

# MISSISSIPPI RIVER REGIONAL PLANNING COMMISSION

## TRANSPORTATION PLANNING ANNUAL WORK PROGRAM 2023



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In cooperation with Wisconsin Department of Transportation, September 2023

### **COMMISSION ROSTER**

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John Schlesselman  
Del Twidt

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### **STAFF**

Dave Bonifas, Director  
Bob Gollnik, Transportation Planner  
Abbey Nicewander, Senior Planner  
Sarah Ofte, Office Manager

MISSISSIPPI RIVER REGIONAL PLANNING COMMISSION  
RESOLUTION 20221012-2

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ADOPTION OF 2023 TRANSPORTATION WORK PROGRAM

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WHEREAS, Mississippi River Regional Planning Commission (MRRPC) has identified transportation planning and implementation assistance as a regional need.

WHEREAS, the MRRPC has been actively involved in transportation planning and implementation assistance through a partnership with the Wisconsin Department of Transportation.

WHEREAS this partnership calls for the MRRPC to prepare an annual transportation work program and to provide a 10% matching share to fund the work program.

WHEREAS the MRRPC in cooperation with the Wisconsin Department of Transportation has prepared a transportation work program for 2023.

WHEREAS the MRRPC hereby allocates \$7,230.28 as its 10% matching share towards \$57,842.24 in federal and \$7,230.28 in state funds to carry out its transportation work program totaling \$72,302.80.

NOW, THEREFORE BE IT RESOLVED, the MRRPC hereby adopts the Transportation Planning Annual Work Program 2023 and approves the allocation of \$7,230.28 for its matching share.

Adopted this 12<sup>th</sup> day of October 2022.

  
James Kuhn, Chairman

Attest:

  
Vicki Burke, Secretary / Treasurer

**Mississippi River Regional Planning Commission - CY 2023  
Transportation Work Program**

	Work Element	% Transportation Planner's Time
I.	<p><b>Public Participation Program - Regional Transportation Goals, Policies, and Objectives</b></p> <p>MRRPC Activities in 2023 to facilitate public participation will include:</p> <ul style="list-style-type: none"> <li>▪ News releases regarding transportation, or issues related to transportation, in which the Commission is involved, will be released as necessary to keep the public informed.</li> <li>▪ News media interviews will be given as necessary on relevant transportation matters.</li> <li>▪ The Commission will publish an annual report of ongoing projects within the nine-county region. Transportation issues will be included in this report and will be part of the ongoing MRRPC general planning program. This annual report will be distributed to a wide range of elected officials, decision-makers, and citizens within the Region.</li> <li>▪ Public service announcements regarding various programs or current issues will be prepared or distributed to local media as necessary.</li> <li>▪ Staff will stay current on programs, and work with WISDOT to help local communities understand and take advantage of funding programs available through WISDOT.</li> <li>▪ The MRRPC web site will continue to include links to other transportation relevant sites.</li> <li>▪ When requested meetings will be held in cooperation with the WISDOT Region offices on topics of mutual interest.</li> <li>▪ The Commission will continue, through its bi-monthly meetings, or other opportunities, provide a forum for WISDOT representatives to speak about current legislation, plans, projects, and related activities of current statewide or regional interest.</li> <li>▪ The MRRPC will provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private providers of transportation, and other interested parties and segments of the community affected by transportation plans/programs in accordance with the MRRPC Title VI Plan.</li> <li>▪ Staff will continue to support State grants, including the WEDC Main Street Bounceback Program</li> </ul> <p><b>MRRPC activities in 2023 that will address regional transportation goals, policies, and objectives include:</b></p> <ul style="list-style-type: none"> <li>▪ MRRPC will be actively involved in regional and state transportation issues by reviewing planning projects, the Comprehensive Economic Development Strategy, and the Annual Transportation Work Program.</li> <li>▪ Every five years the MRRPC prepares a "Comprehensive Economic Development Strategy" (CEDS) as a requirement for the Commission's continued participation in Economic Development Administration (EDA) programs. A goal identified in the CEDS focuses on transportation "Further develop the Region's transportation, telecommunication, and public facility infrastructure". The MRRPC will continue to address this goal by encouraging an efficient multi-modal transportation system across the region for air, rail, barge, trucks, cars, bicycles, pedestrians and public transit. The CEDS was updated and adopted in early 2022</li> <li>▪ Staff continues to provide assistance, as requested, to WISDOT in the development of statewide planning efforts, including:</li> </ul>	<p>Use amounts (2.5%)</p>

