

Bay-Lake Regional Planning Commission 2025 Regional Transportation Work Program

Commission Adopted:
October 2024

Prepared by:
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
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Bay-Lake Regional Planning Commission 2025 Regional Transportation Work Program



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



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



The preparation of this report was financed in part through a joint planning grant from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation, under the provisions of Section 112 of the Federal Highway Act of 1973 and the Federal Transit Act of 1964 (as amended). Local funding was provided by Bay-Lake Regional Planning Commission.

The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification or regulation.

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Introduction

Creation and Authority

By Executive Order 35, Governor Lucey created the Bay-Lake Regional Planning Commission in 1972 under Section 66.945 of the Wisconsin Statutes (now re-titled Section 66.0309, under Chapter 66 General Municipality Law, Subchapter III, Intergovernmental Cooperation of the 99-00 Wis. Stats.) as the official areawide planning agency for northeastern Wisconsin, at the request of seven county boards within the region. In December 1973, Florence County joined the Commission, bringing the total number of counties to eight (Map 1).

Area Served

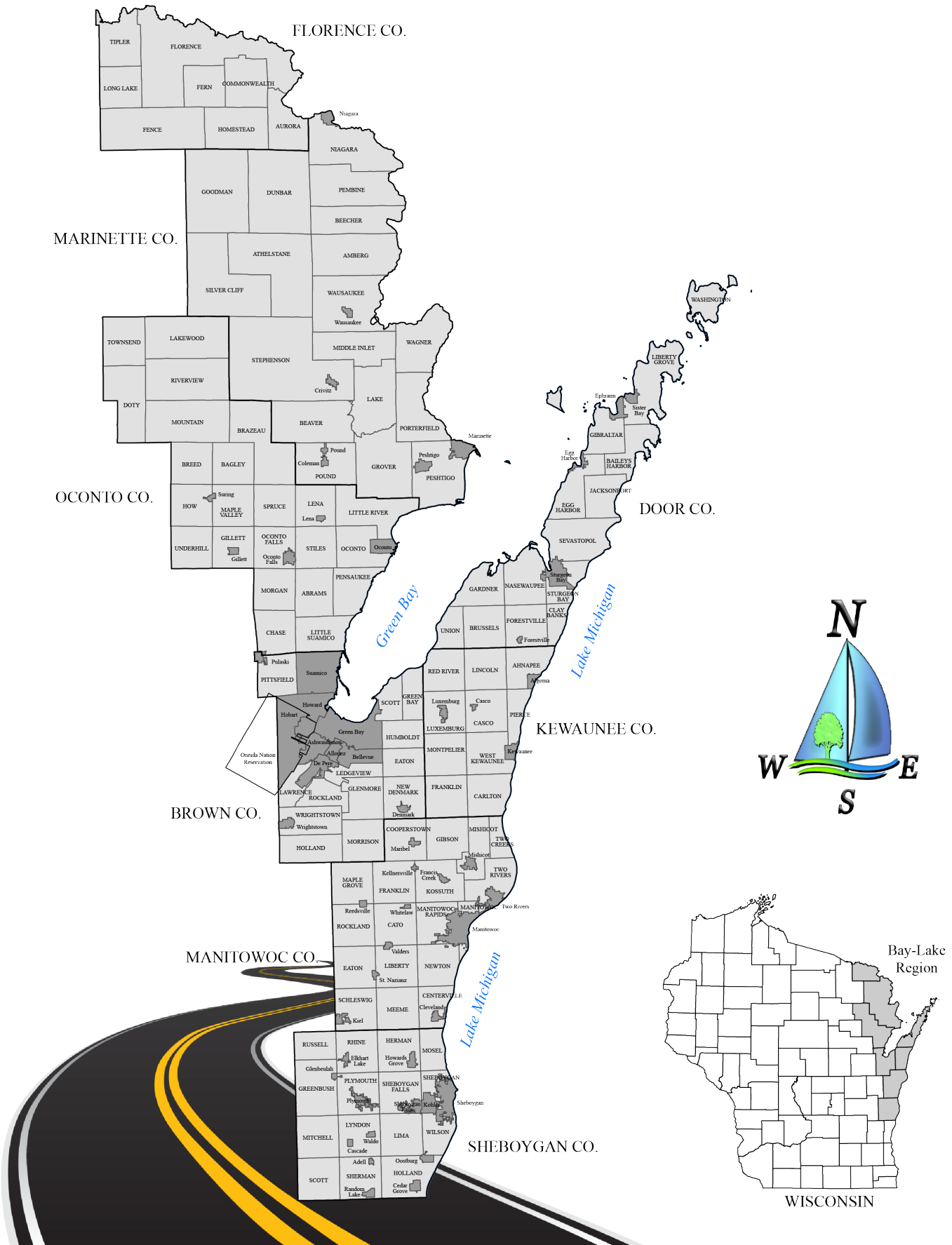
The Commission serves a region in northeastern Wisconsin consisting of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan. The Wisconsin Department of Administration's Demographic Services Center's preliminary 2024 population estimate of the region is 611,273 persons, or approximately 10.2 percent of the 2024 population estimate for the State of Wisconsin (5,989,250).

