

**AGENDA**  
**(revised 04/05/21)**  
of the  
**Capital Area Regional Planning Commission**

**April 8, 2021**

**Virtual Zoom Meeting**

**6:00 pm**

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**Participant Information**

**COVID Accommodation:** Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. You may participate in the meeting from your computer, tablet, smartphone, or telephone by registering at: <https://us02web.zoom.us/join/joinmeeting/register/tZUkcumoqTgtE9cbtrpMnb1bjyf-c4WkLVZH>. (This registration link is unique to this meeting). Registrants will receive an email with details on how to join the meeting. If you do not have Internet access, please call Haley Smith at 608 474 6017 to register.

**Speaking at RPC Meetings:** Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for testimony by each registrant will be 3 minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

**Written Communications:** Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications, including emails sent to [info@capitalarearpc.org](mailto:info@capitalarearpc.org), received after this deadline will be provided to Commissioners at the meeting.

**RPC Quorum may be Present:** RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

**MISSION:** Strengthen the region by engaging communities through planning, collaboration, and assistance.

**VISION:** A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Roll Call
2. Public Comment on Matters not on the Agenda
3. **Consent Agenda (all items below in #3 are actionable items)**
  - a. **Approval of Minutes of the March 11, 2021 CARPC Meeting**
  - b. **Executive Committee Recommendations**
    - (1) **Authorization of Agency Director to Execute Agreement with Distillery for Communication Services**
    - (2) **Authorization of Agency Director to Execute Agreement with Krystal Images Photography for Photography Services**
    - (3) **Authorization of Agency Director to Sign State/Municipal Agreement for a Non-Infrastructure Transportation Alternatives Program (TAP) Project**
    - (4) **Approval of February 2021 Financials and the March 2021 Disbursements & Reconciliation Report**

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4. Presentation of Dane County Regional Housing Strategy Initiative – Olivia Parry, Dane County Planning & Development
5. **Approval of Resolution 2021-05, Adopting Revised CARPC Bylaws (*actionable item*)**
6. **Approval of Resolution 2021-04, Supporting the Proposed Dane County Stormwater Ordinance Amendment (*actionable item*)**
7. **Support for a Levy Limit Exclusion for Amounts Counties Levy on Behalf of Regional Planning Commissions (*actionable item*)**
8. Reports
  - a. Executive Chairperson and Executive Committee:
    - (1) Assessment of CARPC Financial Systems
    - (2) Virtual Meeting Considerations
    - (3) Discussion on Post-Pandemic Commission Meetings
    - (4) Discussion of 2021 Budget (Continuation from previous meeting)
    - (5) Potential Advocacy for Exemption of Regional Planning Commission Levies from State Tax Levy Limits
  - b. Members of the Greater Madison MPO
  - c. Agency Director/Division Director, Community and Regional Planning
  - d. Deputy Agency Director/Division Director, Environmental Resources Planning
9. **Approval of CARPC Resolution 2021-06, Authorization of CARPC Personnel to Accept and Sign Grant Award Documents, and for CARPC to Provide In-Kind Match, for U.S. Economic Development Agency Funding for the Sector Strategy for Pandemic Recovery Project (*actionable item*)**
10. Future Agenda Items (Next meeting is May 13, 2021 via Virtual Zoom Meeting at 6:00 pm)

There will be at least one public hearing during the May 13 CARPC meeting.
11. Adjournment

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**DRAFT MINUTES**  
of the  
**Capital Area Regional Planning Commission**

**March 11, 2021**

**Virtual Zoom Meeting**

**6:00 pm**

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**Commissioners Present:** Maureen Crombie, Grant Foster (late arrival), Mark Geller, Anthony Gray, Kris Hampton, Ed Minahan, Heidi Murphy, Larry Palm (Chair), David Pfeiffer, Jim Schuler, Caryl Terrell, Nick Zavos.

**Commissioners Absent:** Peter McKeever

**Staff Present:** Nick Bower, Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

**Others Present:** Jeremy Balousek, Julie Gutmanis, Forbes McIntosh

1. Roll Call

Chair Palm called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

Although there were registrants, no members of the public were present at this time.

3. **Consent Agenda (all items below in #3 are actionable items)**

**a. Approval of Minutes of the January 14, 2021 CARPC Meeting**

**b. Executive Committee Recommendations**

**(1) Authorizing the Agency Director to Execute Contracts with Park Bank for Online Access to Conduct ACH and Wire Transfer activities**

**a. Park Bank Agreement for Electronic Payments (ACH)**

**b. Park Bank Wire Transfer Agreement**

**(2) Approval of the Financials:**

**a. December 2020 Financials and January 2021 Disbursements**

**b. January 2021 Financials and February 2021 Disbursements**

**c. Authorizing the Deputy Agency Director to Execute a Contract for Green Infrastructure Planning in the Black Earth Creek Watershed**

No formal motion to approve the consent agenda was made. The motion carried on a voice vote.

4. Presentation of Proposed Dane County Stormwater Ordinance Amendment – Jeremy Balousek, Dane County Land & Water Resources Department

Mr. Balousek presented an overview of the proposed amendment to the Dane County Stormwater Ordinance. Mr. Balousek was asked if the amendment was running in to any significant opposition to which he responded no. Chair Palm asked what the Commission could do to help. Mr. Balousek stated that a letter of support would be helpful. The presentation was recorded as part of CARPC the meeting.

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5. Presentation of the Regional Development Framework Mapping – Steve Steinhoff

Mr. Steinhoff presented an update to the Regional Development Framework (RDF). A motion was made to table further discussion and questions until after the public hearing was made by Nick Zavos and seconded by Maureen Crombie. The motion carried on a voice vote.

6. **PUBLIC HEARING (7:00 pm)**

a. Amendment of CARPC Bylaws

- (1) Review of Proposed Bylaw Amendments
- (2) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
- (3) Discussion

Mr. Steinhoff provided an overview of the proposed changes. He noted that a memo was received from the Dane County Town's Association (DCTA) objecting to changes related to the Budget and Personnel Panel in Article VI, Section 2 and in Article VII, Section 1. The DCCVA discussed the proposed bylaw revisions and the DCTA memo at their March 10 membership meeting but did not take any action.

The public hearing was opened. Two members of the public registered for the meeting, but no one wished to speak. Forbes McIntosh concurred with Mr. Steinhoff's report on the DCCVA meeting. The public hearing was closed. It was noted that the DCTA was sensitive to the removal of any oversight by the BPP. However, it was agreed that the Chair's March 3<sup>rd</sup> email response to the DCTA was accurate and served to clarify the concerns and support the changes in the bylaws.

A motion was made to take item 6 off the table. Mr Geller moved to do so; Mr. Zavos seconded. The motion carried on a voice vote.

Mr. Steinhoff's presentation of the Regional Development Framework resumed. Next steps include preparing maps, communication strategies and materials, and outreach. A question was asked about when the written narrative that goes with the maps would be available with the maps? Mr. Steinhoff said it would be over the spring and also that the agency may be seeking assistance with that.

7. Reports

a. Executive Chairperson and Executive Committee

(1) Five-Year Financial Forecast

Chair Palm stated that at the last Executive Committee meeting it was discussed that the Agency's unrestricted fund balance has increased in recent years, but that projections show it will decline again in coming years. How as a commission should we plan for that? The Executive Committee has asked staff to come up with some potential uses of reserve funds that further agency goals while maintaining a sufficient fund balance. One suggestion was for staff to help with the regional plan.

b. Members of the Madison Area Transportation Planning Board

It was noted that this item needs to be changed to the Greater Madison MPO going forward.

c. Agency Director/Division Director, Community and Regional Planning

(1) 2020 Work Program Outcomes

Mr. Steinhoff reported on the first of the joint webinars on February 18<sup>th</sup> with the Greater Madison MPO – What Can Your Regional Planning Agency Do for You? There were over 100 attendees and positive feedback has been received. Slides and recordings have been posted to the CARPC website. The next webinar will be conducted by the MPO in April on funding opportunities through their urban transportation planning grant. In June there will be a joint webinar on the Regional Development

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Framework and Regional Transportation Plan. Upcoming CARPC-led webinars will cover Future Environmental Corridor Mapping and Green Infrastructure. Economics and green infrastructure were the topics that received the most votes from the webinar polling.

