



La Crosse Area Planning Committee

*Metropolitan Planning Organization
Serving the La Crosse/La Crescent Urbanized Area*

Peter Fletcher, Director Jackie Eastwood, Transportation Planner
La Crosse County Administrative Center
212 6th Street North ☎ Room 2300 ☎ La Crosse, WI 54601
PH: 608.785.5977 Website: www.lacrossecounty.org/mpo

LA CROSSE COUNTY NOTICE OF MEETING

COMMITTEE OR BOARD:	LA CROSSE AREA PLANNING COMMITTEE
DATE OF MEETING:	WEDNESDAY, July 20, 2022
MEETING PLACE:	ROOM 1700 ADMINISTRATIVE CENTER 212 6TH STREET N, LA CROSSE, WI 54601 THE MEETING WILL BE HELD IN PERSON WITH THE OPTION TO ATTEND VIRTUALLY VIA TEAMS – SEE MEETING ACCESS/ MONITORING INSTRUCTIONS DETAILED BELOW
TIME OF MEETING:	4:30 P.M.
PURPOSE OF MEETING:	Bi-Monthly Meeting
1.	Call to Order and Roll Call
2.	Public comment (5 minutes time limit per comment)
3.	Approval of minutes of the June 15, 2022 LAPC meeting
4.	Approve amending the 2022-2025 Transportation Improvement Program (Resolution 6-2022)
5.	Approve 2023-2026 Minnesota Transportation Improvement Program project list (Resolution 7-2022)
6.	Approve Wisconsin STP-BIL 2023-2026 Program project selections/rankings
7.	Presentation on the Minnesota State Highway Improvement Plan (MnDOT officials)
8.	LAPC Public Participation Plan update
9.	2023 LAPC Unified Planning Work Program (UPWP) budget discussion
10.	Directors Report
11.	Other Business
12.	Future Agenda Items -TIP amendment -Public Participation Plan -2023 UPWP
13.	Next Regular Meeting of LAPC: Wednesday, September 21, 2022
14.	Adjourn

Public Access: Any person may access/monitor the meeting utilizing the following options.

MEETING ACCESS/MONITORING INSTRUCTIONS:

Option 1: Use the link below to join the TEAMS meeting on your desktop/laptop/phone to stream audio, video or both. If you do not have TEAMS on your desktop/laptop/phone, after you activate the link “Click here to join the meeting” you will have to follow several prompts to join the meeting.

[Click here to join the meeting](#)

Option 2: Join by phone (audio only): 1-262-683-8845, and enter 188420991# at the prompt

[+1 262-683-8845](tel:+12626838845), [188420991#](tel:+12626838845) United States, Kenosha

Phone Conference ID: 188 420 991#

If you need assistance accessing or participating in this meeting, please contact LAPC staff as soon as possible by phone at 608-785-6141, by email at jeastwood@lacrossecounty.org, or in person at 212 6th St N, Room 2300, La Crosse, WI 54601.

Yog tias koj xav tau kev pabcuam kom nkag mus lossis koom nrog hauv lub rooj sib tham no, thov hu rau LAPC cov neeg ua haujlwm kom sai li sai tau hauv xovtooj ntawm 608-785-6141, lossis email rau jeastwood@lacrossecounty.org, lossis tus kheej rau 212 6th St N, Room 2300, La Crosse, WI 54601.

Si necesita ayuda para acceder o participar en esta reunión, comuníquese con el personal de LAPC lo antes posible por teléfono al 608-785-6141, por correo electrónico a jeastwood@lacrossecounty.org, o en persona en 212 6th St N, Room 2300, La Crosse, WI 54601.



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NOTICES FAXED/MAILED TO:

NEWS MEDIA

La Crosse Tribune
Other Media

OTHERS

LAPC Technical Committees
Public Participation Process List

DEPARTMENTS

County Administrator
Corporation Counsel
County Clerk
Facilities

COMMITTEE MEMBERS

Linda Seidel, Chair
Patrick Barlow, Vice Chair
Monica Kruse
Mitch Reynolds/'Barb Janssen
Scott Schumacher
Mike Poellinger
Tim Candahl
Stan Hauser/Jerry Monti
Joshua Johnson
Kim Smith
Bob Stupi

MEMBERS: If unable to attend, please contact Peter Fletcher, MPO Director at 608-785-5977.

***PUBLIC COMMENT:** The Committee may receive information from the public, but the Committee reserves the right to limit the time that the public may comment and the degree to which members of the public may participate in the meeting.

PERSONS WITH DISABILITY: If you need accommodation to access/monitor this meeting, please contact the County Clerk's Office at (608)785-9581 as soon as possible.

The LAPC reserves the right to reconsider issues taken up at previous meetings. Documents are emailed and/or mailed to LAPC Policy Board members; please contact the LAPC office to obtain copies. If you have a disability and need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at jeastwood@lacrossecounty.org as soon as possible in advance of the meeting.

DATE NOTICE FAXED/MAILED/POSTED: July 12, 2022

**This meeting may be recorded and any such recording is subject to
Disclosure under the Wisconsin Open Records Law**



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LA CROSSE AREA PLANNING COMMITTEE Minutes of June 15, 2022 Held via Microsoft Teams

MEMBERS PRESENT:	Patrick Barlow, Linda Seidel, Scott Schumacher, Mike Poellinger, Mitch Reynolds, Tim Candahl, Stan Hauser,
MEMBERS EXCUSED:	Kim Smith, Bob Stupi, Josh Johnson, Monica Kruse
OTHERS PRESENT:	Peter Fletcher, Jackie Eastwood, Erin Klar (Recorder), Jane Klekamp, Charlotte Peters, Barb Janssen

CALL TO ORDER

Chair Linda Seidel called the meeting to order at 4:00 p.m. Roll call was taken and a quorum was called.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES OF THE MAY 18, 2022 LAPC MEETING

MOTION by Poellinger/Barlow to approve the minutes of the May 18, 2022 La Crosse Area Planning Committee meeting. **Motion carried unanimously with four excused; Smith, Stupi, Johnson, Kruse.**

APPROVE AMENDING THE 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (RESOLUTION 5-2022)

The U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO). The La Crosse Area Planning Committee approved the 2022-2025 TIP on November 17, 2021. Since adoption of the TIP, one (1) project has been added to the TIP project list: 243-22-029 CTH ZM, Town of Onalaska, CTH Z - CTH OT, Pavement Replacement, Design Anticipated in 2022, with Construction Anticipated in 2022 (Actual Construction in 2023).

MOTION by Reynolds/Poellinger to approve amending the 2022-2025 Transportation Improvement Program. **Motion carried unanimously with four excused; Smith, Stupi, Johnson, Kruse.**

APPROVE PROJECT APPLICATION FOR BIL FFY 2022 STP-URBAN PROGRAM

After the May 18th LAPC meeting, we were notified by WisDOT that the MPO has \$884,502 in BIL STP-U 2022 funding allocation remaining. Due to time constraints of the program, only transit bus purchases would be eligible to utilize the remaining federal funding. MTU can take advantage of the funding opportunity and has submitted an application for two clean diesel buses. A requirement of the program is that the LAPC approve the STP-U 2022 Program application and funding.