Organization

The composition of the Governing Board (Commissioners) of the Commission is as follows: (1) One Commissioner appointed by the county board of each member and non-member county (Note: non-member counties do not have voting privileges); and (2) Two Commissioners from each member county appointed by the Governor, with one of those Commissioners selected from a list of persons submitted to the Governor by the county board. Currently, there are 18 Commissioners (three from each member county).

The Commission holds a minimum of eight meetings per year (four Full Commission meetings and four Executive Committee meetings) and elects a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer each year at its September Annual Meeting of the Full Commission. The Commission has an Executive Committee, comprised of one Commissioner from each of the six member counties and is "empowered to act on behalf of the Full Commission with the exception of approval of the annual budget, approval of comprehensive plan elements, and revisions to the Commission's bylaws." In addition, the Commission has two other standing committees: the Finance and Personnel Committee and the Nominating Committee.

Map 1: Location Map, Bay-Lake Region



Regional Transportation Work Program

Since the mid-1970s, the Bay-Lake Regional Planning Commission (BLRPC), with the support of the Wisconsin Department of Transportation (WisDOT), has provided regional transportation planning in northeastern Wisconsin that focuses on state, regional, and local issues. The following is the Commission's 2025 Regional Transportation Work Program (RTWP).*

* Please note that the information contained in this RTWP is subject to change based on approval of WisDOT's 2025 State Planning and Research (SPR) funds.

Funding Source

The annual RTWP is funded by the Federal Highway Administration (FHWA), the Wisconsin Department of Transportation (WisDOT), and matching funds from the counties/communities that financially participate in the Bay-Lake Regional Planning Commission, as can be seen in Table 1. A breakdown of cost share distribution by county for BLRPC members can be seen in Table 2.

Table 1: Regional Transportation Funding Sources – 2025

Work Program Element	AGENCY			Total Funds
	Federal FHWA	State WisDOT	Local BLRPC	
Regional Transportation Work Program	\$66,735.86	\$8,341.98	\$8,341.98	\$83,419.82
Program Administration	\$3,097.54	\$387.19	\$387.19	\$3,871.93
Public Participation	\$3,792.00	\$474.00	\$474.00	\$4,740.00
Regional Transportation Planning	\$31,683.05	\$3,960.38	\$3,960.38	\$39,603.81
Specialized Transportation Planning	\$2,457.42	\$307.18	\$307.18	\$3,071.77
Local Assistance Planning	\$22,908.02	\$2,863.50	\$2,863.50	\$28,635.02
State and Federal Assistance & Coordination	\$2,797.83	\$349.73	\$349.73	\$3,497.29

Source: Bay-Lake Regional Planning Commission, 2024.

Table 2: Cost Share Distribution of BLRPC Member Counties – 2025

Local Unit of Government	2024 Cost Share	BLRPC Member Communities	
Brown County*	\$847.49	Brown County*	Door County**
Door County**	\$1,312.92	T. of Pittsfield	T. of Brussels
Florence County	\$156.43	T. of Scott	T. of Egg Harbor
Kewaunee County	\$432.75	V. of Allouez	T. of Forestville
Manitowoc County	\$1,355.76	V. of Denmark	T. of Gardner
Marinette County	\$936.77	V. of Hobart	T. of Gibraltar
Oconto County	\$1,017.19	V. of Wrightstown	T. of Jacksonport
Sheboygan County	\$2,282.68		T. of Sevastopol
Total	\$8,341.98		T. of Union
			T. of Washington
			V. of Egg Harbor
			V. of Sister Bay
			C. of Sturgeon Bay

Source: Bay-Lake Regional Planning Commission, 2024

2025 Work Program Activities

1110 Program Administration

- Prepare and submit quarterly invoices and progress reports to the central office of the Wisconsin Department of Transportation, along with the preparation of the *2026 Regional Transportation Work Program*.
- Participation in quarterly FHWA/MPO/RPC/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues.