Olivia Parry of the Dane County Planning and Development Department has announced a housing initiative to prepare a regional housing strategy and hire a consultant to help lead it that ties in well with the Regional Development Framework. Support was expressed for hearing a presentation from Ms. Parry on the regional housing strategy.

d. Deputy Agency Director/Division Director, Environmental Resources Planning

Mr. Rupiper provided updates on major projects of the Environmental Resources Planning Division. The plan writing phase of the Chloride Management Plan for Starkweather Creek is wrapping up this month. A consultant team has been selected for the Black Earth Creek Green Infrastructure planning project and the next steering committee meeting will be next week. He also introduced Nick Bower, our environmental engineer, who started in November.

8. This number was erroneously left off the agenda

9. This number was erroneously left off the agenda

10. Future Agenda Items (Next meeting is April 8, 2021 via Virtual Zoom Meeting at 6:00 pm)

- a. Presentation of Dane County Regional Housing Strategy initiative.
- b. Support for proposed amendments to the Dane County Stormwater Ordinance.
- c. Support for exemption of regional planning commission tax levies from state levy limits.
- d. Approval of bylaws revisions.

It was noted that the Dane County Board of Supervisors meeting on April 8th conflicts with the Commission meeting.

There may be at least one public hearing during the April 2021 CARPC meeting.

11. Adjournment

Mr. Hampton moved to adjourn; Mr. Minahan seconded. The motion passed on a voice vote. The meeting adjourned at 7:53 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

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Kris Hampton, Secretary

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**Re: Presentation of Dane County Regional Housing Strategy Initiative**

**Requested Action: None**

**Background:**

Dane County Planning and Development staff have facilitated the Dane County Housing Initiative (DCHI) since 2015. DCHI has commissioned Housing Needs Assessments, held annual housing summits (until the pandemic), and provides a forum for networking among municipal and regional staff and officials, researchers, housing providers, service providers, and those with housing assistance needs. In 2021, DCHI launched a Regional Housing Strategy to build on the DCHI partnership and the broad range of housing work in the region, assess regional needs, and identify shared priorities that partners can work on together.

**Staff Comments:**

The Regional Housing Strategy (RHS) and the Regional Development Framework (RDF) are different and complementary efforts. The RDF, as a guide for the physical development of the region, addresses all forms of development and thus is broader and more general. The RHS is more specific to housing and focuses on housing shortages and the affordability and instability crises. Both initiatives are regional, voluntary collaborations, to generate advisory guides for local decision-making and implementation.

**Materials Presented on Item:**

PowerPoint presentation

**Staff Contact:**

Steve Steinhoff, Agency Director  
[steves@capitalarearpc.org](mailto:steves@capitalarearpc.org)  
608 474 6010

**Next Steps:**

Ongoing collaboration between Regional Housing Strategy and Regional Development Framework.





**Re: Approval of Resolution 2021-05, Adopting Revised CARPC Bylaws (*actionable item*)**

**Requested Action:**

Motion to approve Resolution 2021-05

**Background:**

CARPC held a public hearing for proposed changes to its bylaws on March 11, 2021. No additional changes needed to the bylaws were identified from the public hearing. As per CARPC bylaws, Article X, Section 1, if no additional changes are made, the amended bylaws will be considered for approval at the April 8, 2021 meeting. If additional changes are made, they will be considered at the April meeting but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No further public hearing is required.

**Staff Comments:**

Bylaw changes are made to the following sections:

- Article I – Membership: addition of Section 3, Member Decorum; addition of Section 4, Attendance, with revised language moved from Section 1.
- Article II – Meetings: revision to Section 3, Public Hearing Notices; addition of Section 5, Closed Session; revision to Section 9, Voting.
- Article III – Officers: revision of language to Section 3, Removal of Officers; addition of commissioner attendance duties to Section 7, Secretary.
- Article V – Committees: revisions to Section 2, Executive Committee.
- Article VI – Personnel: revisions to Section 1, Executive Director.
- Article VIII – Miscellaneous: removal of Section 2, Seal.
- Various formatting, organization, and language changes to improve clarity.
- Index – Removed.

**Attachments:**

1. Resolution 2021-05, Adopting Revised CARPC Bylaws
2. Bylaws of the Capital Area Regional Planning Commission, Revised April 8, 2021

**Staff Contact:**

Steve Steinhoff, Agency Director  
[steves@capitalarearpc.org](mailto:steves@capitalarearpc.org)  
608 474 6010

Larry Palm, Executive Chairperson  
[larryp@capitalarearpc.org](mailto:larryp@capitalarearpc.org)

**Next Steps:**

Use of revised bylaws.

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**CARPC Resolution No. 2021-05**  
**Adopting Revised CARPC Bylaws**

WHEREAS, The Capital Area Regional Planning Commission (CARPC) adopted bylaws on November 8, 2007, after CARPC was established by Executive Order of the Governor of Wisconsin on May 2, 2007; and

WHEREAS, The Capital Area Regional Planning Commission revises its bylaws periodically to provide updates and improve clarity; and

WHEREAS, The Capital Area Regional Planning Commission recently identified additional changes to improve its bylaws; and

WHEREAS, The Capital Area Regional Planning Commission posted a public hearing notice on February 9, 2021, and held a public hearing on March 11, 2021 on adoption of revised bylaws of the Capital Area Regional; and

WHEREAS, No additional changes were identified at the public hearing and following deliberation;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission adopts the Bylaws of the Capital Area Regional Planning Commission, Revised April 8, 2021.

April 8, 2021  
Date Adopted

\_\_\_\_\_  
Larry Palm, Executive Chairperson

\_\_\_\_\_  
Kris Hampton, Secretary

# Bylaws of the Capital Area Regional Planning Commission

Revised: April 8, 2021



Capital Area Regional Planning Commission

100 State Street, Suite 400

Madison, Wisconsin 53703

(608) 474-6017



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# Bylaws of the Capital Area Regional Planning Commission

For the purposes of these Bylaws, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the “Commission” and the organization will be referred to as the “Agency.”

## ARTICLE I — MEMBERSHIP

### Section 1: Commission Appointments

- a. The Commission shall be appointed in a manner consistent with the Governor’s Executive Order #197, dated May 2, 2007.
- b. The Commission is composed of thirteen (13) members:
  1. four (4) appointed by the City of Madison,
  2. three (3) by Dane County,
  3. three (3) by the Dane County Cities and Villages Association, and
  4. three (3) by the Dane County Towns Association.
- c. All appointments will serve until a new appointment to the Commission has been made by the respective appointing authority.
- d. An Agency employee shall not be appointed as a Commissioner. A Commissioner is able to be an Agency employee provided they are appointed as a Commissioner first.

### Section 2: Removal of Members

Any member of the Commission may be removed for cause by their appointing authority. Cause shall be defined as neglect of duty, official misconduct, or malfeasance in office. The determination of cause by an appointing authority is final and binding.

### Section 3: Member Decorum

Members and Agency staff shall maintain decorum as representatives of the Commission.

### Section 4: Attendance

Members of the Commission are expected to attend Commission meetings or to notify the Secretary or their appointee in advance when they are unable to attend. If a Commissioner does not attend two Commission meetings in a row without such notice, the Secretary or their appointee shall communicate such absences to their appointing authority.

## ARTICLE II — MEETINGS

### Section 1: Meetings

- a. Regular meetings of the Commission shall be held as determined by the body, but at least once per quarter.
- b. The first meeting of the Commission in January shall constitute the Annual Meeting, whereupon officers will be elected in accordance with Article III Section 2.
- c. A special meeting of the Commission may be called at any time by its Chairperson.
- d. A special meeting must be called by the Chairperson if requested in writing by two (2) or more Commissioners. The meeting must occur between ten (10) and twenty (20) working days from the date request is received.

