

Transportation Improvement Program (Work Element 41.15.00)

- Staff finalized and published the *2019 Annual Listing of Obligated Projects for the Green Bay Urbanized Area*.
- Staff consulted with WisDOT regarding a project application submitted for Transportation Alternatives funding.

- Staff consulted with WisDOT regarding a federal funding transfer to an agency (NEWCAP) that serves Brown County with employment-based transportation programming. This required an administrative modification to the TIP.
- Staff developed the Mid-Year Update to the 2020-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this task included:
 - Consulting with WisDOT staff regarding several new projects to be added to the TIP.
 - Collecting revised information regarding projects currently appearing in the TIP.
 - Scheduling a public review and comment period and a public hearing.
 - Preparing and issuing public participation materials, social media posts, and a legal notice.
 - Completing a fiscal constraint demonstration.
 - Submitting the draft amendment to FHWA, FTA, and WisDOT.
 - Distributing the draft amendment to approximately 230 individuals and entities on the MPO's interested parties list.
 - Holding a virtual public hearing.
 - Presenting the draft amendment to the BCPC Board of Directors at a meeting that had in-person and virtual components.
 - Submitting MPO-assigned project numbers to WisDOT Northeast Region staff.
 - Submitting the approved amendment to FHWA, FTA, and WisDOT for approval consideration (it was approved on June 18).
- Staff began to develop the Draft 2021-2024 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area by requesting projects to include in the TIP from local public works departments and Green Bay Metro.
- Staff consulted with WisDOT staff in an effort to schedule MPO-area STBG projects over multiple funding cycles to better leverage funding capacity in the future.
- Staff attended an online Local Program Project Development Process training session sponsored by WisDOT, FHWA, and the American Public Works Association (APWA).
- Staff consulted with WisDOT staff regarding a project application submitted for Transportation Alternatives (TA) funding. The project will be forwarded to the statewide program for funding consideration because the MPO does not currently have enough available TA funding for the project.

Staff also completed many less time-consuming tasks between January 1 and June 30, 2020.

A. Examples of Significant Transportation Planning Issues in 2021

MPO Long-Range Transportation Plan Performance Measures Implementation

The MPO's 2045 Long-Range Transportation Plan that was adopted by the BCPC Board of Directors on October 7, 2020, 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 2021, 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 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 was being made toward meeting the targets identified for the CMP's performance measures.

The MPO's 2013 CMP was updated in 2017, and staff began to prepare for an update of the 2017 CMP in 2020. Since the 2017 CMP will have been in place for four years at the end of 2021, MPO staff intends to complete the update to the CMP in 2021 to ensure it is consistent with the MPO's recently updated LRTP.

Coordinated Public Transit - Human Services Transportation Plan Update

The human services transportation provisions of federal transportation legislation aim to improve transportation services for people with disabilities, older adults, and low-income populations by ensuring that communities coordinate the use of federal transportation funds. This coordination is designed to enhance transportation access, minimize the duplication of services, and provide the most cost-effective transportation possible with the resources that are available. Federal transportation legislation also requires that Coordinated Public Transit – Human Services Transportation Plans be developed and updated before counties and other entities can receive money through federal funding sources such as the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

In 2021, MPO staff will prepare a full update of the county's current (2016) Coordinated Public Transit – Human Services Transportation Plan in cooperation with many public and private sector transportation providers as well as representatives of the people who rely on specialized transportation services in Brown County.

Brown County Bicycle and Pedestrian Plan Update

The current Brown County Bicycle and Pedestrian Plan Update was adopted in 2016, and it has been used by state agencies, county departments, and many communities to design facilities and develop plans over the last four years. In 2021, MPO staff will update the plan's goals and objectives, recommendations, and other elements to meet existing design standards and reflect current state, county, and community bicycle and pedestrian priorities.

Northeast Wisconsin Intermodal Freight Facility Study

The Northeast Wisconsin Intermodal Freight Facility Study is being developed to determine if an intermodal freight facility is viable in the Northeast Wisconsin region and, if it is viable, the most appropriate location for the facility. The study will also assess the estimated costs of establishing and operating an intermodal freight facility and provide an estimated schedule for establishing the facility.