1120 Public Participation

- Draft the Regional Transportation section of the Commission's *2024 Annual Report*.
- Update the Commission's Quarterly Activity Reports provided to the Governing Board (Commissioners) of the Commission.
- Provide transportation-related articles for the Commission's quarterly newsletters. **(Includes Web-based public participation, listed in the BIL; promotes Public Involvement, 2021 Planning Emphasis Areas (PEAs))**
- Participate in and provide assistance to WisDOT staff, as requested, in the planning, coordinating and hosting of public forums and meetings associated with ongoing state transportation planning efforts. **(Promotes Public Involvement and Planning and Environmental Linkages (PEL), 2021 PEAs)**
- Explore the creation of an online portal for easy access to project information for the public and stakeholders. **(Web-based public participation, listed in the BIL; promotes Public Involvement and Data in Transportation Planning, 2021 PEAs)**

1130 Regional Transportation Planning

1131 Transportation and Economic Development Planning

- Collect and analyze transportation information and data for inclusion in the Commission's *Comprehensive Economic Development Strategy (CEDS)*. **(Includes Data Gathering, and connecting housing and employment listed in the BIL; promotes Data in Transportation Planning, 2021 PEAs)**
- Provide assistance as requested by WisDOT staff to coordinate regional transportation and economic development studies (especially for TEA-eligible projects) and assisting local communities in the application process. **(Promotes PEL, 2021 PEAs)**
- Assist WisDOT and local officials, as requested, related to the economic, social, environmental, and land use impacts of proposed community bypass facilities in the region. **(Promotes PEL, 2021 PEAs)**
- Collaborate with other RPCs for freight planning discussions for the northeast region of Wisconsin and potentially conduct a region wide freight report. **(Promotes Data in Transportation Planning, 2021 PEAs)**

1132 Regional Comprehensive Plan - Transportation Element

- Maintain an inventory of all major transportation facilities (airports, commercial shipping ports and recreational boating facilities, rail facilities, and bicycle/recreational trails); public transit; transportation for the elderly and disabled; and intermodal facilities within the region as part of

the *Bay-Lake RPC 20-Year Regional Comprehensive Plan*. This updated inventory will assist with planning efforts with the goal to achieve a resilient and reliable transportation system in the region. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice40 in Transportation Planning, Complete Streets, Public Involvement, Planning and Environmental Linkages, and Data in Transportation Planning, 2021 PEAs)**

1133 Bicycle and Pedestrian Planning

- Assist the City of Marinette with its Bike and Pedestrian Master Plan. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Complete Streets, and Data in Transportation Planning, 2021 PEAs)**
- Provide technical assistance to counties and local units of government seeking to implement the bicycle facility planning recommendations within their respective comprehensive plans. **(Includes connecting housing and employment, and adding affordable housing organizations to the list of stakeholders, listed in the BIL; promotes Equity and Justice40 in Transportation Planning and Complete Streets, 2021 PEAs)**
- Update the inventory of the *Regional Bicycle and Pedestrian Plan for Northeast Wisconsin*, as needed. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Complete Streets, and Data in Transportation Planning, 2021 PEAs)**
- Spearhead development of countywide or sub-regional bikeway facility and suitability plans, as requested. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, and Planning and Environmental Linkages (PEL), 2021 PEAs)**

1134 Railroad Planning

- Monitor the regional impacts of local rail acquisition proceedings, rail abandonment proceedings, and other related rail activities.
- Assist, as requested, with planning and public outreach through the Northwoods Rail Transit Commission.
- Participate in meetings that encourage the maintenance and expansion of rail lines and services in the region. **(Promotes Public Involvement, 2021 PEAs)**
- Exploring the development of a rail corridor for freight movement while examining the economic and environmental impacts of rail freight transportation compared to street and highway freight transportation. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, and Planning and Environmental Linkages (PEL), 2021 PEAs)**

1135 Corridor Planning and Environmental Feasibility Studies

- Prepare, as requested, highway corridor overlay “zoning” plans for those communities located adjacent to major highways. **(Includes connecting housing and employment listed in the BIL)**
- Participate in statewide and regional major corridor planning and environmental feasibility studies, as coordinated by WisDOT.
- Involve in discussions with other RPCs and WisDOT regarding freight corridor planning.