### Section 2: Notice of Meetings

Public notice of all meetings of the Commission shall be given in compliance with Wis. Stats. § 19.84. The Chairperson or designee shall prepare and distribute notice of each meeting to each Commissioner. Notice shall state the date, time, and place of the meeting; the subject matters of the meeting, and if convening in closed session.

### Section 3: Public Hearing Notices

In accordance with Wis. Stats. § 66.1001(4)(d) and § 65.90, the Commission shall provide at least thirty (30) day public hearing notice for the following items:

- a. adoption or amendments of regional plans;
- b. amendments to regional plans;
- c. adoption of the annual budget and budget amendments; and
- d. amendments to these Bylaws.

### Section 4: Public Meetings

Wis. Stats. § 19.83 shall apply to all meetings of the Commission and its committees and subcommittees. Members of the public may register and speak on any item on the agenda in accordance with the policies of the Commission and noticed on the agenda.

### Section 5: Closed Session

Wis. Stats. § 19.85 permits the Commission to meet in closed session by a majority motion of the body. The agenda will indicate the nature of the business to be considered and the specific exemption under Wis. Stats. § 19.85 that apply.

### Section 6: Virtual Meeting Participation

Commissioners may participate via designated electronic methods as long as all persons participating can hear each other. Participation in such manner shall constitute present for quorum.

### Section 7: Agendas

Items shall be placed on the agenda:

- a. by the Chairperson;
- b. if requested by a Commissioner during the previous Commission meeting; or



- c. if requested by two (2) Commissioners in writing to the Chairperson at least seventy-two (72) hours before the meeting.

The order of business for all regular meetings of the Commission shall include, but not be limited to: roll call; approval of minutes; and opportunity for public comments.

No action will be taken on any matter that is not included on the agenda.

### Section 8: Quorum

A quorum shall be required for the conduct of any business, determined as a majority of all Commissioners. In the event that a Commissioner recuses themselves from voting, that Commissioner shall count for the purpose of quorum, as long as the Commissioner remains present at the meeting.

### Section 9: Voting

Each Commissioner shall be entitled to one vote. Commissioners present shall vote in favor, in opposition, or abstain when a question is put. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stats. § 19.21.

Unless otherwise provided by Article II Section 10, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The use of secret ballot shall not be utilized except for the election of officers (Wis. Stats. § 19.88(1)).

In the event a Commissioner recuses themselves from voting, that Commissioner shall not engage in discussions or actions on that item.

### Section 10: Supermajority Vote

- a. A supermajority vote of at least eight (8) Commissioners shall be required for the following actions:
  1. the amendment or adoption of any regional plan; for the purposes of this Section, “regional plan” shall include the Dane County Water Quality Management Plan and be further defined as set out in the state regional planning commission law, Wis. Stats. § 66.0309, and in state smart growth laws Wis. Stats. § 66.1001(2),
  2. removal of Officers (see Article III Section 3),
  3. the appointment and removal of the Executive Director (see Article VI Section 1), and
  4. all amendments and repeals to these Bylaws (see Article X Section 1).
- b. All supermajority votes shall be stated as motions to approve or accept a matter, rather than as a motion to disapprove, deny or reject a matter. Negative motions shall be out of order.

### Section 11: Reconsideration

- a. Commissioners on the prevailing side of a decision can move for reconsideration of an action:
  1. during the meeting, with a motion for reconsideration made after the vote is taken but before adjournment, or
  2. after the meeting, with a written request to the Chairperson by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting.
- b. Upon receipt of the request, the Chairperson shall place the item on the next agenda.
- c. To determine if an item is in order to be considered, a majority vote of the Commission will first be required to consider the item.
- d. If the item falls under Article II Section 9, a supermajority vote will be required.
- e.
- f. Regardless of the outcome, no further reconsideration of that action will be allowed.

## Section 12: Meeting Procedural Rules

Robert's Rules of Order shall govern the conduct of all meetings of the Commission, committees and subcommittees except when these Bylaws or adopted Commission Policy states otherwise.

## ARTICLE III — OFFICERS

### Section 1: Designation of Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Only Commissioners shall be eligible to serve as officers of the Commission. Section 2: Selection and Term

The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

Officers shall hold their offices until the next Annual Meeting of the Commission or if the Commissioner is no longer a member of the Commission.

### Section 3: Removal of Officers

The Commission may deliberate on the removal of an officer by a request in writing to the Chairperson from two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the agenda.

Removal of an officer requires a supermajority vote of Commissioners.

### Section 4: Vacancies

If any office of the Commission becomes vacant, the Commission shall elect by majority vote a successor, unless a vote is made by the Commission to hold a vacancy until a subsequent meeting.

### Section 5: Chairperson

The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings.

The Chairperson shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion.

The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations, resolutions and citations. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission.

The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs additional duties outlined in the Executive Chairperson job description.

### Section 6: Vice Chairperson

In the absence of the Chairperson or at the request of the Chairperson, the Vice Chairperson may temporarily perform the duties of the Chairperson.

In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission.

The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

## Section 7: Secretary

The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, Commissioner attendance, determinations and any other records to be maintained as required by law, these Bylaws or Commission policy. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned.

The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

## Section 8: Treasurer

The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer's Report.

The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

# ARTICLE IV — BUDGET AND PERSONNEL PANEL

## Section 1: Panel Membership

The Budget and Personnel Panel ("Panel") shall be composed of:

- a. the Mayor of the City of Madison;
- b. the Dane County Executive;
- c. the President of the Dane County Towns Association;
- d. the President of the Dane County Cities and Villages Association; and
- e. the Chairperson of the Commission, who shall serve as a non-voting member.

## Section 2: Panel Responsibilities

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;
- b. to hire the Executive Director from a list of three candidates selected by the Commission; and
- c. to remove the Executive Director, at pleasure.

The Panel may act on the business referred to in Article IV, Section 2 only at a meeting at which all four voting members of the Panel are present.

## Section 2: Panel Disbanding

The Panel may, by a vote of three of its four voting members, disband and transfer to the Commission its responsibilities.

# ARTICLE V — COMMITTEES

## Section 1: Designation of Committees

Standing committees must be designated in these Bylaws.

The Commission may create ad hoc and other committees of the Commission through a resolution which must indicate:

- a. name of proposed committee,
- b. purpose and function of proposed committee,
- c. number of members, including number of non-commission members,
- d. determination of committee chairperson, who shall preside, with full voting rights, at all of the committee's meetings, and
- e. anticipated date of committee dissolution.

At no time shall a committee have more than six (6) Commissioners as members. If a committee does not meet for at least six (6) months, it is no longer considered active and shall be placed on the next Commission agenda for determining the status of the committee.

Appointment of members to ad hoc committees shall be made by the Chairperson of the Commission.

## Section 2: Executive Committee

The Executive Committee is designated as a standing committee designed to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and finances.

The Executive Committee shall be appointed by the Commission at the Annual Meeting and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.

The Executive Committee shall have the following duties and responsibilities:

- a. Budget:
  1. Present a proposed annual budget to the Commission on or about June 1 of each year;
  2. Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.
- b. Personnel:
  1. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy the next director in the adopted organization chart;
  2. Review staff appeals of disciplinary actions, including proposed terminations;
  3. Review staff appeals of decisions regarding employee grievances;
  4. Recommend to the Commission the hiring and firing of the Executive Director;
  5. Recommend to the Commission the hiring of the Agency Director and the Division Directors;
  6. Review and recommend to the Commission changes in employee job descriptions;
  7. Review and recommend to the Commission changes to the organizational chart;
  8. May administer exit interviews of employees who are leaving Commission employment.
  9. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed by employees to the full Commission.
- c. Administrative:
  1. Review and recommend the Annual Work Plan;
  2. Periodically review and recommend changes to these Bylaws;
  3. Periodically review and recommend changes to Commission Policy, if adopted;
  4. Periodically review and recommend changes to the Employee Handbook
- d. Financials:
  1. Approve agency expenditures and disbursements as determined in Article VII Section 3;
  2. Approve contracts as stipulated in Commission Policy.