In 2020, MPO staff worked with representatives of the East Central Wisconsin Regional Planning Commission, New North, Inc., and Port of Green Bay to obtain a grant through WisDOT's Freight Railroad Infrastructure Improvement Program (FRIIP) to fund the study. MPO staff also worked with these partners to develop the study's scope and a Request for Proposals (RFP) for consulting services. In 2021, MPO staff will work with the project partners and the selected consultant to complete the study. MPO staff will also serve on the study's steering committee and assist with the development of study sections.

B. Summary of 2021 Transportation Work Activities

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

Program Support and Administration

The MPO's 2021 program support and administration activities include the financial and personnel management of the transportation planning program, public information and assistance, the development of the 2022 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.

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: 2021 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 monitor progress toward the achievement of the goals and objectives through the continued development of an annual transportation system performance measures report.

Green Bay MPO Congestion Management Process (CMP) Update*

The MPO's original (2013) CMP was updated in 2017, and staff began to prepare for an update to the 2017 CMP in 2020. Since the 2017 CMP will have been in place for four years at the end of 2021, MPO staff intends to complete the update to the CMP in 2021 to ensure it is consistent with the MPO's recently updated LRTP.

MPO Transportation System Performance Targets Update*

In 2020, the Green Bay MPO coordinated with WisDOT and other stakeholders to establish the MPO's performance targets for safety. In 2021, MPO staff will coordinate with WisDOT and other stakeholders to update these and other targets as required by federal law.

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

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 travel demand model that covers the counties within WisDOT's Northeast Region.

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 2021 and presented to the Green Bay Transit Commission in the spring of 2021. 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.

Public Participation Plan Review**

Staff will review the MPO's 2020 Public Participation Plan to assess its effectiveness and determine if revisions are necessary.

Coordinated Public Transit - Human Services Transportation Plan Update***

To enhance transportation access, minimize the duplication of services, provide the most cost-effective transportation possible with the resources that are available, and enable the area to continue to be eligible for funds through the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, MPO staff will prepare a full update of the county's current Coordinated Public Transit – Human Services Transportation Plan in 2021. This plan update will be developed in cooperation with many public and private sector transportation providers as well as representatives of the people who rely on specialized transportation services in Brown County.

Brown County Bicycle and Pedestrian Plan Update**

The current Brown County Bicycle and Pedestrian Plan Update was adopted in 2016, and it has been used by state agencies, county departments, and many communities to design facilities and develop plans over the last four years. In 2021, MPO staff will update the plan's goals and objectives, recommendations, and other elements to meet existing design standards and reflect current state, county, and community bicycle and pedestrian priorities.

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

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

Northeast Wisconsin Intermodal Freight Facility Study**

The Northeast Wisconsin Intermodal Freight Facility Study is being developed to determine if an intermodal freight facility is viable in the Northeast Wisconsin region and, if it is viable, the most appropriate location for the facility. The study will also assess the estimated costs of establishing and operating an intermodal freight facility and provide an estimated schedule for establishing the facility.

In 2021, MPO staff will work with the project partners (East Central Wisconsin Regional Planning Commission, New North, Inc., and Port of Green Bay) and the selected consultant to complete the study. MPO staff will also serve on the study's steering committee and assist with the development of study sections.

Section 85.21 Specialized Transportation Assistance Program Administration***

Staff will work to ensure that the Section 85.21 funds that are granted to Brown County in 2021 are distributed to the approved recipients. MPO staff will also develop the Brown County Section 85.21 Program Plan for 2022. After the draft 2022 Program Plan is prepared, staff will hold a public hearing on the draft plan, present the draft plan and public hearing comments to the Brown County Transportation Coordinating Committee (TCC), and request final approval of the 2022 plan from the Brown County Planning Commission Board of Directors.

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.

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 2021 include 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.