MOTION by Poellinger/Seidel to approve application and funding for BIL FFY STP-Urban program. **Motion carried unanimously with four excused; Smith, Stupi, Johnson, Kruse.**



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APPROVE RANKED LIST OF WISDOT BIL FFY 2023-2026 STP-URBAN PROGRAM PROJECTS

The Bipartisan Infrastructure Law of 2021 (BIL) provided additional funding for the WisDOT STP-U Program. WisDOT established a June 3, 2022 deadline for accepting applications for the BIL FFY 2023-2026 STP-U Program solicitation. A total of thirteen applications were received for our planning area. WisDOT has not provided information on the MPO funding allocation for this BIL STP-U Program cycle and has not reviewed the applications for eligibility. WisDOT has extended the timeline for MPOs to rank/select applications. The applications will be prioritized by the TAC and reviewed and approved at the July 20th LAPC meeting.

OTHER BUSINESS - none noted.

FUTURE AGENDA ITEMS

- TIP Amendment
- BIL FFY 2023-2026 STP-U Program project rankings
- MnDOT presentation on transportation plans
- MnDOT TIP Project List

NEXT MEETING DATE: Wednesday, July 20, 2022 at 4:30 p.m.

MOTION by Poellinger/Candahl to adjourn the meeting at 4:09 p.m. **Motion carried unanimously with four excused; Smith, Stupi, Johnson, Kruse.**

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

Recorded by Erin Klar

La Crosse Area Planning Committee

RESOLUTION 6 – 2022

AMENDING THE

2022 - 2025 Transportation Improvement Program (TIP) for the La Crosse / La Crescent Planning Area

WHEREAS, the U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

WHEREAS, the La Crosse Area Planning Committee approved the 2022-2025 TIP on November 17, 2021; and

WHEREAS, since adoption of the TIP, four (4) projects have been added to the TIP project list:

- 243-22-030 STH 157 - Main St. City of Onalaska (5th Ave S TO 0.05 East of 17th Ave), Pavement Replacement, Design Anticipated in 2022, Construction Anticipated in 2029
- 243-22-031 Leonard Street, Village of West Salem (Elm Street to Hamilton Street), Pavement Replacement, Design Anticipated in 2022, Construction Anticipated in 2025-2026
- 243-22-032 Two (2) Clean Diesel Buses, City of La Crosse, Public Transportation; STP-Urban FFY22 approved by LAPC. Transfer to FTA - WISDOT TST Transfer of STP-Urban Funding approved by LAPC. Funds obligation anticipated in 2022
- 243-22-033 Four (4) Transit Vans, City of Onalaska, OHWS Public Transit, STP-Urban FFY22 approved by LAPC. Transfer to FTA - WISDOT TST Transfer of STP-Urban Funding approved by LAPC. Funds obligation anticipated in 2022

And,

WHEREAS, since adoption of the TIP, two (2) existing projects have had state project IDs added and funding amounts modified and one (1) existing transit capital project has had its project description and funding amounts modified; and

WHEREAS, since adoption of the TIP, one (1) project has been removed from the project list:

- 243-22-033 STH 33, City of La Crosse, State Road & Losey Boulevard Intersection, Design Anticipated in 2021, Construction Anticipated in 2025-2026.

NOW, THEREFORE, BE IT RESOLVED that the La Crosse Area Planning Committee, hereby, approves an amendment to the 2022-2025 TIP table as reflected in the attachment.

LA CROSSE AREA PLANNING COMMITTEE

Linda Seidel, Chair

Peter Fletcher, Executive Director

Dated: July 20, 2022

La Crosse Area Planning Committee

RESOLUTION 7 - 2022

APPROVING THE

2023-2026 Transportation Improvement Program (TIP) Minnesota Project List

WHEREAS, the U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

WHEREAS, Federal regulations require a continuing, cooperative, and comprehensive transportation planning and programming process for TIP/STIP coordination; and

WHEREAS, the schedules for the adoption of the District 6 ATIP and Minnesota STIP require that the LAPC approve the Minnesota projects list by July 31; and

NOW, THEREFORE, BE IT RESOLVED: that the LAPC approves the attached Minnesota project list for the *2023 - 2026 La Crosse and La Crescent Metropolitan Area Transportation Improvement Program* as constituting the final Minnesota TIP, consistent with the District 6 ATIP and Minnesota STIP; and

BE IT FURTHER RESOLVED: that the LAPC will approve in November 2022 the 2023-2026 TIP plan document, which will include the 2023-2026 Wisconsin TIP projects list and the approved 2023-2026 Minnesota TIP projects list.

LA CROSSE AREA PLANNING COMMITTEE

Linda Seidel, Chair

Peter Fletcher, Executive Director

Dated: July 20, 2022

2023 - 2026 Transportation Improvement Program Project List						2023 (x\$1000)					2024 (x\$1000)					2025 (x\$1000)					2026 (x\$1000)					Source of Funds					
Project Number	State ID Number	Sponsoring Agency	Project Description	Project Type	Exp. Type	Fed	VI	MN	Local / Other	Total	Fed	VI	MN	Local / Other	Total	Fed	VI	MN	Local / Other	Total	Fed	VI	MN	Local / Other	Total						
MINNESOTA PROJECTS						2023					2024					2025					2026										
243-09-015	TRF-3780-23, 24, 25, 26	City of La Crescent	SECT 5307: City of La Crescent Transit Operating Assistance	Transit	PE																										
					OA	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	5307
					CAPT																										
					TOTAL	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	78.1			312.5	390.7	



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July 12, 2022

To: La Crosse Area Planning Committee

From: Peter Fletcher, Director

Subject: WisDOT BIL FFY 2023-2026 STP-U Program project rankings

The Bipartisan Infrastructure Law of 2021 (BIL) provided additional funding for the WisDOT STP-U Program. WisDOT established a June 3, 2022 deadline for accepting applications for the BIL FFY 2023-2026 STP-U Program solicitation. A total of thirteen applications were received for our planning area (see chart below). The Technical Advisory Committee (TAC) will provide a recommended ranking of projects to the LAPC Policy Board for consideration at the July 20th meeting. The TAC committee will be ranking the projects at their July 13th, 2022 meeting. Thank you for your assistance in the administration of this program.