The Executive Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

The Executive Committee shall not adopt any item requiring a supermajority vote under Article II Section 9.

The Executive Committee shall report its actions to the Commission at the next scheduled meeting.

### Section 3: Personnel Committee

The Executive Committee shall be considered the Personnel Committee.

### Section 4: Appointment to Other Boards, Commissions, and Committees

The Chairperson, on behalf of the Commission, may make appointments for Commission positions on boards, commissions, and committees of other entities as it deems necessary for the effective fulfillment of the Commission's purposes.

## ARTICLE VI — PERSONNEL

### Section 1: Executive Director

The Executive Director shall be the chief administrative officer of the Commission and shall serve under a renewable employment contract.

Appointment of an Executive Director shall be made by the Budget and Personnel Panel under the provisions of Article IV Section 2(b) of these Bylaws.

If the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, appointment shall be made by the Commission, and require a supermajority vote.

### Section 2: Duties of the Executive Director

The Executive Director, in consultation with the Executive Committee and Chairperson, shall be responsible for the performance of such duties as described in the Executive Director job description, including but not limited to:

- a. implementation of adopted Agency mission and vision;
- b. development of an annual budget and management of financial resources;
- c. development and implementation of an Annual Work Program;  
supervision, direction, and oversight of the conduct and performance of staff; hiring and firing of staff.

If the Executive Director position is vacant, these duties may be designated by the Commission to another agency employee; and/or the Chairperson.

### Section 3: Other Personnel

The Commission shall establish such employee positions as necessary for the fulfillment of the Commission's mission and vision and set the rate of pay and other compensation and benefits for such employee positions.

## ARTICLE VII — BUDGET AND FINANCES

### Section 1: Annual Budget

The Executive Director and Chairperson shall present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year.

The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge prior to August 1 of each year.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

## Section 2: Deposits and Investments

All funds of the Agency shall be deposited as designated for this purpose by the Commission.

Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted by the Commission under the law.

## Section 3: Authorization of Disbursements

The disbursement of Agency funds for ordinary and necessary operating expenses shall be submitted by the Executive Director for approval by the Executive Committee. When the Executive Committee does not meet, approval of disbursement of funds may be made by the Chairperson with consultation of the Treasurer.

No disbursements for items outside the ordinary and necessary operating expenses, of the Agency, such as consultant contracts and expenditures above an amount may be made unless approved by the Commission Policy.

## Section 4: Execution of Checks

All checks, drafts, or other orders for the payment of Agency funds shall be signed by the Executive Director and the Chairperson or Treasurer of the Commission.

## Section 5: Compensation and Expenses of Commissioners

Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission.

Per Diem and mileage reimbursement rates will be determined annually by the Commission.

Commissioners may also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual.

If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties. If the Chairperson is so compensated, they shall not also receive a per diem.

## Section 6: Execution of Contracts

The Chairperson or a member of staff shall execute any contract or other instrument authorized by the Commission. The Secretary is authorized to countersign when required.

## Section 7: Accounting Year

The accounting year of the Agency for all purposes shall be the calendar year.

# ARTICLE VIII — MISCELLANEOUS

## Section 1: Legal Compliance

In the event that any part of these Bylaws should in any manner be contrary to or inconsistent with any provision of law, such provision of law or resolutions shall prevail, and these Bylaws shall be ineffective to the extent of such contradiction or inconsistency.

## ARTICLE IX — BYLAWS AMENDMENT OR REPEAL

### Section 1: Procedure

Any proposal for amendment or repeal of these Bylaws is a supermajority vote under Article II Section 9. The following procedure will be used:

- a. amendment will be presented to the Executive Committee for review and recommendation to the Commission,
- b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,
- c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,
- d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.

These Bylaws were originally adopted by the Commission on November 8, 2007, and last amended on xxx.





**Re: Approval of Resolution No. 2021-04, Supporting the Proposed Dane County Stormwater Ordinance Amendment (*actionable item*)**

**Requested Action: Approval of Resolution No. 2021-04**

**Background:**

In June 2020, the City of Madison adopted changes to the design standards for new development and redevelopment in its stormwater ordinance for the purpose of reducing the threat to residences, businesses, and the environment by damage from stormwater and flooding events. The changes included peak rate control for the 200-year storm and a green infrastructure requirement for redevelopment projects. In March 2020 CARPC adopted [Resolution No. 2020-05](#), supporting the City of Madison’s proposed stormwater ordinance updates and encouraging Dane County and the other cities, villages, and towns throughout the region to adopt comparable minimum standards to the City of Madison.

In the fall of 2020 Dane County introduced a proposed amendment to their stormwater ordinance (Chapter 14) comparable to the new City of Madison requirements and adding requirements for closed basins, based on the [2017 CARPC – Lakes & Watershed Commission Stormwater TAC recommendations](#) (the elements not prohibited by state statutes).

The Dane County Lakes and Watershed Commission has been created under Wis. Stats. § 33.42, with the authority to propose to the Dane County Board minimum standards to protect and rehabilitate the water quality of the surface waters of the County. The Dane County stormwater ordinance sets the minimum stormwater management standards that must be met by all cities, villages, and towns within Dane County.

At the March 2021 CARPC meeting, Jeremy Balousek, the Water Resource Engineering Division Manager for the Dane County Land & Water Resources Department provided an overview of the [proposed Dane County stormwater ordinance amendment](#). Commissioners asked how they could help assist this effort and it was suggested that a letter of support be submitted.

**Staff Comments:**

On behalf of CARPC, the Deputy Agency Director spoke in favor of the proposed Dane County Stormwater Ordinance Amendment at the September 16, 2020 Dane County Lakes and Watershed Commission meeting.

**Materials Presented on Item:**

1. Resolution No. 2021-04, Supporting the Proposed Dane County Stormwater Ordinance Amendment

**Staff Contact:**

Mike Rupiper, Deputy Agency Director  
[miker@capitalarearpc.org](mailto:miker@capitalarearpc.org)  
608 474 6016

**Next Steps (If adopted by the Commission):**

Distribute the resolution of support to the Dane County Lakes and Watersheds Commission and the Dane County Environment, Agriculture & Natural Resources Committee.



## **CARPC Resolution No. 2021-04**

### **Supporting the Proposed Dane County Stormwater Ordinance Amendment**

WHEREAS, in March 1975, Dane County was designated by the Governor of Wisconsin as an area having substantial and complex water quality control problems, and certified such designation to the federal Environmental Protection Agency; and

WHEREAS, the Capital Area Regional Planning Commission is a duly created regional planning commission under Wis. Stats. § 66.0309, and has an agreement with the Wisconsin Department of Natural Resources to provide water quality management planning assistance; and

WHEREAS, the Dane County Lakes and Watershed Commission has been created under Wis. Stats. § 33.42, with the authority to propose to the Dane County Board minimum standards to protect and rehabilitate the water quality of the surface waters of the County; and

WHEREAS, climate change is increasing the frequency of wetter conditions, more severe storms, and threats to public health, safety and public and private property; and

WHEREAS, since 2000 the region has experienced a large number of extreme storm events, with significant flood events occurring in 2000, 2006, 2007, 2008, and 2018; and

WHEREAS, the result of these events has been both flash flooding in the areas directly affected by the storms, flooding of low-lying areas, and elevated lake levels; and

WHEREAS, rainfall statistics research by U.W. Madison Professor Dan Wright has demonstrated that large rainfall events are occurring more frequently than accounted for by current stormwater management design standards; and

WHEREAS, greater flood resilience particularly utilizing green infrastructure was identified as a top priority for the region through the Greater Madison Vision process; and

WHEREAS, In March 2020, City of Madison engineering staff presented an overview of proposed changes to Madison General Ordinance Chapter 37 and the Regional Planning Commission adopted Resolution No. 2020-05, supporting the proposed stormwater ordinance updates and encouraging Dane County and the other cities, villages, and towns throughout the region to adopt comparable minimum standards; and

WHEREAS, in June 2020 the City of Madison adopted the proposed changes to the design standards for new development and redevelopment in its stormwater ordinance for the purpose of reducing the threat to residences, businesses, and the environment by damage from stormwater and flooding events; and

WHEREAS, Dane County Land & Water Resources Department staff presented an overview of the proposed changes in Dane County Stormwater Ordinance Amendment Chapter 14 to the Regional Planning Commission on March 11, 2021; and

WHEREAS, stormwater management and flooding are regional, watershed, issues that are best addressed by the widespread adoption of consistent minimum standards throughout the region; and

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission supports the adoption of the proposed Dane County stormwater ordinance amendment.