## Mississippi River Regional Planning Commission - CY 2023

### Transportation Work Program

	Work Element	% Transportation Planner's Time
	<p>Connections 2050, State Freight Plan, and Wisconsin Rail Plan 2050. This will include such planning activities as reviewing and commenting on plan specifics within the MRRPC planning region and attendance at future public outreach sessions regarding plan implementation.</p> <ul style="list-style-type: none"> <li>▪ Regional transportation policies and goals will be analyzed and presented both as published goals in the Comprehensive Economic development Strategy, and by resolutions through the Regional Planning Commission.</li> <li>▪ The provision of "high speed and more frequent" passenger rail service serving the Region has continued to be promoted by La Crosse Area economic development groups, and information about this planned service will continue to be emphasized by the MRRPC.</li> <li>▪ Staff will work to identify methods to strengthen rural communities' ability to access national/international trade markets and support regional economic growth.</li> <li>▪ MRRPC will promote connectivity among rural transit services, SMRT bus, shared ride, and related resources.</li> </ul>	
II.	<p><b>Analysis of Regional Highway System</b></p> <p>MRRPC activities in 2023 that will address analysis of the regional highway system include:</p> <ul style="list-style-type: none"> <li>▪ Commission staff will cooperate with WISDOT to cosponsor meetings or provide other opportunities to review and discuss various highway planning issues. These regional and statewide highway issues could include, but not limited to such initiatives as the National Highway System, Intelligent Transportation Systems (ITS), or specific corridor programs as the Great River Road, National Scenic By Ways, or the Rustic Roads program.</li> <li>▪ The MRRPC will continue involvement in outdoor recreation planning, comprehensive planning, economic and community development, land use planning and zoning recommendations throughout the region. In all these cases the Commission will provide an opportunity for an interchange of ideas and goals between the local communities and WISDOT regarding the impact on, or by, the highway system in these other programs. The goal being to create a reliable/resilient transportation system that will enhance travel and tourism in the region.</li> <li>▪ Staff will continue to cooperate with the Mississippi River Parkway Commission (<i>Great River Road</i>) and local governmental units, in the development of programs related to the Great River Road (National Scenic By Way). The planner has supported GRR through the Great American Road designation and will speak to local communities as part of an effort to procure route designation, signage, and wayfinding, in 2023.</li> <li>▪ Aid in the oversight and/or plan updates of the transportation and land use elements for regional, countywide, or community based "Smart Growth" plans pursuant to State Statute 66.1001.</li> <li>▪ After completion, the goals of the State Highway Plan and Connections 2050, State Rail Plan, and State Freight Plan will be coordinated with all local comprehensive planning efforts.</li> <li>▪ The Transportation Planner will continue to assist the local governmental units in conducting research and evaluation of various transportation issues that arise during the planning period.</li> </ul>	13.0