LAPC BIL 2023-2026 STP-Urban Projects - Applications

Municipality	Project	Total Project Cost	Federal Share (80%)	Local Share (20%)	Applicant Priority
La Crosse County	CTH OT (STH 35-CTH SN)	\$3,045,400	\$2,436,320	\$609,080	1
City of La Crosse	Losey Blvd. (La Crosse St. – Cass St.)	\$6,052,000	\$3,689,000	\$2,363,000	1
City of La Crosse	Green Bay St. (22 nd St. S – Losey Blvd.)	\$1,608,000	\$974,000	\$634,000	2
City of La Crosse	State St. (16 th St. – 17 th St.)	\$588,000	\$401,000	\$187,000	3
City of La Crosse	Monitor St. (Rose St.-Lang Dr.)	\$3,344,000	\$1,726,000	\$1,618,000	4
City of La Crosse	16 th St. N (State St. – Main St.)	\$548,000	\$378,000	\$170,000	5
City of La Crosse	Green Bay St. (14th St. S – East Ave. S)	\$712,000	\$369,000	\$343,000	6
City of La Crosse	Green Bay St. (9th St. S – 14 th St. S)	\$2,298,000	\$1,594,000	\$704,000	7
City of La Crosse	Losey Blvd. (Cass St. – STH 33/State Rd.)	\$4,127,000	\$2,836,000	\$1,291,000	8
City of La Crosse	Losey Blvd. (STH 33/State Rd. – Ward Ave.)	\$5,445,000	\$3,729,000	\$1,716,000	9
City of Onalaska	Sand Lake Rd. (Main St.- Redwood St.)	\$4,298,585	\$2,387,117	\$1,911,468	1
City of Onalaska	Theater Rd. (STH OS – Midwest Dr.)	\$439,244	\$351,395	\$87,849	2
City of Onalaska	County Rd. SS – 12 th Ave. Roundabout	\$1,331,903	\$1,052,025	\$279,878	3
Totals		\$33,837,132	\$21,922,857	\$11,914,275	

LAPC STP-U Allocation: \$5,324,184

Draft Public Participation Plan

For the La Crosse Area Planning Committee

For Approval on:

9/15/2022

La Crosse Area Planning Committee

PUBLIC PARTICIPATION PLAN

CONTACTS:

All questions, comments, or requests for documents and services may be directed via phone, fax, e-mail, or in person to:

Jackie Eastwood, Transportation Planner
Phone: 608.785.6141
E-mail: jeastwood@lacrossecounty.org

OR

Peter Fletcher, Executive Director
Phone: 608.785.5977
E-mail: pfletcher@lacrossecounty.org

At:

La Crosse Area Planning Committee
La Crosse County Administrative Center
212 6th St N, Room 2300
La Crosse, WI 54601

This LAPC Public Participation Plan and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at:

www.lacrossecounty.org/mpo

To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at jeastwood@lacrossecounty.org.

Si se necesita informacion en otro idioma de contacto (608) 785-6141.

Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau (608) 785-6141.

This Public Participation Plan is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation; Wisconsin Department of Transportation; and Minnesota Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.

La Crosse Area Planning Committee

Policy Board

Linda Seidel, Chair
Chair, Town of Medary

Mitch Reynolds
Mayor, City of La Crosse

Kim Smith
Mayor, City of Onalaska

Mike Poellinger
Mayor, City of La Crescent

Patrick Barlow, Vice Chair
President, Village of Holmen

Timothy L. Candahl
Chair, Town of Shelby

Scott Schumacher
President, Village of West Salem

Joshua Johnson
Chair, Town of Campbell

Stan Hauser
Chair, Town of Onalaska

Bob Stupi
Chair, Town of Holland

Monica Kruse
Chair, La Crosse County Board

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Why We Need a Public Participation Plan

Federal Requirement

Beginning with the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, metropolitan planning organizations (MPOs) have been required to “develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing MTPs [metropolitan transportation plans] and TIPs [transportation improvement programs].” The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005 and the Moving Ahead for Progress in the 21st Century Act (MAP-21) of 2012 expanded on the provisions to require extensive stakeholder participation above and beyond public involvement.

The public participation plan provision expressed in Fixing America’s Surface Transportation (FAST) Act signed into law in 2015 is codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450) and in 49 CFR 613. Section 450.316, Interested Parties, Participation, and Consultation, requires MPOs to develop a participation plan in consultation with all interested parties and describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice.
- Providing timely notice and reasonable access to information.
- Employing visualization techniques to describe plans and programs.
- Making public information available in electronically accessible formats.
- Holding public meetings at convenient and accessible locations and times.
- Demonstrating explicit consideration and response to public input.
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems.
- Providing an additional opportunity for public comment if the final metropolitan transportation plan (MTP) or transportation improvement program (TIP) differs significantly from the version made available for public comment.
- Coordinating with statewide processes.
- Reviewing the effectiveness of the participation plan.

Purpose for Update

The La Crosse Area Planning Committee (LAPC) Public Participation Plan (PPP) is a policy document outlining the LAPC’s public input opportunities and process. It is updated at least every five years to incorporate new federal requirements, if applicable, and to adjust policies as needed based on changes in technologies and internal review of existing policies and their effectiveness.

The 2022 PPP expands public education, outreach, and participation opportunities through virtual meeting options, web-based technologies, and direct-to-public activities (i.e., pop-up events), as appropriate. It also supplements traditional outreach methods with methods better suited to reaching members of the community that do not follow government.

Interested Parties, Participation, and Consultation

The LAPC has developed a public process consistent with the provisions of Federal Highway Administration (FHWA) Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as codified in the FAST Act. The LAPC strives to be a diverse, equitable, inclusive, and accessible organization; however, challenges exist. The policies, procedures, and public outreach activities included in this public participation plan are designed to improve access to LAPC activities within the constraints of a small metropolitan planning organization (MPO).

Interested Parties

In response to federal requirements that MPOs develop their public participation plans “in consultation with an expanded list of ‘interested parties’,” the LAPC has identified several stakeholder groups as important participants in the public participation process for LAPC plans and programs. Organizations representing these populations are included in LAPC contact lists, with many represented on LAPC committees. Outreach to and participation by persons who are traditionally disadvantaged and from underserved communities has been and continues to be a challenge.

Disadvantaged Persons and Underserved Communities

Executive orders and civil rights laws have been issued/enacted by presidential administrations to address the inequities experienced by disadvantaged persons and people from underserved communities.

“Underserved communities,” as defined by Executive Order (EO) 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, refers to “populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.” For LAPC analysis purposes, disadvantaged persons and people from underserved communities include minority, low-income, limited-English proficient, and disabled populations.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) was signed into law in 1990 by President Bush that prohibits discrimination against individuals with disabilities in areas of public life and private places open to the general public. All local and state governments regardless of whether or not they receive federal funding are required to comply. The LAPC is considered a local government that because of its small size and absence of physical assets is subject to Title II Public Services, which requires the LAPC be accessible to persons with disabilities in the delivery of its programs, services, activities, and employment practices. See Appendix A for the LAPC procedures under the ADA.

EXECUTIVE ORDER 12898, ENVIRONMENTAL JUSTICE AND TRANSPORTATION INVESTMENT POLICY

The first notable executive order (EO) was signed by President Clinton in February of 1994. EO 12898, *Environmental Justice and Transportation Investment Policy*, is “a public policy goal of assuring that adverse human health or environmental effects of government activities do not fall disproportionately upon minority or low-income populations.” The U.S. Department of Transportation (USDOT) followed suit by developing its own order in June of 1995 to require all transportation projects subject to federal funding to consider explicitly minority and low-income populations. The order was finalized in 1997 and updated in 2012.

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The USDOT defines a disproportionately high and adverse effect as one that:

- Is predominately borne by a minority population and/or a low-income population; or
- Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

EXECUTIVE ORDER 13166, IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

In August of 2000, President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, requiring any agency that receives federal funds to consider limited-English proficiency (LEP) in the planning process.

The Attorney General for Civil Rights subsequently issued the guidance document, *Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons with Limited English Proficiency* [Department of Justice (DOJ) LEP Guidance], to assist agencies in taking “reasonable steps to ensure ‘meaningful’ access to the information and services they provide.”