BE IT FURTHER RESOLVED that the Capital Area Regional Planning Commission supports the widespread adoption of consistent minimum standards throughout the region and encourages the other cities, villages, and towns throughout the region to adopt comparable minimum standards to the City of Madison and Dane County.

BE IT FURTHER RESOLVED that, the Capital Area Regional Planning Commission offers its assistance with these efforts, if desired.

April 8, 2021  
Date Adopted

\_\_\_\_\_  
Larry Palm, Executive Chairperson

\_\_\_\_\_  
Kris Hampton, Secretary



**Re: Support for a Levy Limit Exclusion for Amounts Counties Levy on Behalf of Regional Planning Commissions (*actionable item*)**

**Requested Action:**

Motion to support exclusion of RPC levies from State tax levy limits.

**Background:**

On February 16, Governor Evers released his proposed state 2021-23 biennial budget. One item in his budget created a levy limit exclusion for those amounts that counties levy on behalf of regional planning commissions, as required under state regional planning statutes ([§§66.0309 \(14\)](#)). These statutes designate counties, presumably due to their regional geographies, as the unit of government most suitable to collect property tax funds required for operations of RPCs. CARPC certifies annually a levy charge to Dane County, who includes the levy charge amount in its total levy. State legislative leaders have decided to prepare their biennial budget independent from the Governor's budget. Some have voiced opposition in the past to exempting RPC funds from levy limits.

**Staff Comments:**

The issue of RPC levy charges to Dane County has been contentious for many years, especially after the State of Wisconsin established limits on property tax levies of local governments in approximately 2011. Prior to the levy limits, RPC levy charges were added on top of county levies. But after levy limits that included RPC funds, RPC levy charges competed with other county expenses. At the same time, RPCs are independent units of government, not under direct control by counties. And CARPC is the only single-county RPC in the state, which exacerbates this tension because unlike other RPCs, CARPC's costs are not spread among multiple counties.

The issue of removing CARPC from the county levy has been discussed before. The Budget and Personnel Panel (BPP) on July 9, 2018, and again on June 8, 2019, considered a motion to, in part, "support reforming the funding structure of CARPC, requesting the state legislature act to allow CARPC to independently levy a tax to finance its operations, separating it from the county tax levy." While support was expressed, questions were raised, and the motion was tabled pending further investigations. On July 12, 2018, CARPC adopted [Resolution 2018-05, Support for Allowing CARPC to Independently Levy a Tax to Finance its Operations, Separating it from the County Levy](#).

It should be noted that excluding RPC funding from county levy limits would not mean that RPC's have no levy limits. Wisconsin's regional planning statutes state that "the amount charged to a local unit of governmental unit shall not exceed 0.003 percent of equalized value under its jurisdiction and within the region, unless the governing body of the unit expressly approves the amount in excess of that percentage." (§§66.0309 (14)). In addition, the resolutions adopted by local units of government in Dane County, which petitioned the Governor to establish CARPC, stated in Section 6.h., that "the undertaking municipalities agree and hereby contract that the annual levy charged by the CARPC shall not exceed 0.0017 percent of equalize value under the CARPC's jurisdiction and within the region."

As the legislature deliberates the biennial budget, there are opportunities to communicate support for including, in the budget, the levy limit exclusion for amount counties levy on behalf of RPCs.

**Attachments:**

None

**Staff Contact:**

Steve Steinhoff, Agency Director

[steves@capitalarearpc.org](mailto:steves@capitalarearpc.org)

608 474 6010

**Next Steps:**

If approved by the Commission, communication of support.

**Re: Reports****Requested Action:** None**Background:**

Reports from the Executive Chair, members of the Madison Area MPO, and CARPC Agency and Division Directors.

**Staff Comments:**

None

**Attachments:**

1. Combined Director's Report

**Staff Contact:**

Steve Steinhoff  
Agency Director / CRDP Division Director  
[steves@capitalarearpc.org](mailto:steves@capitalarearpc.org)  
608 474 6010

Mike Rupiper  
Deputy Agency Director / ERP Division Director  
[miker@capitalarearpc.org](mailto:miker@capitalarearpc.org)  
608 474 6016

**Next Steps:**

None

## Division Directors' Update to CARPC Commissioners

Thursday, April 8, 2021

### Regional Water Quality Planning

- **Water Quality Plan Coordination**
  - Watershed Based Planning – The *Starkweather Creek Chloride Management Plan* has been completed ([link to plan](#)). The Steering Committee will continue to meet bi-monthly through 2024 for plan implementation. The next meeting is April 12<sup>th</sup>.
  - Clean Lakes Alliance – Member of the Community Board and Strategic Implementation Committee. Participating in the Yahara CLEAN Compact as a Collaborator. DCCVA and DCTA are also participating as Collaborators.
  - Dane County – Dane County has drafted an amendment to their stormwater ordinance. Jeremy Balousek gave an overview presentation to the Commission at the March CARPC meeting.
  - Waubesa Wetlands Study Plan – The U.W. Water Resources Management Practicum has completed their final report, *Assessing Land Use Impacts and Promoting Community Engagement in the Waubesa Wetlands Watershed* ([link to report](#)). The next Technical Advisory Committee meeting will likely be with the Friends of Waubesa Wetlands when in person meetings can resume.
  - WI Salt Wise Partnership – Collaboration with other members of the partnership to provide education and best practices to reduce salt pollution in our lakes, streams, and drinking water. Contributed \$5,000 in support for 2021.
- Water Quality Plan Amendments
  - Expecting SSA Amendment applications from the Village of Oregon (~ May Public Hearing), Village of Waunakee (~ May Public Hearing), City of Stoughton (TBD), City of Middleton (TBD), City of Sun Prairie (TBD), and Village of Cambridge (TBD).
- Water Quality Plan Consistency
  - 7 sewer extension reviews in March (5 new construction, 1 reconstruction, and 1 commercial building lateral extensions).

### Regional Flood Resilience Planning

- Black Earth Creek Green Infrastructure Plan
  - Partnering with communities and organizations in the Black Earth Creek Watershed on green infrastructure planning in the watershed for greater flood resilience and improved water quality. The next Steering Committee meeting is May 20<sup>th</sup>.
  - WI Silver Jackets (US Army Corp of Engineers) proposal for the Black Earth Creek Green Infrastructure project was selected for funding in FY21 and FY22, with \$120,000 each year for the hydrologic and hydraulic modeling. Bi-weekly modeling meetings.
  - Working with the U.W. Madison CEE Capstone to further evaluate several potential wetland restoration sites for flood mitigation in Spring 2021 as part of the Black Earth Creek Green Infrastructure Planning project.
  - FEMA / Wisconsin Emergency Management approved \$150,000 in Hazard Mitigation Grant Program funding for this project through November 2022. Consultant team lead by EOR.



## **Cooperative Water Resources Monitoring**

- Annual USGS Contract – Contracts approved
- Swan Creek Monitoring Station – On schedule for spring installation. Next coordination meeting scheduled for April 16<sup>th</sup>.