## Mississippi River Regional Planning Commission - CY 2023

### Transportation Work Program

	Work Element	% Transportation Planner's Time
	<ul style="list-style-type: none"> <li>▪ Continue to incorporate regional highway analysis into local and county comprehensive plans. Staff is currently supporting La Crosse County in its plan update and facilitating several local comprehensive plans.</li> <li>▪ Staff will continue to support comprehensive plan implementation activities in 2023.</li> <li>▪ Staff will cooperate with the WISDOT to ensure communities are aware of land use planning issues early in the process of highway corridor planning, or highway improvement planning.</li> <li>▪ Community Plans and ordinances prepared by the MRRPC staff will recognize the necessity for appropriate access control techniques when dealing with all public street and highway rights-of-way.</li> <li>▪ Staff, as requested, will provide technical assistance to member communities regarding pavement management and budget/needs projection software tools.</li> <li>▪ Staff will assist in WISDOT efforts related to the economic, social, environmental, and land use impacts of proposed transportation projects. Specific efforts will be made to reduce or mitigate storm water impacts of surface transportation.</li> <li>▪ The MRRPC will coordinate regional transportation and economic development studies especially for Transportation Alternatives Program (TAP) eligible projects. In 2023 the Transportation Planner will be available to assist local units of government in applying for TAP grant eligible projects as the need arises.</li> <li>▪ Staff will implement findings from the Location Based Services Data project and assist communities in identifying strategies to increase roadway efficiency</li> </ul>	
III.	<p><b>Analysis of Regional Air, Water, Rail Transportation Systems</b></p> <p>MRRPC activities in 2023 that will address analysis of regional air, water, and rail transportation systems include:</p> <ul style="list-style-type: none"> <li>▪ Staff will manage and provide technical support for the Regional Freight Strategy, a BUILD planning grant awarded to MRRPC</li> <li>▪ Staff will participate in statewide transportation plans and regional major corridor planning and environmental feasibility studies as coordinated by WISDOT.</li> <li>▪ Commission staff will continue to serve as a technical resource on Mississippi River issues and will coordinate river transportation considerations with all other river issues such as environmental concerns, Endangered/Threatened Species designations, tourism, land use planning, and economic and community development.</li> <li>▪ Staff will attend meetings and conferences, as appropriate, of the La Crosse Area Planning Committee, Upper Mississippi River Basin Association, Mississippi River Parkway Commission, River Resources Forum, and other planning bodies that relate to the river valley and its resources.</li> <li>▪ Assist WisDOT in identifying critical rural freight corridors and updating or adding new Enhanced NHS intermodal Connectors.</li> <li>▪ Rail planning will continue, as in the past, with attention directed toward local, regional, and state issues. Staff will cooperate with local interests and WISDOT regarding Transportation Economic Assistance (TEA) grants for rail line extensions to serve industrial or distribution rail users.</li> </ul>	10.0

## Mississippi River Regional Planning Commission - CY 2023

### Transportation Work Program

	Work Element	% Transportation Planner's Time
	<ul style="list-style-type: none"> <li>▪ Sustained interest in increasing rail passenger service (AMTRAK) continues to be emphasized locally by the City of La Crosse, LADCO, La Crosse Convention and Visitor Bureau, the City of Tomah, and Monroe County. Commission staff will continue to monitor developments of the <i>Midwest Regional Rail Initiative</i>, as well as the effects of federal funding on implementing the project. Staff continues to participate in meetings regarding changes to the Empire Builder route.</li> <li>▪ In 2023 staff will assist on WisDOT Grant applications, if needed.</li> </ul>	
IV.	<p><b>Specialized Transportation Planning</b></p> <p>MRRPC activities in 2023 that will address specialized transportation planning include:</p> <ul style="list-style-type: none"> <li>▪ Implement findings from the SMRT Bus Marketing Plan, managed by the Transportation Planner starting in 2021</li> <li>▪ Staff will continue to assist the region's transportation offices in reviewing state and federal grant applications for para-transit and other specialized transportation providers.</li> <li>▪ Staff will remain a member of the Committee in Transit and Active Transportation of the La Crosse Area Planning Committee (LAPC), the MPO governing body for the La Crosse metropolitan area. Staff will continue to attend quarterly meetings of the committee in 2023.</li> <li>▪ As appropriate, staff will work with WISDOT and local units of government to plan for improvements and implementation of the transit component of Connections 2050.</li> <li>▪ Staff will continue to assist La Crosse, Monroe, Vernon and Crawford in administering the operation of a daily commuter bus service (SMRT Bus began service in December 2012) in the four-county area that serves residents in 15 cities/villages and 20 rural towns. The Transportation Planner assists by meeting with local units of government and businesses to bring awareness of the service and raise local matching funds. The Transportation Planner is also assisting in analyzing/modifying route schedules, project marketing, bus stop locations, timing of routes to meet major employer shift changes, and the coordination of services with County Senior Services/ADRC agencies for senior travel. In 2023, the MRRPC will continue to support SMRT and assist in expanding the SMRT Bus to other parts of the region (evaluate possible expansion of services).</li> <li>▪ Staff will continue to serve on the Transportation Coordinating Committees for Monroe, La Crosse, Vernon, Trempealeau, and Crawford Counties for the purpose of transportation coordination in the region.</li> <li>▪ In Fall 2020, MRRPC was awarded US EDA CARES Act funding. A portion of this award was used to create and implement a marketing strategy to increase SMRT Bus usage throughout the region. The transportation planner managed this work in coordination with La Crosse County and the La Crosse MPO in 2021, in coordination with the MPO Regional Transit Plan.</li> <li>▪ Staff will continue to assist local units of government in programs and grant applications related to Transportation Alternatives.</li> <li>▪ MRRPC staff spearheaded a Regional Freight Strategy with USDOT BUILD Grant Funding. The transportation planner will manage work under this project to analyze current trends, identify potential opportunities, and coordinate with State/Local agencies. USDOT funding was authorized in September 2021 and the project kicked off early 2022.</li> </ul>	25.0