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The LAPC maintains and updates at least every three years its *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* (Title VI Program). The Title VI Program ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The populations addressed in the Acts and EOs discussed above are explicitly considered through a social justice analysis during the development of our Transit Development Plan (TDP), Transportation Improvement Program (TIP), and Metropolitan Transportation Plan (MTP). The Title VI Program as per federal regulation addresses only minority and limited-English proficient populations. Appendix B explains the methodology for identifying areas of disadvantaged persons and underserved communities in our planning area.

Transportation Interests

These stakeholders include public and private agencies representing transit, passenger, and freight interests. Organizations representing these interests are included in LAPC contact lists, with many represented on LAPC committees. The Committee on Transit and Active Transportation (CTAT), for example, has members who represent transit agencies while the Technical Advisory Committee (TAC) has members who represent freight interests. (The CTAT is also represented on the TAC.)

Government Agencies

To comply with federal and state regulations and to be consistent with the planning processes of state and local entities, LAPC staff regularly consult with the Wisconsin and Minnesota Departments of

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Transportation (WisDOT and MnDOT) and state offices of the FHWA through mid-year reviews and committee meetings, and by email and phone as work products are drafted and reviewed. The FTA and FHWA are represented on the TAC.

Other agencies (i.e., La Crosse County Emergency Services, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Ho Chunk Nation, state historical societies, Wisconsin and Minnesota Departments of Natural Resources) are consulted during the update of the MTP to provide input on the potential impact of our plans and projects on natural, cultural, agricultural, and recreational resources. Representatives from these agencies are also included in an email distribution list used to notify the interested public of Policy Board meetings, updates to planning documents, and amendments to our TIP project list.

Local municipalities are represented on the LAPC Policy Board and on LAPC subcommittees.

Special Interests

Special-interest groups invited into the process include, but are not limited to:

- Neighborhood associations
- Environmental groups
- Business and economic development organizations
- Institutions of learning
- Bicycle, pedestrian, and transit advocates
- Social services organizations

These groups offer differing opinions on the need for and scope of transportation services and facilities in the region.

Other Interested Public

Contact lists of “interested-public” are maintained for all LAPC committees. Anyone interested in being added to a mailing list may do so by contacting the LAPC staff office at 608.785.6141.

Opportunities for Participation and Consultation

LAPC Committee Structure

The public is invited to attend any of the three committees that make up the LAPC: The Policy Board, the TAC, and the CTAT. The TAC and CTAT review, prioritize, and recommend policies, projects, plans, and programs to the LAPC Policy Board, which is made up of the highest elected officials from member communities. As the highest authority, the Policy Board makes the final approvals.

LAPC staff work under the direction of the Policy Board and with the guidance of the state DOTs and the state offices of the FHWA.

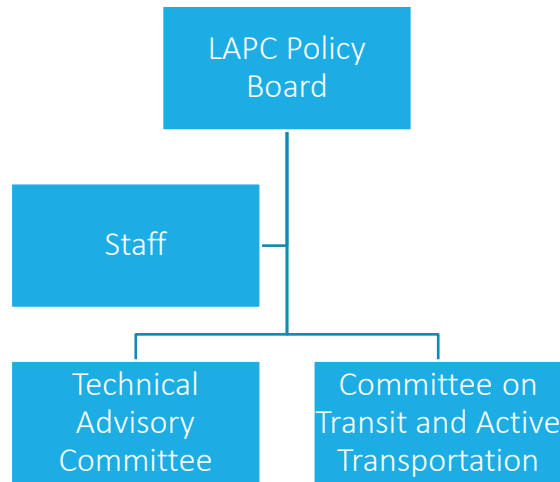


FIGURE 1: LAPC COMMITTEE STRUCTURE

POLICY BOARD

Work Elements

The LAPC is the MPO and policy-making body for the La Crosse, Wisconsin-La Crescent, Minnesota metropolitan planning area (MPA). The LAPC and its staff are responsible for the development, amendment (if needed), and update of a:

- Long-range (20-yr) MTP updated every five years
- Short-range (4-yr) TIP updated annually
- Short-range (2-yr) planning work program (PWP) for LAPC staff updated annually
- Public participation plan (PPP) updated at least every five years
- Title VI Program and Limited-English Proficiency Plan updated at least every three years.

Membership

The cities of La Crosse and Onalaska in Wisconsin and La Crescent in Minnesota; the villages of Holmen and West Salem in Wisconsin; the towns of Barre, Campbell, Greenfield, Hamilton, Holland, Medary, Onalaska, Shelby and a small portion of Bergen in Wisconsin, and La Crescent and Dresbach in Minnesota

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are in the planning area. Only 10 of the communities in the planning area and La Crosse County are members. (See Figure 2 for a map of the planning area and its constituent communities.)

The LAPC Policy Board is currently comprised of one member from each of 11 governmental entities: the mayors from La Crosse, Onalaska, and La Crescent; the presidents from Holmen and West Salem; the chairpersons from Onalaska, Campbell, Holland, Medary, and Shelby; and the board chair for the County of La Crosse.

Meetings

The LAPC Policy Board generally conducts business on the third Wednesday of every odd month (January, March, May, July, September, November), but may meet more frequently as business dictates. Meetings are held at 4:30 pm in room 1700 of the La Crosse County Administrative Center, 212 6th St N, La Crosse, unless otherwise noted on agendas. Agendas and emailed meeting notices include a Microsoft Teams link for those who prefer to participate virtually. Meetings are held at a location and time accessible to persons with disabilities and to persons dependent on public transit and are open to the public.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials emailed to the Policy Board. A notice of meeting with links to materials on the LAPC website is emailed to a public notice distribution list that includes the members of all subcommittees and other interested parties, including the media. Meeting materials are posted to the LAPC website at www.lacrossecounty.org/mpo prior to email notification of the meeting.

TECHNICAL ADVISORY COMMITTEE

Work Elements

The Technical Advisory Committee (TAC) is one of two subcommittees of the LAPC. TAC responsibilities include:

- Reviewing the PWP, TIP, MTP, and PPP.
- Providing input on transportation and land use alternatives during major updates of MTP.
- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the CTAT.
- Soliciting, evaluating, and ranking projects for Surface Transportation Program (STP)-Urban and local studies funding.
- Serving as technical experts.

Membership

Membership includes technical staff from each member municipality, the Minnesota and Wisconsin Departments of Transportation, federal agencies, and business and transportation interests in the region. All approved members have one vote.

Meetings

TAC meetings generally take place on the second Wednesday of every odd month beginning at 2:30 pm and are open to the public. TAC meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. TAC meetings held in-person are conducted in room 1700 of the La Crosse County Administrative

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Center, 212 6th St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the TAC may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to TAC members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at www.lacrossecounty.org/mpo prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

COMMITTEE ON TRANSIT AND ACTIVE TRANSPORTATION (CTAT)

Work Elements

Like the TAC, the CTAT is a subcommittee of the LAPC. CTAT responsibilities include:

- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the TAC.
- Soliciting, evaluating, and ranking Transportation Alternative Program (TAP) applications.
- Developing plans and programs that promote transit and active transportation.
- Reviewing the TIP to ensure consideration of transit and active transportation in roadway projects.
- Recommending and reviewing transit and active transportation program elements in the annual LAPC PWP.