## **Regional Development and Land Use Planning**

- Regional Development Planning
  - Technical Advisory Committee meets April 14 to discuss UrbanFootprint 2050 development scenario.
  - Environmental and farmland resources map layer(s), [drafts for discussion purposes – complete](#)
  - Trend report being updated.
  - [Mapping guidance prepared](#), especially for 2036-2050 growth mapping.
  - Worked with local staff and officials to identify existing and potential mixed-use centers and corridors.
  - 2050 growth mapping complete, gathering and analyzing scenario data.
  - Identified contractual services to improve communications and fill staffing gap resulting from staff leave.
- A Greater Madison Vision
  - Executive Committee meeting May 4 to discuss RDF maps and indicators relative to AGMV priorities and goals.
- Dane County Housing Initiative – Ongoing meetings with County staff to assist with efforts to develop a regional housing strategy and coordinating this effort with CARPC preparation of regional development plan. Olivia Parry, DCHI Coordinator for Dane County Planning & Development, scheduled to present RHS to CARPC Commission April 8.
- Outreach and Communication – Staff continue to create content for Facebook, newsletters, and our website. Email outreach regarding Regional Development Planning. Staff discussed with photographer a potential purchase of photographic services to build CARPC photo library. MPO plans to contract with same photographer. Agency Director presented regional development information to the Village of Cottage Grove Housing Task Force on March 23.

## **Regional Transportation Planning**

- CARPC and MPO 2021 Work Programs include activities to integrate land use, transportation, and environmental planning.
- CARPC preparing population, household, and employment projections at the Transportation Analysis Zone (TAZ) level outside the City of Madison as part of contracted services for the MPO – data coming from UrbanFootprint 2050 scenario, which has been completed.
- Joint CARPC-MPO branding roll-out in progress. First joint webinar held February 18<sup>th</sup>. Next webinar April 29 on MPO funding availability.
- CARPC and MPO staff coordinating branding and marketing through annual report, newsletter, and outreach.

### **Community Assistance Planning**

- Village of Mazomanie – Worked with CCL Consulting to provide data, mapping, and document production portion of comprehensive plan update: complete.
- Village of Blue Mounds – Comprehensive planning assistance in progress; draft plan and summary prepared.
- Towns of Bristol, Springfield, Blue Mounds, Sun Prairie, Westport, and Berry mapping services are ongoing. Town of Springfield contracted for additional planning services related to recorded deed restrictions (“splits”).
- Village of Rockdale – Comprehensive plan draft update complete.
- Communications with a number of villages regarding potential comprehensive plan update assistance in 2021

### **Land Use Inventory Update**

- In partnership with Dane County Planning and Development, CARPC updating land uses in incorporated communities – in progress. Additional intern hired to assist.

### **Commission and Administration**

- Review and assessment of financial systems in progress.

**Re: CARPC Resolution No. 2021-06, Authorization of CARPC Personnel to Accept and Sign Grant Award Documents, and for CARPC to Provide In-Kind Match, for U.S. Economic Development Agency Funding for the Sector Strategy for Pandemic Recovery Project**

**Requested Action:**

**Approval**

**Background:**

At the November 12, 2020 Commission meeting, commissioners authorized the Agency Director to apply for funding, as a co-applicant with the Madison Region Economic Partnership, for U.S. Economic Development Administration (EDA) Funding for A Sector Strategy for Pandemic Recovery. MadREP received a letter from EDA on February 4, 2021 informing them that our application was selected for further consideration and requesting additional information. CARPC and MadREP provided requested documentation including a resolution authorizing CARPC personnel to apply for the grant and sign acceptance of grant award document, and for CARPC to commit to in-kind matching funds off \$20,000.00 as specified in the grant application.

**Staff Comments:**

The Sector Strategy for Pandemic Recovery project will identify suitable sites for expansion and location of businesses within key industry sectors in the Madison region. MadREP's Comprehensive Economic Development Strategy (CEDS), also called Advance Now 2.0, identifies Information and Communications Technology, Advanced Manufacturing, Health Care, and Biotechnology as priority industry sectors because they are growing, pay higher than average wages, and sell nationally and internationally, which brings money into the region that supports other sectors. Advance Now 2.0 also identified lack of suitable sites in the region to accommodate sustained growth of these sectors.

The Madison region, like most regions, has suffered from the pandemic. The Sector Strategy for Pandemic Recovery documents the income and employment loss in the region from the pandemic and shows that priority sectors were particularly hard hit. In addition, key sectors health care, biotechnology, and information technology are instrumental in addressing and recovering from the pandemic through treatments, cures, and health information systems. Supporting the continued strength of priority sectors will be critical to long-term economic recovery.

The Sector Strategy for Pandemic Recovery project will identify potential sites for priority sector growth in the region, prepare plans for development of priority sites, and prepare materials to market the region's sites to priority industries. MadREP will update their Sector Reports to provide up to date information for the project. A steering committee of business, government representatives, a project consultant, and others will prepare site selection criteria including regional development goals and objectives. CARPC will use the criteria to identify potential sites using GIS mapping. The steering committee and consultant will narrow down the list to priority sites. The consultant will prepare detailed site development plans for these sites. The consultant will also prepare regional marketing materials. The project timeline is 15 months.

The Sector Strategy for Pandemic Recovery grant application requests \$160,000 in CARES Act funding from EDA and identifies \$40,000 of in-kind match funds from MadREP and CARPC in the form of staff costs, for a total project budget of \$200,000. The project budgets \$100,000 for consultant costs, and \$30,000 each for MadREP and CARPC for project management, outreach and education, sector report updates, and GIS mapping. The project includes 673 hours for the CARPC's GIS Specialist, Senior Planner, Agency Director, Community Planner, and Interns. CARPC's adopted

2021 Work Program includes 1,057 hours of staff time for community assistance, which includes assistance for regional agencies and efforts.

**Attachments:**

1. Resolution CARPC 2021-06.
2. CARPC and MadREP joint application for EDA funding.
3. Letter dated March 30, 2021, from Executive Chair Palm authorizing Agency Director to accept grant awards and execute grant agreements, contingent on approval by the CARPC Commission.

**Staff Contact:**

Steve Steinhoff, Agency Director  
[steves@capitalarearpc.org](mailto:steves@capitalarearpc.org)  
608 474 6010

**Next Steps:**

Upon Commission authorization, and receipt of grant award notice, accept and execute grant agreements.



## **CARPC Resolution No. 2021-06**

### **Authorization of CARPC Personnel to Accept and Sign Grant Award Documents, and for CARPC to Provide In-Kind Match, for U.S. Economic Development Agency Funding for the Sector Strategy for Pandemic Recovery Project**

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a duly created regional planning commission under Wis. Stats. § 66.0309; and

WHEREAS, the Madison Region Economic Partnership (MadREP) is a designated Economic Development Organization by the U.S. Department of Commerce, Economic Development Administration (EDA), which has approved MadREP's Comprehensive Economic Development Strategy (CEDS) for the region; and

WHEREAS, CARPC and MadREP regularly work together to strengthen the Madison region through coordinated economic development, land use, and environmental planning and programs; and

WHEREAS, the coronavirus pandemic has significantly damaged the Madison region's economy by forcing the closing of many businesses and loss of significant employment and income; and

WHEREAS, CARPC and MadREP developed a project to promote economic recovery from the pandemic by supporting growth of industry sectors identified in the CEDS as vital to the Madison region; and

WHEREAS, CARPC and MadREP prepared a joint application to EDA, under the federal CARES Act for funding to support their sector strategy for pandemic recovery; and

WHEREAS, CARPC's Bylaws, Article VII, Section 7, states, "Upon delegation by the Commission, the Chairperson, or upon authorization by the Commission the Executive Director, shall execute any contract or other instrument authorized by the Commission," and Article VI, Section 2 states that "if the Executive Director position is vacant, these duties shall be assumed by the Agency Director;" and