First two activities includes connecting housing and employment, and adding affordable housing organizations to the list of stakeholders, listed in the BIL; promote PEL and Federal Land Management Agency (FLMA) Coordination, 2021 PEAs.

1136 Airport Planning

- Review and comment on the expansion and development of existing public and private airports.

1137 Port and Harbor Planning

- Conduct a region wide port and harbor inventory report.
- Conduct studies for the region's smaller port communities, including the cities of Marinette, Manitowoc, and Sturgeon Bay, as requested.
- Participate and provide technical assistance for port and harbor, and other maritime-related planning efforts including involvement with the Wisconsin Commercial Ports Association (WCPA).
- Participate in discussions regarding the M-90 Transbay Freight Service Project. This project diverts the transportation of large vessel modules and material-handling equipment from the highways to the waterways among Marinette/Menominee, Sturgeon Bay, and Green Bay.
- Update the Port, Harbor, and Recreational Marina Study for the Bay-Lake Region, as needed. **(Promotes Data in Transportation Planning, 2021 PEAs)**
- Refer to the policies and strategies of the *Wisconsin State Freight Plan* when assisting communities with port/harbor planning activities. **(Promotes Data in Transportation Planning, 2021 PEAs)**
- Provide assistance for port and harbor grant writing and grant administration including, but not limited to, ports of Green Bay, Sturgeon Bay, Manitowoc, and Marinette.

1138 Transportation Alternatives Program

- Continue work on the awarded TAP project *Transportation Access to Public Health Options (TAPHO)*. Collect/analyze data and develop a comprehensive portal where anyone can learn about the intertwined nature of transportation access and public health. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice⁴⁰ in Transportation Planning, Complete Streets, Public Involvement, and Planning and Environmental Linkages, and Data in Transportation Planning, 2021 PEAs)**
- Continue work on Safe Routes to school plan, awarded by TAP, special cycle, for the City of Algoma and Village of Random Lake.
- Continue work for Town of Gibraltar with its Trail Feasibility Study for communities/destinations in northern Door County (i.e., Egg Harbor, Fish Creek, Ephraim, Sister Bay, Peninsula State Park, Gibraltar School District, etc.). The study is funded by a TAP grant.

1140 Specialized Transportation Planning

1141 Specialized Transportation Planning

- Assist public and special transportation service providers with review of Wisconsin Department of Transportation Section 85.21 grant applications for financial assistance that supports elderly and disabled transportation in the Bay-Lake Region, as requested.
- Assist WisDOT with the review of Section 5310 grant applications, as requested. The Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities program is a federal/state grant program providing 80 percent of the cost to purchase vehicles for the transportation of elderly and disabled populations.

Both activities promote Equity and Justice⁴⁰ in Transportation Planning, 2021 PEAs.

1142 Transit Planning

- Assist Manitowoc and Two River's Maritime Metro with the development of the Transit Development Plan.
- Assist Sheboygan's Shoreline Metro with the development of the Transit Development Plan

- Assist public transportation service providers with review of Wisconsin Department of Transportation (Section 85.20) and Federal Transit Administration – Rural Area Formula (Section 5311) grant applications for financial assistance to develop and operate public transit services, as requested. **(Promotes Equity and Justice40 in Transportation Planning, 2021 PEAs)**
- Assist member counties with development of projects funded through Federal Transit Administration Section 5310 projects.
- Continue to assist Sheboygan County with the rural expansion of the county's Shared-Ride Taxi Program. **(Promotes Equity and Justice40 in Transportation Planning, 2021 PEAs)**
- Continue to assist the City of Marinette with the administration of the city's Shared-Ride Taxi Program. **(Promotes Equity and Justice40 in Transportation Planning, 2021 PEAs)**
- Prepare and submit the City of Marinette's 2026 application for State Aid (Section 85.20) and Federal Aid (Section 5311) for operation of the City's Shared-Ride Taxi transit services.