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

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

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 update the state's long-range multimodal transportation plan (Connect 2050) and rail plan (Wisconsin Rail Plan 2050). Staff will also work with WisDOT to implement the statewide bicycle and pedestrian plans, 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 (TA) application process. In addition, staff will assist WisDOT and communities within the Metropolitan Planning Area with the development of transportation grant applications, help WisDOT implement the statewide freight plan and update the statewide highway plan, work with WisDOT on planning efforts such as Transportation Demand Management (TDM), and develop transportation system performance targets as required by 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 and the State Specialized Transportation Assistance Program (State Stat. 85.21) on behalf of Brown County.

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

Development of the 2022-2025 Transportation Improvement Program (TIP)**

Work on the TIP will be completed in the fall of 2021 with the publication and distribution of the *2022-2025 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 Surface Transportation Block Grant (STBG) 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 2022-2025 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 2022-2025 TIP, staff will monitor the implementation of projects identified in the 2021-2024 TIP by preparing a mid-year update of the 2021-2024 TIP in the summer of 2021.

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

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

C. Transportation Planning Program Funding Summary

The approved calendar 2020 and proposed calendar 2021 transportation planning program budget comparison is as follows:

<u>Funding Agency</u>	<u>Calendar 2020</u>	<u>Calendar 2021</u>
FHWA (PL Funds)	\$361,523	\$402,512
WisDOT PL Match	\$24,176	\$24,176
Brown County	\$66,205	\$76,452
TOTAL	\$451,904	\$503,140

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: 2021 Transportation Planning Work Program Budgets

WORK ELEMENT	EST. STAFF TIME (HOURS)	\$	%	\$	%	\$	%	WORK ELEMENT BUDGET TOTAL	WORK ELEMENT % of Hours
		FHWA PL	FHWA	WisDOT	WisDOT	BC	BC		
PROGRAM SUPPORT/ADMINISTRATION: 41.11.00	TOTAL: 850 MPO DIR.: 550 PP: 90 SP: 90 P1-GIS: 60 P1-GIS: 60	\$74,930	80%	\$4,500	4.80%	\$14,232	15.20%	\$93,662	8%
LONG-RANGE TRANSPORTATION PLANNING: 41.13.00	TOTAL: 1,260 MPO DIR.: 80 PP: 50 SP: 400 P1-GIS: 630 P1-GIS: 100	\$44,230	80%	\$2,657	4.80%	\$8,401	15.20%	\$55,288	12%
SHORT-RANGE TRANSPORTATION PLANNING: 41.14.00	TOTAL: 7,357 MPO DIR.: 760 PP: 1,348 SP: 1,583 P1-GIS: 1,318 P1-GIS: 1,918 ADMIN. COOR.: 30 SP: 400	\$258,254	80%	\$15,511	4.80%	\$49,052	15.20%	\$322,817	72%
TRANSPORTATION IMPROVEMENT PROGRAM: 41.15.00	TOTAL: 715 MPO DIR.: 10 PP: 600 SP: 15 P1-GIS: 80 P1-GIS: 10	\$25,099	80%	\$1,508	4.80%	\$4,767	15.20%	\$31,373	7%
TOTAL MPO COST BY FUNDING SOURCE	TOTAL: 10,182 MPO DIR.: 1,400 PP: 2,088 SP: 2,088 P1-GIS (2): 4,176 ADMIN. COOR.: 30 SP: 400	\$402,512	80%	\$24,176	4.80%	\$76,452	15.20%	\$503,140	100%

Table B: Transportation Planning Data Collection

<u>Data Item</u>	<u>Staff Responsibility</u>	<u>2021</u>	<u>2022</u>	<u>2023</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>2021</u>	<u>2022</u>	<u>2023</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	
5. Freight	BCPC	X	X	X

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

Table C: 2021 Cost Allocation Plan for the Green Bay MPO

Note: MPO staff shown in bold.