## Mississippi River Regional Planning Commission - CY 2023

### Transportation Work Program

	Work Element	% Transportation Planner's Time
	<ul style="list-style-type: none"> <li>Commission staff will continue to cooperate with the WISDOT and local communities to provide land use planning coordination on specific corridors.</li> </ul>	
V.	<p><b>Local Assistance and State/Federal Cooperation</b></p> <p>MRRPC activities in 2023 that will address local assistance and State/Federal cooperation include:</p> <ul style="list-style-type: none"> <li>Commission staff will provide technical assistance to counties and municipalities upon request in examining land use regulations to assess the need for access controls, outdoor advertising regulations, and other revisions, additions, or amendments designed to reduce the incidence of incompatible land uses, safety hazards, visual blight, erosion, and obstructions to efficient traffic flow along traffic corridors in the county or municipality.</li> <li>Commission staff will continue to work with local units of government in the revisions of comprehensive plans in accordance with "Smart Growth" directives. In 2023 MRRPC staff will continue assisting local Towns in updating their comprehensive plans. Town plan updates would be conducted in conjunction with the respective County Planning Departments.</li> <li>MRRPC staff will continue to maintain a data bank using 2020 Census data to easily provide standardized information to communities and consultants as they are planning documents. This information is presently available on our website – <a href="http://www.mrrpc.com">www.mrrpc.com</a>. The website was re-developed in 2021 through CARES Act funding, and MRRPC staff will incorporate this data into a new user-friendly format.</li> <li>MRRPC staff will continue to assist local units of government in activities to enhance travel and tourism in the region. One means of analyzing and increasing tourism will be through a location-based data purchase and analysis, made possible by CARES Act funding. This work was be managed by the Transportation Planner. A dashboard was created and updated throughout 2022.</li> <li>Projects related to transportation identified in the plan updates include multi-use trails, sidewalk improvements, bike/ped. improvements, etc.</li> <li>Staff will continue to meet with county and local government officials to provide local governments with information on WISDOT planning and funding programs as well as facilitating regional transportation efforts.</li> <li>Staff will coordinate regional transportation and economic development studies especially for TEA-eligible projects and assisting local communities in the application process.</li> <li>MRRPC staff will continue to advance the development of the freight-related industry clusters in the MRRPC region. The MRRPC will assist in this process by exploring strategic alliances between manufacturers in the region, interviewing selected companies and transportation system users, and through the MRRPC Freight Strategy project. The Transportation Planner has also had discussions with adjacent RPCs to explore collaborative intermodal projects.</li> </ul>	30.0
VI.	<b>Staff Support of the Commission and Program Supervision</b>	19.5