1143 Special Transportation Services Planning

- Assist counties and communities with coordination, planning, and implementation of elderly and disabled special transportation services and programs. **(Promotes Equity and Justice40 in Transportation Planning, 2021 PEAs)**
- Continue to participate in meetings of the *Northeast Wisconsin Transportation Committee (NEWTC)* for the purpose of coordinating and addressing access to transportation for at-risk populations with special needs in Oconto and Marinette counties. **(Promotes Equity and Justice40 in Transportation Planning and Public Involvement, 2021 PEAs)**
- Provide assistance to communities applying for grants for capital improvements, equipment and operating expenses, as requested.
- Continue to participate in meetings of the *Northeastern Wisconsin Regional Access to Transportation Committee (NEWRTC)* for the purpose of coordinating and developing a regional committee to systematically address access to transportation for at-risk populations with special needs. **(Promotes Equity and Justice40 in Transportation Planning and Public Involvement, 2021 PEAs)**

1150 Local Assistance

1151 Community Transportation Planning

- Assist in the oversight/development, as requested, of transportation and land use elements for regional, county, and local comprehensive plan updates pursuant to s. 66.1001, Wis. Stats. **(Includes connecting housing and employment, and adding affordable housing organizations to the list of stakeholders, listed in the BIL; promotes Public Involvement and Data in Transportation Planning, 2021 PEAs)**
- Assist with zoning ordinances to implement county and local comprehensive plans, as requested.
- Provide technical advice and guidance in conducting air quality planning for rural, isolated non-attainment counties for regional emissions and conformity analyses, where applicable. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, 2021 PEAs)**
- Assist communities with Transportation Alternatives Program activities as requested, including preparation of Safe Routes to School plans and/or the administration of program funds. **(Promotes Equity and Justice40 in Transportation Planning and Complete Streets, 2021 PEAs)**
- Coordinate with WisDOT, counties, and local jurisdictions on efforts that will reduce or mitigate storm water impacts of surface transportation. **(Promotes PEL, 2021 PEAs)**

1152 Pavement Management Surveys

- Assist communities with road pavement surveys and data submittal utilizing PASERWARE Pavement Management Software, as requested.
- Provide training on pavement surveys and PASERWARE, in cases where communities will conduct their own inventories.

1153 Grant Writing

- Assist local communities with the preparation and submittal of applications for Transportation Economic Assistance (TEA) grants; Transportation Alternatives Program (TAP) grants; Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) grants; Section 5311-Rural Area Formula grants; Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning (Section 5303, 5304, & 5305) grants; Safe Streets and Roads for All (SS4A) Grant Program; and other transportation-related grants. **(Promotes Equity and Justice40 in Transportation Planning, 2021 PEAs)**
- Provide review services, data, and letters of support to communities and organizations requesting transportation funding provided through state and federal programs.

1160 State and Federal Assistance and Coordination

1161 Technical and Policy Advisory Committees

- Facilitate and/or participate in advisory committees that address various modes of transportation. **(Promotes Public Involvement, 2021 PEAs)**

1163 Development/Implementation of State Transportation Plans

- Work with WisDOT on the development and implementation of statewide Transportation Plans, including Connect 2050 and Wisconsin Rail Plan 2050; and Active Transportation Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM) **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice40 in Transportation Planning, Complete Streets, Public Involvement, Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination, Planning and Environmental Linkages, and Data in Transportation Planning, 2021 PEAs)**
- Support WisDOT's long-range transportation planning efforts.
- Review and comment on state transportation planning activities, as requested.
- Disseminate State transportation plan components to local units of government through newsletters, mailings, and social media. **(Includes Web-based public participation, listed in the BIL; promotes Public Involvement, and Data in Transportation Planning, 2021 PEAs)**
- Support WisDOT's freight planning efforts.
- Discuss and coordinate BIL Act performance measures and establishment of State performance targets. **(Promotes Data in Transportation Planning, 2021 PEAs)**
- Assist with coordination on census boundary updates, as needed.

1164 Monitor State and Federal Legislation

- Continue to monitor and review pertinent transportation-related regulatory changes and responsibilities derived from the 1990 Clean Air Act Amendments; the Americans with Disabilities Act of 1990; and the BIL. **(Promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, and Data in Transportation Planning, 2021 PEAs)**

1165 Workshops and Meetings

- Participate in meetings and workshops with local officials, staff, and other interested parties representing state, regional, county, and community transportation interests. **(Includes Web-based public participation, listed in the BIL; promotes Public Involvement, 2021 PEAs)**
- Present ongoing work program progress and project reports to the Commissioners, as appropriate. (See Table 3).
- Attend statewide transportation planners' meetings and workshops. **(Includes Web-based public participation, listed in the BIL; promotes Public Involvement, 2021 PEAs)**
- Facilitate coordination of transportation planning activities with other RPCs, WisDOT's Northeast and North Central Regions, and county planning agencies within the region.