Direct Salaries

<u>Position</u>	<u>Total Hours</u>	<u>Total Salaries</u>	<u>Total PL Grant</u>
Planning Director/MPO Director	1400	\$65,531	\$55,574
Principal Transportation Planner	2088	\$82,720	\$70,151
Senior Transportation Planner	2088	\$63,850	\$54,148
Transportation/GIS Planner	2088	\$50,561	\$42,878
Transportation Planner	2088	\$50,561	\$42,878
Administrative Coordinator	30	\$650	\$551
Senior Planner (Brown County Bike/Ped Plan Update)	400	\$12,232	\$10,373
Totals		\$326,104	\$276,552

Fringe Benefits

<u>Position</u>	<u>Total Salaries</u>	<u>Total Fringes</u>	<u>Total PL Grant</u>
Planning Director/MPO Director	\$65,531	\$21,428	\$18,172
Principal Transportation Planner	\$82,720	\$26,408	\$22,395
Senior Transportation Planner	\$63,850	\$27,049	\$22,939
Transportation/GIS Planner	\$50,561	\$14,141	\$11,992
Transportation Planner	\$50,561	\$24,867	\$21,088
Administrative Coordinator	\$650	\$343	\$291
Senior Planner (Brown County Bike/Ped Plan Update)	\$12,232	\$6,435	\$5,457
Totals	\$326,104	\$120,671	\$102,335

Direct Expenses

<u>Item</u>	<u>Cost</u>
Office Supplies	\$504
Computer Hardware	\$12,000
Copy Expense & Printing	\$1,470
Dues and Memberships	\$0
Vehicle Repair/Maint.	\$42
Gas, Oil, Etc.	\$210
Advertising & Public Notices	\$252
Postage	\$300
Books/Periodicals/Subscriptions/Software	\$560
Travel/Conference/Training	\$1,260
Direct Expenses Total:	\$16,598

Indirect Expenses

Building Rent	\$4,583
Personnel Services	\$2,027
Financial/Accounting Svcs.	\$10,218
Info. Services Chargebacks	\$18,660
Insurance Chargebacks	\$4,279
Indirect Expenses Total:	\$39,767

MPO portion of dept's direct & indirect costs:	\$56,365
Total PL grant for direct & indirect costs:	\$47,800

Total MPO program costs:	\$503,140
Total PL grant:	\$426,688
Local Share:	\$76,452

Notes:

The MPO's 2021 indirect expenses represent a proportional share (42%) of MPO-related indirect expenses budgeted in 2021 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 (5) by the total number of staff in the department's planning division (12). This rate will be applied as established, and any "truing up" that may be necessary in 2021 will be reflected in the indirect expenses that are charged to the department's planning division in 2023 (following the audit of 2021's actual expenses).

The source of the MPO's 2021 indirect expenses is the *2019 Indirect Cost Plan for the 2021 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 2019 indirect cost plan is being used for the 2021 budget because 2019 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 fiscal year ended December 31, 2019 are allowable in accordance with the requirements of 2 CFR Part 200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Governmental unit: **Brown County, Wisconsin**

Signature: Bradley Klingsporn

Name of Official: _____

Title: _____

Date of Execution: _____

Table D: 2021 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	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(1)-----	-----
41.13.00 Long-Range Transportation Planning	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(2)xxxx	xxxxxx	(3)xxxxxx
41.14.00 Short-Range Transportation Planning	xxxxxx	xxxxxx	xxxxxx	xx(4)xx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(5)xxxx	xxxxxx	(6)xxxx	(7)xxx(8)
41.15.00 TIP	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(9)xxxx	xxxxxx	xxxxxx	xxxxxx	(10)----	-----	-----

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

STUDY REPORT TITLES

1. 2022 Transportation Planning Work Program
2. Congestion Management Process (CMP) Update
3. 2021 LRTP Transportation System Performance Measures Report
4. Green Bay Metro Annual Route Review
5. Coordinated Public Transit-Human Services Plan Update
6. Brown County Bicycle and Pedestrian Plan Update
7. 2022 Section 85.21 Program Application/Plan
8. Northeast Wisconsin Intermodal Freight Facility Study
9. 2021-2024 Transportation Improvement Program Mid-Year Update
10. 2022-2025 Transportation Improvement Program