Membership

The CTAT strives to obtain membership from all LAPC member communities, transit and active transportation advocacy groups, safety officials, and departments of transportation. Interested citizens are also invited to participate.

Meetings

The CTAT meetings generally occur on the second Thursday during the odd months of January, March, May, July, September, and November. They may occur more or less frequently as business dictates.

CTAT meetings generally take place on the second Thursday of every odd month beginning at 3:00 pm and are open to the public. CTAT meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. CTAT meetings held in-person are conducted in room 1700 of the La Crosse County Administrative Center, 212 6th St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the CTAT may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to CTAT members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at www.lacrossecounty.org/mpo prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

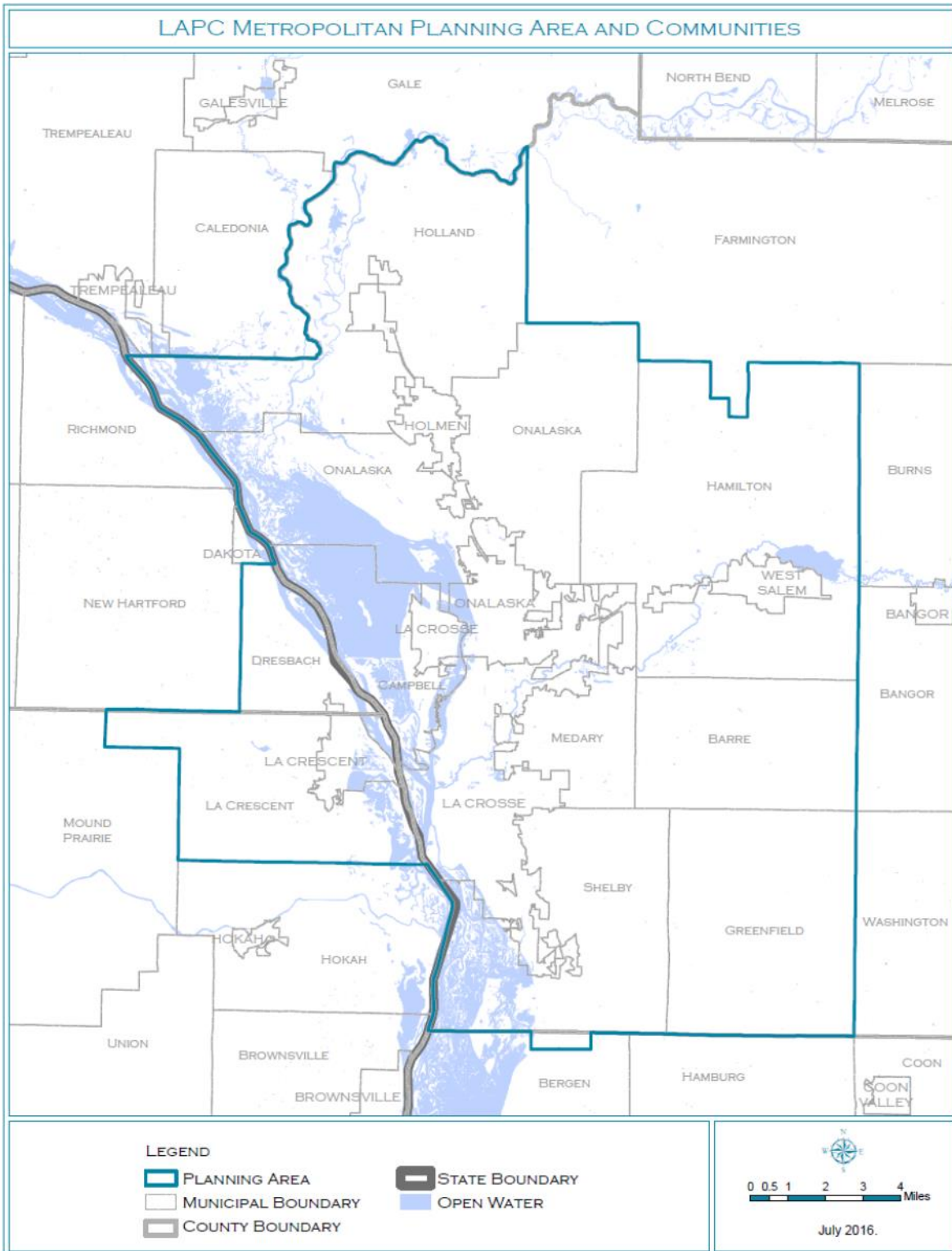


FIGURE 2: LANCIP PLANNING AREA

Planning Process for LAPC Plans and Programs

Metropolitan Transportation Plan (MTP)

UPDATES AND AMENDMENTS

The LAPC is required by Federal law to prepare a long-range transportation plan, with a minimum 20-year planning horizon, every five years. The MTP must include both long- and short-range strategies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. At a minimum, the MTP must include:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan.
- Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
- A description of the performance measures and performance targets used in assessing the performance of the transportation system.
- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets.
- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters.
- Transportation and transit enhancement activities.
- Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail to develop cost estimates.
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities.
- A financial plan that demonstrates how the adopted transportation plan can be implemented.
- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

As the MTP is being prepared, LAPC staff make use of several outreach methods to provide reasonable opportunities for the public to be involved in the planning process. Each activity and its results are summarized and incorporated into the MTP as appropriate. Public participation is encouraged throughout the update process at LAPC committee and public information meetings and through other outreach activities.

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An update of the MTP is completed every five years. It includes the components listed above as well as the results of independent modal plans and studies. These plans serve as stand-alone plans as well as components of the MTP. Once approved by the Policy Board, stand-alone plans and studies are incorporated into the MTP either by reference and/or by content. Amendments to the MTP may occur when significant changes have been made in Federal transportation law. "Significant" changes include:

- Changing the scope of the planning process (i.e., adding a new planning factor).
- Adding new requirements for the development of the plan.
- Adding new requirements for consultation.

PUBLIC NOTICE AND COMMENT

The public notice process for the new and amended MTP and related modal plans includes:

- Publishing the draft plan along with a public notice on the LAPC website at www.lacrossecounty.org/mpo to begin a 30-day public comment period on the plan document.
- Emailing the public notice to all LAPC committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on a plan.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 30-day public comment period will be provided in cases where the final MTP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

PUBLICATION

The MTP and other modal plans and studies will be made available in digital format at www.lacrossecounty.org/mpo. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

Transportation Improvement Program (TIP)

As required by 23 CFR 450, the LAPC develops a four-year TIP that reflects the investment priorities established in the current MTP and includes:

- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP and linking investment priorities to those targets.

- Capital and non-capital surface transportation projects within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53. (Small-scale projects may be grouped by function, work type, and/or geographic area.)
- Regionally significant projects requiring an action by FHWA or FTA regardless of funding source.
- Sufficient descriptive material, estimated total project cost, the amount of federal funds to be obligated each program year, and identification of the agencies responsible for carrying out each project or phase.
- A financial plan that demonstrates how the approved TIP can be implemented.

The TIP will also include the criteria and process for prioritizing Surface Transportation Program-Urban (STP-U) projects included in the TIP and any changes in priorities from previous TIPs.