Table 3: Bay-Lake Regional Planning Commission Tentative Meeting Dates – 2025

Meeting	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<i>Bay-Lake RPC – Full Commission</i>			14th			13th			12th			12th
<i>Bay-Lake RPC – Executive Committee</i>	31st			25th			25th			31st		

2024 Key Accomplishments

- Commission staff helped facilitate meetings and update the website of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC). The charge of the committee is “to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs.” Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee. Commission staff also chair this committee.
- Commission staff assisted with quarterly meetings of the Northeast Wisconsin Transportation Committee (NEWTC). The charge of this committee is to coordinate and address access to transportation for at-risk populations with special needs in Oconto and Marinette counties.
- Commission staff completed the 2025 – 2028 Coordinated Public Transit – Human Services Transportation Plans for Manitowoc, Kewaunee, and Sheboygan Counties. A public transportation coordination meeting was held in each counties for individual plans.
- Commission staff attended multiple Urban Area Boundary Adjustment meetings with WisDOT staff and city staff, including the cities of Manitowoc and Two Rivers, Marinette and Peshtigo, Sturgeon Bay, and Plymouth.
- Commission staff assisted the City of Marinette with the administration of its Shared-Ride Taxi Transit Program, including completion of quarterly reports and attending quarterly meetings of the City’s Transportation Advisory Committee.
- Initiated the Town of Centerville, Town of Peshtigo, and City of Sheboygan comprehensive plans and continued with the Town of Egg Harbor, Town of Washington, and Village of Sister Bay comprehensive plan updates, including land use and transportation development strategies.
- Commission staff completed the Sheboygan County Transportation Planning/Feasibility Study (financed by FTA Section 5304 funding and a county match). Commission staff held several steering committee meetings for periodical review of the plan.

- Commission staff initiated the planning process for the Bayshore Connectivity Trail Feasibility Study. This project will identify trail opportunities that would connect the Village of Egg Harbor, Town of Gibraltar, Village of Ephraim, and the Village of Sister Bay. The project is expected to be completed by July 2025. This project is funded by Transportation Alternatives Program and local match is provided by Town of Gibraltar.
- Commission staff continued working on the Transportation Access to Public Health Options study. This regional project is funded by the Transportation Alternatives Program. Commission staff held several meetings for the plan. The plan is set to be completed in early 2025.

Regional Transportation Planning efforts not included in the Regional Transportation Work Program Budget

- Commission staff began work on the City of Algoma's Safe Routes to School Plan. The plan is being funded by a Transportation Alternatives Program (TAP) grant. The plan is provided about 80 percent of the funding by the Federal TAP grant and 20 percent is provided by the City of Algoma. The Village of Random Lake was also awarded a TAP grant to fund its Safe Routes to School Plan initiative.
- Commission staff have been assisting the Town of Gibraltar with its Trail Feasibility Study for communities/destinations in northern Door County (i.e., Egg Harbor, Fish Creek, Ephraim, Sister Bay, Peninsula State Park, Gibraltar School District, etc.). The study is funded by a TAP grant and the commission signed a separate contract to work on the study.
- The Commission was awarded a TAP grant for its Transportation Access to Public Health Options Study (TAPHO). The study aims to identify gaps in the existing transportation system to reach public health destinations without being dependent on private cars. Commission staff continue to work on the study towards its completion in the spring of 2025.
- Commission staff applied for Section 5304 grant for Transit Development Plan for Maritime Metro and Shoreline Metro and will assist the cities in developing the plan.

Title VI Program and Agreement

The Title VI Non-Discrimination Agreement can be found on Appendix B of this document.

In addition, the Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan can be found on the Commission's Sheboygan MPO webpage. The Bay-Lake Regional Planning Commission completed an update to the Title VI and Non-Discrimination Program/LEP Plan in 2023. This document was recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees (in terms of elements related to the Sheboygan Metropolitan Planning Area), and was approved by the Bay-Lake Regional Planning Commission at its meeting in October of 2023. This document applies to both of the Commission's transportation planning programs (the Regional Transportation Planning program and the Sheboygan MPO program).