Appendix 1: Title VI Accomplishments between January 1, 2020, and June 30, 2020

Title VI Non-Discrimination Program and Limited English Proficiency Plan Update

- Staff developed an update to the *Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan*. Work on this task included:
 - Updating the plan's text to incorporate the latest data from the US Census - American Community Survey.
 - Developing maps for the plan.
 - Collaborating with WisDOT staff to determine that the draft plan satisfies the Title VI requirements.
 - Preparing public review and hearing materials for the plan.
 - Posting a Title VI Notice in the office lobby as required by federal law. The notice is published in English, Spanish, and Hmong.
 - Providing the draft plan to the BCPC Transportation Subcommittee (MPO TAC) for review and comment.
 - Beginning the required 45-day public review and comment period.
 - Scheduling a public hearing.
 - Issuing Facebook and Twitter announcements of draft plan availability.
 - Distributing the draft plan to approximately 225 individuals and entities on the MPO's Interested Parties List.
 - Scheduling two public hearings (the first one was cancelled due to COVID-19).
 - Issuing Facebook and Twitter announcements of the draft plan's availability.
 - Distributing the draft plan to approximately 230 individuals and entities on the MPO's interested parties list.
 - Holding a virtual public hearing via WebEx.
 - Presenting the draft report to the BCPC Board of Directors at a meeting that had in-person and virtual components.
 - Submitting the approved plan to FHWA, FTA, and WisDOT for certification consideration (the plan was subsequently certified).

Title VI Activities

- Staff translated the new FTA Title VI forms into Hmong and provided them to WisDOT.
- Staff updated the FTA Title VI forms for the Green Bay MPO's use.
- Staff updated the MPO's Title VI plan with the updated forms and posted it on the MPO website.
- Staff updated the Title VI information for members of the MPO's Policy Board and TAC.
- Staff answered questions about Title VI compliance from NEWCAP's Transportation Director.

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 <https://www.browncountywi.gov/departments/planning-and-land-services/planning/transportation/>.

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 2021 tasks will relate to the 11 planning factors.

Work Element	Tasks	Metropolitan Planning Factors											
		1	2	3	4	5	6	7	8	9	10	11	
41.11.00	2022 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	X
41.13.00	Maintenance of the Regional Traffic Model	X		X	X		X	X	X	X	X	X	X
41.13.00	MPO Transportation System Performance Targets	X	X	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	Public Participation Plan Review	X	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Coord. Public Transit-Human Svcs. Plan Update	X	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Brown County Bicycle and Pedestrian Plan Update	X	X	X	X	X	X	X	X	X	X	X	X
41.14.00	NE Wisconsin Intermodal Freight Facility Study	X		X	X	X	X	X	X	X	X		
41.14.00	Section 85.21 Program Administration	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	2022-2025 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X

Appendix 4: 2021 MPO Policy Board, Technical Advisory Committee, and Other Meeting Dates

MPO Policy Board*	Transportation Subcommittee**	Brown County Transportation Coordinating Committee	MPO Directors Meetings with WisDOT & FHWA	Model Users Group Meetings (As Necessary)	Mid-Year Review & Work Program Meetings
January 6			January 26		
February 3					
March 3		March 8			
April 7	April 12		April 27		
May 5					
June 2		June 14			June 9
July 7			July 27		
August 4					
September 1	September 6	September 13			September 21
October 6			October 26		
November 3		November 29			
December 1					

*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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020.

(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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020. 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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020. 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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020. 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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020. 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 Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 3, 2020. 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. 2020-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BROWN COUNTY PLANNING COMMISSION
APPROVING THE 2021 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 450.334(a) 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 and 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 Fixing America's Surface Transportation (FAST) Act and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in US 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 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 2021 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 7th day of October 2020.

BROWN COUNTY PLANNING COMMISSION



Norbert Dantine, Jr., President

ATTEST:



Cole Runge, Planning Director/MPO Director