The LAPC has elected to include a list of “illustrative projects” that are desired but do not yet have identified funding.

UPDATES AND AMENDMENTS

LAPC policy is to update the TIP annually to reflect changes in Minnesota and Wisconsin federal- and state-funded projects. The TIP includes the States’ allocations of STP-U and Transportation Alternatives (TA) funds. Public input is encouraged during the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

The **general update schedule** is illustrated in Table 1.

TABLE 1: GENERAL SCHEDULE FOR TIP REVIEW AND APPROVAL

Activity	Schedule
Coordinate with MnDOT and La Crosse MTU on MN TIP project list	February - June
Wisconsin project solicitation	May-June
Public notice for 15-day public comment period for draft MN TIP	June - July
TAC and LAPC review/approve MN TIP project list	July
Coordinate with WisDOT and transit agencies on WI TIP project lists	June - August
Prepare draft TIP document	August - October
Publish notice for 15-day public comment period for draft TIP	October - November
TAC and LAPC review and adopt TIP	November
LAPC submits final TIP	November

Revisions to the TIP may occur between its annually scheduled updates. Revisions include administrative modifications and amendments.

Administrative modifications are revisions to the TIP that are not significant enough to require public or committee notification, review, and comment or re-demonstration of fiscal constraint. Examples include:

- Changing the implementation schedule for a project within the TIP’s four-year program window.

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- Changing the character of work or project limits while remaining reasonably consistent with an approved project.
- Changing source (federal, state, local), category, or amount of funding for a project without changing the scope of work or schedule of any other project within the TIP's four-year program window.
- Changing the total cost of a project by less than 10 percent.
- Adding, deleting, or modifying a project in the Grouped Project List.

Amendments are project changes significant enough to require public review and comment and re-demonstration of fiscal constraint. Amendments are processed through the LAPC committee structure and by WisDOT and/or MnDOT and require a 15-day public comment period. Amendments include:

- Transit projects that include the addition or deletion of a programmed project, changes to a programmed project's program year or funding source, or a major change in project scope or cost.
- Adding or deleting a project.
- Advancing a project for implementation from the illustrative list.
- Moving a project forward out of the four-year project window.
- Changing the character of work or the project limits of a project such that the current description is no longer reasonably accurate.
- Changing project funding that impacts funding for other projects, forcing any project out of the four-year window.
- **Changing the total cost of a project by 10 percent or more or \$1,000,000.**

PUBLIC NOTICE AND COMMENT

The annual TIP update and TIP amendments initiate a public input process whereby LAPC staff:

- Publish the annual TIP update document, TIP amendment, and/or TIP project list and a public notice on the LAPC website to begin a 15-day public comment period.
- Illustrate new projects amended into the TIP in the LAPC TIP projects [web map](#).
- Email a public notice of TIP amendment to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the annual TIP, the annual Minnesota TIP project list, and an amendment to the TIP project list.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy

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Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 15-day public comment period will be provided in cases where the final TIP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Public Transit Operating Assistance (Section 5307)

The LAPC provides public notice and an opportunity for public comment for the Urbanized Area Formula Program (Section 5307) that is available for transit operating assistance.

The public notice and time established for public review and comment on the TIP is the same as established above and satisfies the program of projects requirements of Section 5307 for the La Crosse Municipal Transit Utility and the Onalaska Shared Ride (Onalaska/Holmen/West Salem Public Transit).

The public notice process for the Section 5307 program includes publishing a public notice for the La Crosse Municipal Transit Utility (MTU) on the LAPC website at www.lacrossecounty.org/mpo. Comments are forwarded to the La Crosse MTU.

PUBLICATION

A copy of the public notice and all significant comments received will be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format at www.lacrossecounty.org/mpo. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

Public Participation Plan (PPP)

UPDATES AND AMENDMENTS

The public participation process outlined in the PPP will be evaluated and amended at least every five years. An amendment to the PPP may also occur if a federal or state regulation regarding public involvement has been adopted. In all cases, the public will be invited to provide comment. Public input is encouraged throughout the update process at LAPC and technical committee meetings. Additional public meetings may be held depending on the scope of the update or amendment.

PUBLIC NOTICE AND COMMENT

The public notice process for the PPP includes:

- Publishing the PPP document and a public notice on the LAPC website at www.lacrossecounty.org/mpo to begin a 45-day public comment period on the draft plan.
- Emailing a public notice to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the PPP.

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Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in [Appendix C](#).

PUBLICATION

The PPP will be made available in digital format at www.lacrossecounty.org/mpo and in hardcopy at the LAPC staff office. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

Other Plans and Programs

MODAL PLANS AND STUDIES

Because modal plans tend to undergo a rigorous public input process throughout the planning process, they do not undergo a formal comment period (15-day, 30-day, 45-day) as do the TIP, MTP, and PPP. The public has the opportunity to comment on the plan throughout the process as well as when the draft plan is made available on the LAPC website. A notice is emailed to the public notice distribution list that the draft plan is available and that comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

Studies are completed to provide information on existing conditions such as safety or to determine the feasibility of a potential future investment. The information is most often used to establish need in a modal plan or the MTP. Studies do not undergo a formal comment period. Studies and their results are presented to the TAC, CTAT, and Policy Board for information and discussion only. The notice for the completed study is provided in the meeting agenda.

OPERATIONAL AND POLICY PROGRAMS

Operational programs include the Title VI Program and the LAPC Planning Work Program (PWP).

Title VI Program

The [Title VI Program](#) ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The Program establishes the policies and procedures necessary to ensure a non-discriminatory planning process for minority and limited-English proficient persons to participate in LAPC plans and programs. It also includes the process for filing a complaint if a member of the public feels the LAPC has engaged in discrimination. Because the Program is more subject to partner agency review and comment to ensure the Program is compliant with federal regulations, it does not undergo a formal public comment period as

do the TIP, MTP, and PPP, but is made available for public viewing and comment through the LAPC website and committee structure.

Planning Work Program (PWP)

The PWP is an annual program of LAPC staff activities. It is developed with the input of our member municipalities, partner agencies, transit providers, and other interested stakeholders. Discussion of work activities is conducted through our committee structure and annual agency work program meetings. Agency meetings include representatives from our Wisconsin and Minnesota Departments of Transportation, Federal Highway Administration, and Federal Transit Administration. The PWP does not undergo a formal comment period as do the TIP, MTP, and PPP. A draft PWP is made available on the LAPC website. Comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

Outreach Activities and Evaluation

Activities

The LAPC uses a variety of methods to inform and engage the public during the planning, update, and amendment of plans and programs. The type of medium used and the degree to which the public are encouraged to be involved depends on the planning activity that is taking place. The LAPC commonly uses the following methods and techniques:

- **Committee Structure.** Public participation most often occurs at one or more of the LAPC committees.
- **Hybrid Meetings.** All committee meetings are held both in person and virtually to provide better opportunities for agency members and transportation disadvantaged persons to participate.
- **News Media.** LAPC staff distributes committee meeting agendas, public notices, and public announcements via a media email and fax list maintained by La Crosse County.
- **Interested Public Email Distribution Lists.** LAPC staff maintain interested public distribution lists for each of the committees. The Public Notice Distribution List is a combined list of committee members and each committee's list of interested parties.
- **Website.** The website located at www.lacrossecounty.org/mpo serves as the information resource for LAPC operations; committee meetings; plans, programs, and studies; local planning events; performance monitoring; partner agency activities and contacts; and links to web maps illustrating transportation projects, services, and performance. The website serves as a medium for announcing public notices for comment periods and for obtaining public comment.
- **Public Information Meetings (PIMs), Workshops, & Open Houses.** LAPC staff may hold one or more public information event during plan updates and planning studies. The results and significant comments obtained at these meetings are incorporated into their respective planning documents. All public events are held at locations and times accessible to persons with disabilities and persons dependent on public transit.