The Title VI Non-Discrimination Agreement and the Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan can be found by clicking on the links on the Bay-Lake Regional Planning Commission's Civil Rights webpage, which can be found at: <https://baylakerpc.org/about/civil-rights-title-vi-notice>

Program Budget and Schedule

Table 4 is the proposed budget for 2025 that is comprised of 80 percent Federal funds, 10 percent WisDOT funds, and 10 percent local match. Table 5 identifies Bay-Lake Planning staff contributions estimated for 2025. Table 6 outlines the schedule of program activities and anticipated or tentative completion dates for specific elements of the Regional Transportation Work Program for 2025.

Table 4: Regional Transportation Planning Budget – 2025

I. Direct Salaries	
Planning Staff	\$33,857.19
II. *Employee Benefits (29.1%)	\$9,852.44
III. *Leave Additive (26.5%)	\$8,972.15
IV. *Indirect Expenses (86.8%)	\$29,388.04
V. Direct Expenses	
Travel/Supplies/Related Expenses	\$400.00
Workshops	\$650.00
Printing/Publications/Subscriptions	\$300.00
Total Expenses	\$83,419.82
FHWA Share	\$66,735.86
WisDOT Share	\$8,341.98
Local Share	\$8,341.98

Note: IV. Indirect Expenses include:

- Portion of Executive Director's salary and benefits as well as accounting fees
- Office mortgage, utilities (gas and electric), and maintenance
- Copier rental
- Phone, internet, and website maintenance
- Office and computer and supplies
- Insurance (directors and officers, liability, auto, and property)
- Commissioner per diems and mileage

Source: Bay-Lake Regional Planning Commission, 2024

*Reflects 2025 Estimated Rates

Table 5: Regional Transportation Planning Staff Hours – 2025

Staff Position	Total Hours
Executive Director	90
Assistant Director/Economic Development Planner	16
Transportation Planner III	140
Transportation Planner I (Vacant)	0
Community Assistance Planner	50
GIS Specialist	100
Environmental Planner	0
Planning Assistant	820
Administrative Assistant	24
Total	1,240

Table 6: Regional Transportation Work Program Schedule – 2025

Activity	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
PROGRAM ADMINISTRATION												
Prepare & Submit quarterly invoices/progress reports to WisDOT	-	-	X	-	-	X	-	-	X	-	-	X
PUBLIC PARTICIPATION												
Prepare Transportation Element for Annual Report	-	-	X	X	X	-	-	-	-	-	-	-
Prepare updates to the Commission's Quarterly Activity Reports	-	-	X	-	-	X	-	-	X	-	-	X
Submit Transportation Articles for E-Newsletters	-	X	X	-	X	X	-	X	X	-	X	X
Attend Transportation Planning Conferences	-	-	-	-	-	-	-	-	X	X	-	-
REGIONAL TRANSPORTATION PLANNING												
Regional Comprehensive Plan – Transportation Element Update	-	-	X	X	-	-	-	-	-	-	X	X
Transportation and Economic Development Planning	-	-	-	-	X	X	-	-	-	-	-	-
Bicycle and Pedestrian Transportation Planning	-	-	-	-	X	X	X	X	X	X	-	-
Update Regional Bicycle Plan Inventory	-	-	-	-	X	X	X	X	X	X	-	-
Railroad Planning	-	-	X	-	-	X	-	-	X	-	-	X
Corridor Planning and Environmental Feasibility Studies	-	-	-	X	-	-	X	-	-	X	-	-
Airport Planning	-	-	X	-	-	X	-	-	X	-	-	X
Port and Harbor Planning	-	-	-	X	X	X	X	X	-	-	-	-
SPECIALIZED TRANSPORTATION PLANNING												
Development and Review of Section 85.21/5310 Applications	-	-	-	-	-	X	X	X	X	X	-	-
Transit Planning	-	X	-	X	-	X	-	X		X	-	X
City of Marinette Shared-Ride Taxi 85.20 Application	-	-	-	-	-	-	-	X	X	X	X	X
City of Marinette Shared-Ride Taxi Program Administration	X	-	-	X	-	-	X	-	-	X	-	-
Special Transportation Services Planning	-	-	-	-	-	X	X	X	X	X	X	-
LOCAL ASSISTANCE												
Community Transportation Planning (as requested)	-	-	X	X	X	-	X	-	X	-	X	-
Pavement Management Planning	-	-	-	-	-	-	-	-	-	-	-	-
Transportation Grant Writing	-	-	-	-	-	-	X	X	X	X	X	X
STATE/FEDERAL ASSISTANCE and COORDINATION												
Technical and Policy Advisory Committees	X	-	-	X	-	-	X	-	-	X	-	-
Development / Implementation of State Transportation Plans	-	-	-	-	-	-	-	-	-	-	-	-
Monitor State and Federal Legislation	-	-	-	-	-	-	-	-	-	-	-	-
Workshops and Meetings	-	-	X	-	-	X	-	-	X	X	-	X

Appendix A: Regional Planning Commissions Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements

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

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

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

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

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

WisDOT and USDOT, at all times during the effective period of the TPWP, will be accorded proper facilities for inspection of the transportation planning work activities and shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under the TPWP.