WHEREAS, the CARPC Executive Chairperson, in a letter dated November 6, 2020 to EDA, authorized the Agency Director to submit an application for CARES funding from EDA, contingent upon final approval by the Regional Planning Commission; and

WHEREAS, the Capital Area Regional Planning Commission voted on November 12, 2020 to authorize the Agency Director to submit an application for CARES funding from the EDA; and

WHEREAS, CARPC and MadREP submitted an application for funding of "A Sector Strategy for Pandemic Recovery" to EDA under Catalog of Federal Domestic Assistance Number 11.307, Economic Adjustment Assistance, and Funding Opportunity Number PWEAA2020, FY 2020

EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding, on November 9, 2020; and

WHEREAS, the Sector Strategy for Pandemic Recovery application requested \$160,000.00 in federal funding and commits to providing \$40,000.00 in in-kind matching funds, with CARPC and MadREP each contributing \$20,000.00; and

WHEREAS, CARPC's adopted 2021 Work Program includes sufficient hours of staff time for community and regional planning assistance to account for the hours of in-kind staff hours and cost match included in the Sector Strategy for Pandemic Recovery application budget; and

WHEREAS, EDA communicated to MadREP and CARPC in letter and email on February 4, 2020 that CARPC's and MadREP's funding application had been reviewed for merit and selected for further consideration, and requested additional information; and

WHEREAS, CARPC and MadREP have provided requested information to EDA;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission authorizes the Agency Director to accept and sign a grant award for the Sector Strategy for Pandemic Recovery project.

BE IT FURTHER RESOLVED that the in-kind matching funds from the Capital Area Regional Planning Commission, of \$20,000.00 for the Sector Strategy for Pandemic Recovery project, are committed, available, and unencumbered.

April 8, 2021  
Date Adopted

\_\_\_\_\_  
Larry Palm, Executive Chairperson

\_\_\_\_\_  
Kris Hampton, Secretary

**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="11/09/2020"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

**8. APPLICANT INFORMATION:**

* a. Legal Name: <input type="text" value="Madison Region Economic Partnership"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="71-1015136"/>	* c. Organizational DUNS: <input type="text" value="8300917520000"/>

**d. Address:**

* Street1:	<input type="text" value="455 Science Dr."/>
Street2:	<input type="text" value="St. 160"/>
* City:	<input type="text" value="Madison"/>
County/Parish:	<input type="text" value="Dane"/>
* State:	<input type="text" value="WI: Wisconsin"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="53711-1067"/>

**e. Organizational Unit:**

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text"/>	* First Name: <input type="text" value="Gene"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Dalhoff"/>	
Suffix: <input type="text"/>	

Title: <input type="text" value="V.P. - Talent &amp; Education"/>
---

Organizational Affiliation: <input type="text"/>
---

* Telephone Number: <input type="text" value="608-571-0403"/>	Fax Number: <input type="text"/>
---	----------------------------------

* Email: <input type="text" value="gdalhoff@madisonregion.org"/>
--

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

D: Special District Government

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Economic Development Administration

**11. Catalog of Federal Domestic Assistance Number:**

11.307

CFDA Title:

Economic Adjustment Assistance

**\* 12. Funding Opportunity Number:**

PWEAA2020

\* Title:

FY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding

**13. Competition Identification Number:**

EAA-NC

Title:

EDA Non-Construction Full Application 11.307

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

1234-SF424 Questions 14 and 16b.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

A Sector Strategy for Pandemic Recovery

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="160,000.00"/>
* b. Applicant	<input type="text" value="20,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="20,000.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="200,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**A Sector Strategy for Pandemic Recovery**

**Madison Region Economic Partnership  
Capital Area Regional Planning Commission**

**SF424 Question 14. Areas Affected by Project**

<u>County</u>	<u>FIPS</u>
Columbia	55012
Dane	55025
Dodge	55027
Jefferson	55055
Rock	55105
Sauk	55111

**SF424 Question 16.b. Additional list of Program/Project Congressional Districts if needed**

WI-001

WI-005

WI-006

**A Sector Strategy for Pandemic Recovery**

**Madison Region Economic Partnership  
Capital Area Regional Planning Commission**

**SF424 Question 14. Areas Affected by Project**

<u>County</u>	<u>FIPS</u>
Columbia	55012
Dane	55025
Dodge	55027
Jefferson	55055
Rock	55105
Sauk	55111

**SF424 Question 16.b. Additional list of Program/Project Congressional Districts if needed**

WI-001

WI-005

WI-006



# ED-900 – General Application for EDA Programs

## A. Applicant Information

A.1. EDA Application Identifier (if available):

A.2. Please identify all applicants for this project:

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (mm/dd)
Lead Applicant	Madison Region Economic Partnership	5DX86	08/17/2021	12/20
Co-Applicant 1	Capital Area Regional Planning Commissino	5PUA4	09/15/2021	12/31

## B. Project Information

**B.1. Provide a geographical definition of the region to be served by the investment (project), including the specific geographic location of the project within the region.**

The region covers the eight counties of South Central Wisconsin with Dane County at its core. Specifically, they are Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk. The region has a population of a little over one million people with half of those in Dane County and nearly a quarter of a million in Madison which is the state capitol. For purposes of this grant, Iowa and Green Counties will be excluded based on the fact that they are a part of an Economic Development District in Southwest Wisconsin.

**B.2. Describe and outline the scope of work for the proposed EDA investment, including a list of tasks to be undertaken.**

PROPOSAL: Economic Recovery and Resilience Through Sector-Based Economic Development

Recovery from the economic impacts of the COVID-19 pandemic will require effective and coordinated regional strategies. Such strategies in the Madison region will need to involve strengthening key industry sectors, especially those particularly hurt by the pandemic, as shown above.

Advance Now 2.0, the Comprehensive Economic Development Strategy for the greater Madison region, identifies key industry sectors as core to the economic strength of the region. These sectors - Advanced Manufacturing, Information and Communications Technology, Biosciences, and Healthcare - have high concentrations of jobs in the region relative to the U.S. as a whole.

These export sectors draw income into the region from other areas, which in turn supports other industries, government services, and enhances quality of life overall. As shown above, the manufacturing and healthcare sectors

were hard hit by the pandemic. In addition, some of these industries - notably biotech, health care, and the medical records software portion of information technology - will also be critical to an effective public health response to the pandemic.

The Madison Region Economic Partnership (MadREP) and the Capital Area Regional Planning Commission (CARPC) propose to assist sector industry growth and development in the Madison region by identifying and analyzing potential sites for expansion and location, and preparing development and marketing plans. This sector strategy approach to pandemic recovery will ensure a competitive supply of economic development sites and further Advance Now 2.0 goals for greater regional coordination, strengthening the regional brand, and closing the economic gap between Dane County and surrounding counties. MadREP and CARPC will work together to coordinate project management, sector analysis, regional mapping, outreach, and selection and oversight of a consultant.

#### Meeting Sector Industry Growth Needs

As identified in Advance Now 2.0, there are insufficient numbers of suitable sites for industry expansion in the greater Madison region, particularly large sites. For sector support strategies to successfully leverage business growth, more available and shovel ready sites will be needed.

#### Tasks:

1. Form steering committee - MadREP and CARPC will recruit and form a steering committee of leaders from industry, government and other organizations to guide the project.
2. Update sector analysis and business park inventory - MadREP will update the 2018 Sector Reports that informed Advance Now 2.0 with more recent industry data. They will also update the business park inventory from 2016 with current data. The updated data will be fed into site mapping, site analyses, and marketing and development strategies to be developed by the consultant.
3. Select consultant - With input from steering committee members, MadREP and CARPC will prepare a request for proposal, form a selection committee, interview and select a consultant.
4. Establish site selection criteria - MadREP, working with the consultant, will interview industry representatives, and review available research, to identify site selection criteria for each of the sector industries. Criteria could include: site size, infrastructure, proximity to transportation, access to skilled workers, availability of housing affordable to workers, and others. CARPC and MadREP will work with local government officials to identify other criteria such as regional development goals, and local comprehensive plan priorities. Criteria may be weighted to reflect priorities.
5. Identify potential sites - Working with MadREP, steering committee members, the consultant, and local governments, CARPC will prepare maps showing potential sites based on criteria identified in the above step. Maps will be discussed and analyzed with participation of steering

committee members to identify a minimum of ten priority sites.