## Mississippi River Regional Planning Commission - CY 2023

### Transportation Work Program

	Work Element	% Transportation Planner's Time
	<p>MRRPC activities in 2023 that will address staff support of the commission and program supervision include:</p> <ul style="list-style-type: none"> <li>▪ The Transportation Planner will attend all Regional Planning Commission meetings. MRRPC Commission meetings are held on the second Wednesday of even numbered months at 10:00 A.M. The Transportation Planner will attend other Commission related meetings as needed. Commission meeting minutes will be available on the MRRPC website.</li> <li>▪ The Transportation Committee of the MRRPC will meet as needed in response to the Commissions requests.</li> <li>▪ The Transportation Planner will occasionally work in a general support capacity to Commission programs and services, such as providing general Census data and land use planning assistance to community leaders or the general public.</li> <li>▪ The Transportation Planner will develop the 2023 rural transportation planning work program as a program support and administrative function.</li> <li>▪ The planner will also submit quarterly progress reports and invoices to WISDOT seeking reimbursement for transportation planning services provided.</li> <li>▪ All transportation planning, typing, graphics, and research will be coordinated, and administrative coordination and supervision of the university interns' program will be conducted.</li> <li>▪ MRRPC will work with WISDOT with the discussion and coordination of FAST Act performance measures and the establishment of state performance targets.</li> <li>▪ The Transportation Planner will participate in quarterly FHWA/RPC/WISDOT meetings to discuss transportation planning, policy, financial, and technical issues and questions.</li> <li>▪ MRRPC Title VI activities and any self-certifications will be reported to WISDOT as required by plans/requirements.</li> </ul>	



**Mississippi River Regional Planning Commission  
Proposed WISDOT 2022 Funding Levels  
Wisconsin Department of Transportation Planning Programs  
2023 Budget**

I.	Direct Salaries	
	Commission Staff	\$31,951.48
II.	Employee Benefits (59%)	<u>\$18,851.38</u>
	Subtotal	\$50,802.86
III.	Indirect Expenses (42%)	<u>\$20,657.94</u>
	Subtotal	\$71,460.80
IV .	Direct Expenses	
	Travel	\$500
	Printing/Reproduction Costs	\$180
	Postage	<u>\$162</u>
	Subtotal	\$842
	<b>TOTAL</b>	<b>\$72,302.80</b>
 <b>WISDOT/RPC PROGRAM</b>		
	Total Program Cost	\$72,302.80
	Federal SPR	\$57,842.24
	State Share	\$7,230.28
	MRRPC Share	\$7,230.28

**MRRPC Indirect Cost Rate**

The MRRPC's fixed and indirect costs are calculated based on past year's income and expenditure activities and budget assumptions about work programs for the coming budget year. As part of our organization's annual audit conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States, we recalculate our indirect cost rate and make adjustments to those costs as of December 31 in the same budget year. There are no carry forward provisions or carry forward adjustments as of December 31, which is the end of our fiscal year.

All costs included in our budget and indirect cost are allowable in accordance with the requirements of funding award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments". All documentation determining the indirect cost rate for our fiscal year budget are retained by us for validation as part of our annual audit.

**Cost Share Distribution of MRRPC Member Counties**  
 2023 Contributions in Bold

	2020 Real Property Equalized Value	2021 Real Property Equalized Value	2022 Contribution Rate of .000498118999%	2023 Contribution Rate of .000498118%
Buffalo	1,231,907,900	1,301,025,300	6,136	<b>6,148</b>
Crawford	1,278,304,700	1,381,532,000	6,367	<b>6,529</b>
Jackson	1,718,719,300	1,802,400,600	8,561	<b>8,517</b>
La Crosse	10,938,184,900	11,914,125,100	54,485	<b>56,301</b>
Monroe	3,674,752,500	3,836,523,800	18,305	<b>18,130</b>
Pepin	673,232,700	712,814,300	3,353	<b>3,368</b>
Pierce	3,840,954,300	4,121,070,900	19,133	<b>19,474</b>
Trempealeau	2,437,921,300	2,597,987,700	12,144	<b>12,277</b>
Vernon	2,189,831,800	2,347,076,500	10,908	<b>11,091</b>
<b>Total</b>	<b>27,983,809,400</b>	<b>30,014,556,200</b>	<b>139,392</b>	<b>141,835</b>

**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 3 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 MRRPC, 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.