- **Public Relations.** LAPC staff will upon request present before or participate in any school, civic, special interest, neighborhood, or other group event to educate the public on LAPC planning functions, plans, programs, and studies. Staff typically participate in the monthly meetings of our member communities, transit providers, and regional partners. Staff also serve on the boards and committees of standing commissions and ad hoc planning committees.
- **Focus Groups.** LAPC staff and/or consultant staff may conduct focus groups as needed during the planning process for any plan or plan update. The results and comments are incorporated into the final document.
- **Surveys.** LAPC staff or consultant staff may conduct online or paper surveys as needed for plans and studies. The process and results are incorporated into their respective planning documents.
- **Information Booths/Kiosks.** LAPC staff may participate in local events by staffing a display table of LAPC planning activities.
- **Visualization Techniques.** LAPC staff incorporates maps, charts, and pictures into its planning documents and utilizes presentation software and display boards with graphics to describe MTPs, TIPs, and studies at public meetings. Staff have added online web mapping (ArcGIS Online, UrbanSDK) to the LAPC website for more user-friendly visualization of LAPC transportation projects, services, and performance.
- **Technical Assistance.** This is a more passive technique, but it allows the LAPC to get its name and logo out for public recognition. Technical assistance most often includes making maps and other display materials and doing data analysis for government entities within our planning area.

La Crosse County provides IT administrative support to the MPO. The IT department limits the use of social media platforms (Facebook, Twitter, etc.) due to security concerns. LAPC staff work with the County Marketing Analyst to post promotional and public meeting information on the County’s Facebook page when applicable. LAPC staff also developed a social media plan in 2021, but the plan’s applicability is limited due to IT department policies.

Evaluation

Table 2 is an evaluation matrix of the outreach activities, their frequency of use, and their relative success rank for and challenges to engaging the public in LAPC plans and programs.

TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES

Outreach Activity	Frequency of Use	Success Rank	Pros/Cons	How to improve
Committee structure	Monthly or bi-monthly	Good	Participation has improved with virtual options available	Survey of committee members
Hybrid meetings	Monthly or bi-monthly	Very Good	Participation has improved with virtual options available	Seek out community-based organizations

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TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES (CONTINUED)

Outreach Activity	Frequency of Use	Success Rank	Pros/Cons	How to improve
News media	Monthly or bi-monthly	Fair	Attend only when a controversial issue is on the agenda	Develop press releases as well as public notices
Distribution lists	Monthly	Fair to Good	Limited contacts among under-represented groups; good contacts for agencies, fair for “interested parties”	Seek out community-based organizations
Website	Ongoing	Good	Updated in 2021 to be ADA accessible; added web mapping	Continue to work on accessibility and visualization
Public meetings	During plan development and updates	Fair	Poor to fair attendance	Better targeted marketing; offer virtual participation options
Public relations	When requested	Good	Improved with staff participation in member committee meetings	Direct solicitation of civic, neighborhood, and other groups
Focus groups	During plan development and updates	Very good	Challenge with obtaining the appropriate contacts	Expand network; improve public relations
Surveys	During plan updates/studies	Very good	Distribution to desired universe	Establish contacts for external distribution
Information booths	At special events	Fair	Attendees reluctant to stop and chat	Provide more eye-catching displays
Visualization	Ongoing	Very good	Can be too technical and static; improving with web mapping	Simplify; make easier to interpret and more user-friendly
Technical assistance	When requested	Fair	Passive	Ensure LAPC is sourced

Table 3 identifies the pages in this Public Participation Plan where the requirements of 23 CFR 450 are addressed.

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TABLE 3: ASSESSMENT OF REQUIREMENTS UNDER 23 CFR 450 SECTION 316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

Requirement	Pages where addressed
Providing adequate public notice	6, 7, 9, 11, 12, 13
Providing timely notice and reasonable access to information	6, 7, 9, 11, 12, 13, 18
Employing visualization techniques to describe plans and programs	15
Making public information available in electronically accessible formats	16-17, 18
Holding public meetings at convenient and accessible locations and times	6, 7, 15
Demonstrating explicit consideration and response to public input	10, 12, 13, 14
Seeking out and considering the needs of those traditionally underserved by existing transportation systems	2-3, 16, 17
Providing an additional opportunity for public comment if the final MTP or TIP differs significantly from the version made available for public comment	10, 12
Coordinating with statewide processes	4, 6, 7
Reviewing the effectiveness of the participation plan	16-17

Evaluation of the current Public Participation Plan reveals a need to be more aggressive with some of our outreach techniques to increase participation, especially by those traditionally underserved. We also need to continue to work on accessibility policies and best practices to make LAPC plans, programs, and processes as equally accessible to persons with disabilities as those without. The 2019 Public Participation Improvement Plan identified three goals for public involvement to be met by this update:

- Improving attendance at LAPC committee meetings.
- Improving participation by those traditionally underserved.
- Complying with Title II of the Americans with Disabilities Act.

Attendance at LAPC Committee Meetings

During 2020 and 2021, the COVID 19 pandemic had a profound impact on not only daily personal activities but also the standard operations of businesses and governments. In-person meetings were suspended, which meant rethinking and retooling how collaboration and public input took place. Virtual platforms replaced in-person meetings. The LAPC, with support from the La Crosse County IT Department, held committee meetings with Microsoft Teams, which led to greater participation by committee members. The virtual component made attending meetings more convenient, especially for committee members who needed to travel significant distances. Microsoft Teams also replaced our use of the Polycom, which, in the past, was the go-to technology for remote participation. The Polycom was limited in that it allowed no more than three participants to call in at one time.

Participation by Persons from Disadvantaged and Underserved Communities

The pandemic also impacted the opportunity for disadvantaged persons to participate, especially low-income persons. Because meetings were being conducted remotely and libraries were shut down, low-income persons whose only access to virtual meetings was through the computers available at libraries

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were presented with little opportunity to participate. LAPC staff did, however, continue to notify stakeholders from organizations that represent these communities.

Participation by stakeholders from underserved communities at committee meetings continues to lag. As public activities open up again, LAPC staff will use more targeted outreach (posting agendas at the La Crosse Main Library and Grand River Station Transit Center, for example).

Complying with Title II of the Americans with Disabilities Act

Because the LAPC is a small organization with only two staff and no physical assets like buildings and roads, the LAPC only needs to ensure that its planning process, plans, and programs and communications are accessible to persons with disabilities. To meet this requirement, the LAPC underwent a significant overhaul of its [website](#). The La Crosse County Sitefinity platform provides the home for the LAPC website, which is subject to County policies. The ease and user-friendliness of the platform allows LAPC staff to quickly update and post content, including public notices. We have also embedded a link to Google Translate.