Work Product

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

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

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

Prohibited Interest

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

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

Funding and Payment

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

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

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a quarterly interval. These reports shall be due 30 days after the end of the first, second, and third quarters, and 60 days after the final quarter.

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

Article IX: Cost Principles

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

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

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

Property Utilization and Management

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

Records and Audits

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

Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
 - 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

Introduction

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

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025*** (hereinafter “***2025 ASSURANCES AND AGREEMENT*”**) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

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

October 1, 2024

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

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

October 1, 2024

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

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

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

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

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

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

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2025**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and Bay-Lake Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

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

NAME: Heena Bhatt Title: Transportation Planner

EMPLOYING ORGANIZATION: Bay-Lake Regional Planning Commission

MAILING ADDRESS: 1861 Nimitz Drive, De Pere, WI 54115

EMAIL ADDRESS: hbhatt@baylakerpc.org

PHONE: 920-448-2820, ext. 107 Fax : N/A

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

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

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

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the Bay-Lake Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2025 the Bay-Lake Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2025 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2025 the Bay-Lake Regional Planning Commission **should**:

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

C. Consultant Review Procedures

In FFY 2025 the Bay-Lake Regional Planning Commission should:

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

D. Data Collection Procedures

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

In FFY 2025 the Bay-Lake Regional Planning Commission should:

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

E. Training Procedures

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

In FFY 2025 the Bay-Lake Regional Planning Commission should:

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

F. Dissemination of Title VI Information

The Bay-Lake Regional Planning Commission should:

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

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

G. Limited English Proficiency Accommodations and Procedures

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

In FFY 2025 the Bay-Lake Regional Planning Commission should:

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

H. Review of Internal Policies and Directives

The Bay-Lake Regional Planning Commission should:

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

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

I. Complaint Policy and Procedures

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

In FFY 2025 the Bay-Lake Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Bay-Lake Regional Planning Commission **adopts the following Title VI complaint policy for FFY 2025 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):**

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

*See contact information on Page No. 11.

In FFY 2025 the Bay-Lake Regional Planning Commission shall adhere to the following provisions:

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

Subrecipient Complaint Processing Procedures

In FFY 2025 the Bay-Lake Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

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

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

Subrecipients Forward Title VI Complaints To:

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

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

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

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

J. Compliance and Enforcement Procedures

The Bay-Lake Regional Planning Commission **should**:

1. annually complete and submit all information requested within the annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.
 - a) The ***WisDOT Title VI Compliance Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2025 ASSURANCES AND AGREEMENT***.
2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or FHWA within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2025 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2025 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

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

b) Annual Goals

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

Sanctions

In the event the Bay-Lake Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2025**, WisDOT may take any or all of the following actions:

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

(continued on next page)

Signatures

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

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/14/2024

Date

Subrecipient Executive Director or Responsible Official:

Brandon G. Robinson

Executive Director or Responsible Official Signature

Executive Director

Title

Bay-Lake Regional Planning Commission

Subrecipient Agency/Organization

October 8, 2024

Date

Prepared by:

Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115

Commission Members

Brown County

Vacant

Door County

Vacant

Florence County

Edwin Kelley
Larry Neuens
Rich Wolosyn

Kewaunee County

Vacant
Tom Romdenne
Donna Thomas

Manitowoc County

Dan Koski, Vice-Chairperson
James Falkowski
Greg Grotegut

Marinette County

Ann Hartnell, Secretary/Treasurer
Michael Kunesh
Thomas Mandli

Oconto County

Karl Ballestad
Terry Brazeau
Dennis Kroll

Sheboygan County

Mike Hotz, Chairperson
Ed Procek
Ryan Sorenson

Prepared by:

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1861 Nimitz Drive
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Commission Staff

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Transportation Planner

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Assistant Director

Natalie Blackert
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Environmental Planner

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Administrative Assistant

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Planning Assistant



*Project Contributors