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Appendix A: Non-Discrimination Statements and Protections Compliance with the Americans with Disabilities Act

Notice Under the Americans with Disabilities Act



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the La Crosse Area Planning Committee will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The La Crosse Area Planning Committee does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The La Crosse Area Planning Committee will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in La Crosse Area Planning Committee's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The La Crosse Area Planning Committee will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in La Crosse Area Planning Committee offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the La Crosse Area Planning Committee, should contact the office of Peter Fletcher at 608.785.5977 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the La Crosse Area Planning Committee to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the La Crosse Area Planning Committee is not accessible to persons with disabilities should be directed to Peter Fletcher at 608.785.5977.

The La Crosse Area Planning Committee will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **La Crosse Area Planning Committee**. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Peter Fletcher
Executive Director, LAPC
212 6th St N, Room 2300
La Crosse County Administrative Center
La Crosse, WI 54601

Within 15 calendar days after receipt of the complaint, **Peter Fletcher** or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Peter Fletcher** or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **La Crosse Area Planning Committee** and offer options for substantive resolution of the complaint.

If the response by **Peter Fletcher** or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Wisconsin Department of Transportation (WisDOT) ADA Coordinator** or her designee.

Within 15 calendar days after receipt of the appeal, the **WisDOT ADA Coordinator** or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **WisDOT ADA Coordinator** or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Peter Fletcher** or his designee, appeals to the **WisDOT ADA Coordinator** or her designee, and responses from these two offices will be retained by the **La Crosse Area Planning Committee** for at least three years

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Written Communications Policy

The LAPC has adopted a written communications policy and a public meeting accessibility policy to ensure that persons with disabilities have an opportunity to request auxiliary aids and services to participate in LAPC programs, services, and activities.

The LAPC will include in each document it distributes to the general public the following statement indicating that the information is available in alternate formats to individuals with disabilities upon request and within reason:

“To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at jeastwood@lacrossecounty.org.”

Public Meeting Accessibility Policy

The LAPC will include in its written correspondence for meetings and events open to the public the following statement ensuring accessible meeting locations and interpretive assistance:

“If you have a disability and need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at jeastwood@lacrossecounty.org at least one week in advance of the meeting.”

Compliance with Title VI of the Civil Rights Act of 1964

Please see the LAPC’s [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) for all Title VI policies and procedures.

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Appendix B: Identifying Disadvantaged Populations and Underserved Communities

To identify areas of potential disproportional impact from a planned or programmed transportation project on disadvantaged populations and underserved communities, a community impact assessment is conducted. The assessment identifies tracts with a high percentage of low-income, minority, limited-English proficient (LEP), and disabled populations relative to the planning area. Tracts are used instead of smaller levels of geography to improve the reliability of the data shown.

Tracts whose lower bound percentage of the variable in question is greater than the upper bound percentage for the planning area are identified as areas that could experience disproportionately high and adverse effects of a transportation project. This ensures that the margins of error are considered in all comparisons. This methodology also applies to identifying areas of need for new or expanded services (i.e., transit service).

The following definitions are consistent with *FTA Circular 4702.1B Title VI Requirements*.

- *Low-income* refers to a person whose median household income is below 150%¹ the U.S. Department of Health and Human Services (HHS) poverty guidelines. The data source is C17002 Ratio of Income to Poverty Level for the most recent 5-year estimates available from the ACS.
- *Minority* refers to a person who identifies with being American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or some other race that is not White. The data source is B03002 Hispanic or Latino Origin by Race for the most recent 5-year estimates available from the American Community Survey (ACS).
- *Limited-English proficient* refers to a person for whom English is not their primary language and who speaks English less than very well. The data source is S1601 Language Spoken at Home for the most recent 5-year estimates available from the ACS.
- *Disabled* refers to a person who reported having any one of the following difficulties: hearing, vision, cognitive, ambulatory, self-care, or independent living. The data source is B18101 Sex by Age by Disability Status for the most recent 5-year estimates available from the ACS.

Disabled populations may also be mapped by location of facilities that provide housing and services to elderly and disabled persons (i.e., assisted-living facilities, senior centers).

Elderly communities may be mapped thematically using the same methodology as used for minority, LEP, low-income, and disabled communities. The data source would be the same as for disability. Because disabled and elderly (defined as a person 60 and older, which is consistent with the eligibility requirements for County senior transportation services) populations are highly correlated, the general practice is to map disabled populations thematically and show point locations for housing and social services that support disabled and elderly

¹This threshold is consistent with the definition of “low-income” found in 49 U.S.C. 5302 as amended by MAP-21.

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Appendix C: Public Process for PPP

Public Process

- 1) Public comment period initiated on January 15, 2019 by posting a public notice on the LAPC website at www.lacrossecounty.org/mpo and by noticing LAPC-interested parties and committee members by e-mail.

Public Notice on Website:

The LAPC [Public Participation Plan](#) has undergone a minor update to its analysis geography and contacts and is now available for public comment. The Plan is anticipated to be approved at the LAPC's March 20, 2019 meeting. See this and other plans on our [Plans and Programs](#) page.

For comments or questions, please contact Jackie Eastwood at (608) 785-6141 or at JEastwood@LaCrosseCounty.org

E-mail:

Good morning, LAPC committee members and interested parties!

This e-mail initiates a minimum 45-day public comment period for the update of the LAPC Public Participation Plan, which will be considered for approval by the LAPC Policy Board at its March 20, 2019 meeting.

This update is a minor update to reflect a change in the methodology for assessing population impacts, a change in LAPC contacts (including in LAPC ADA notices and policies), and other minor changes as itemized in a [summary document](#). The methodology was modified to increase the reliability of LAPC maps and geographic comparisons. The contacts were modified to reflect changes in staffing.

You can find a link to the [draft 2019 Plan](#) under Public Notices on the main page of the www.lacrossecounty.org/mpo as well as links on the [Plans and Programs](#) page.

If you have questions, comments, or need a document in an alternate format, please contact me at the information below.

Jackie Eastwood
Transportation Planner
La Crosse Area Planning Committee
212 6th St N, Room 1200
La Crosse WI 54601
PH: 608.785.6141

- 2) Public comment period ends on March 1, 2019.

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- 3) Substantive comments are incorporated into the Public Participation Plan (PPP).
- 4) Public Participation Plan is introduced to the Technical Advisory Committee on March 13, 2019 and to the Committee on Transit and Active Transportation on March 14, 2019 for their recommendation to the Policy Board to approve the PPP.
- 5) LAPC Policy Board approves the Public Participation Plan on March 20, 2019.

Substantive Comments

Comment from Evan Gross, Federal Transit Administration:

FTA “regulations require formal approval documentation of TIP changes that include: the addition or deletion of a programmed project, or changes to a programmed project’s program year, funding source, or major change in project scope or cost.”

Resolution:

The current PPP includes “Changing the implementation schedule for a project within the TIP’s four-year program window” as a revision eligible for **administrative modification**. Because this is inconsistent with FTA policy, this type of revision for transit projects will now require an amendment to the TIP (see page 12), accompanied by the requisite approval documentation.