6. Analyze potential sites - The consultant, working with MadREP, CARPC, and steering committee members, will analyze the sites for development feasibility. The analysis will include identification of barriers to development and recommendations for increasing viability of priority sites.

7. Prepare regional development recommendations - The consultant will work with project team members to prepare regional development recommendations. Recommendations may address infrastructure improvements, amenities, workforce housing, Tax Increment Financing, and timelines. MadREP will work with the community or property owners to have the site certified or Gold Shovel verified which will enhance marketability and expedite development.

8. Prepare regional marketing plan - The consultant will prepare a marketing plan for the region's inventory of business sites. The marketing plan will be targeted where appropriate to sector industries.

### B.3. Economic development needs

B.3.a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDS)?

Yes If Yes, what is the source?

Madison Region Economic Partnership

No If No, then please check one:

B.3.a.i. An alternate strategic planning document that governs this investment is attached.

Add Attachment

Delete Attachment

View Attachment

B.3.a.ii. This investment is to develop a "strategy grant" to develop, update or refine a CEDS.

N/A – Not Applicable

B.3.b. Describe the economic conditions of your region. Define the economic development need to be addressed by the proposed EDA investment and explain how the proposed investment will address that need.

The novel coronavirus pandemic continues to surge across the Madison region. Regional positive cases accelerated to approximately 37,000, and the 7-day average rose sharply to approximately 4,500 by the end of October. Regional positive cases as a percent of total tests, and patients hospitalized also rose sharply during this period.

The surging pandemic is causing a sharp economic downturn in the U.S., Wisconsin, and the Madison region. Initial and weekly unemployment claims jumped dramatically in the early months of the pandemic compared to 2019. While claims declined, they remained above 2019 levels in recent reporting.

Unemployment insurance filings rose sharply in retail, health care and social assistance, accommodations and food services, and manufacturing sectors. This shows that the economic impact of the pandemic was not limited to retail, accommodation, and food service industries that closed their doors during shutdowns. Other industries were also hard hit, including Health Care and Manufacturing which are important sectors for the

Madison region economy as discussed below.

The economic pain shown in the unemployment statistics were echoed in surveys of businesses in Wisconsin. The surveys were conducted by MadREP in collaboration with its eight county partners and the State's other eight regional economic development organizations. UW-Oshkosh administered the survey, which informed the COVID-19 response of the Wisconsin Economic Development Corporation.

The first survey in April 2020 revealed that 35% of Wisconsin businesses surveyed said they could not be viable after three months of current circumstances. Approximately 20% of survey responses came from the Madison region. Businesses responding, which comprised 1.3% of all businesses in the state, lost 8,795 jobs in the earliest days of Wisconsin's safer-at-home order. They also experienced losses of \$126 million in income, \$95 million in inventory, \$26.6 million in lost wages and productivity, and \$040 million in other impacts.

Fortunately, the severity of the pandemic ebbed in the region over the summer months which allowed a bounce back in the economy with drops in unemployment filings and improved business outlooks. By the fourth statewide COVID-19 Wisconsin Business Impact survey, businesses reported gains rather than losses on several key indicators, although business and personal travel was still down sharply. However, unemployment remains higher than before the pandemic. In addition, COVID cases are now surging to record levels across Wisconsin and in the Madison region. In addition, the economic impact continues to be felt in key industry sectors for the Madison region.

#### **B.4. Applicant's capability**

Briefly describe the applicant's capability to administer, implement, and maintain the project.

Madison Region Economic Partnership (MadREP) is the State-recognized economic development agency for the eight-county Madison Region of south-central Wisconsin. MadREP promotes the development of a dynamic economy through a comprehensive regional approach to economic development, the strategic pursuit of job creation and business growth in target clusters, and the development of a coordinated talent pipeline. We have a staff of six, five of whom have Master's degrees and two of whom are Certified Economic Developers (bios attached). The organization is led by an individual with experience in leading economic development agencies at the local, county, regional and state levels. Additionally, staff has written and administered numerous grants including a recent Investing in Manufacturing Communities Partnership effort and a successful 2017 I6 Challenge grant. MadREP is overseen by a 26 person Board of Directors comprised of business and community and education leaders.

#### **B.5. List and describe the strategic partners and organizations to be engaged in this project**

Form steering committee

MadREP and CARPC will recruit and form a steering committee of leaders from industry, government and other organizations to guide the project.

MadREP has fostered strong partnerships with industry leaders within key Madison region sectors. For example, MadREP supports industry Centers of Excellence including Wisconsin Games Alliance, StartingBlock Madison (an incubator and innovation hub), 100 Crypto (for block-chain based enterprise development), Center for Dairy Research, Madison Public Market, and Forward Bio Initiative. MadREP has provided technical assistance to many businesses in key sectors.

CARPC works closely with local governments in Dane County, its official jurisdiction, to address issues of regional growth and development. For example, CARPC regularly reports to the Dane County Cities and Villages Association and to the Dane County Towns Association. The Sector Strategy to Pandemic Recovery will enable CARPC to expand its relationships to local governments outside Dane County. These relationships will help lay the groundwork for forming a multi-county RPC in the Madison region, a high priority identified in Advance Now 2.0. The only five counties in Wisconsin that are not part of an RPC are those adjacent to Dane County. Lack of a multi-county RPC hinders coordination and the ability to adequately address regional issues such as housing and transportation.

## **B.6. Describe the investment (project) impact and fit with EDA funding priorities**

Carrying Out the Madison Region Comprehensive Economic Development Strategy

In MadREP's Advance Now 2.0 strategic plan, there are four high level goals for the Madison region, each with several components. The Sector Strategy for Pandemic Recovery addresses each component as described below.

Growth Capacity & Coordination - Work together to accommodate future growth  
This project will help implement key actions under this goal:

- Build consensus for the creation of a multi-county regional planning commission in the Madison Region. -- This project will enable CARPC and local governments beyond Dane County to build constructive working relationships that can lead towards support for a multi-county RPC.
- Provide a competitive supply of economic development sites and speculative buildings.

Business Expansion & Enterprise Creation - Foster economic growth through targeted support of existing employers and innovators

This project strengthens sector driven support through targeted site identification and development.

Awareness & Differentiation - Become known as a competitive location for business and talent

This project strengthens the regional brand with additional marketing material.

Opportunity, Access & Equity - Ensure all residents have equal opportunities for success.

This project helps close the economic disparity between the Madison metro area and the surrounding counties by identifying and developing sites in rural counties.



## B.7. Identify the proposed time schedule for the project

### Timeline

#### Spring 2021

- Project kick-off
- Steering Committee assembly and meetings
- Community outreach and engagement
- Regional development mapping

#### Summer 2021

- Select consultant
- Steering Committee meetings - site evaluation criteria, engagement
- Community outreach and engagement
- Regional mapping
- Initial site identification

#### Fall 2021

- Site analyses
- Steering Committee meetings - site analyses, engagement
- Community outreach and engagement

#### Winter 2021-2022

- Site analyses
- Steering Committee meetings - site analyses, engagement, strategies
- Site/regional marketing and development strategies
- Community outreach and engagement

#### Spring 2022

- Steering Committee meetings - strategies, engagement
- Site/regional marketing and development strategies
- Community outreach and engagement
- Deliverables

#### Summer 2022

- Implementation

## B.8. Economic impacts of the project

### B.8.a. Please describe the economic impacts of the project:

The project will facilitate expansion of key regional industry sectors, Advanced Manufacturing, Information and Communications Technology, Biosciences, and Healthcare. These sectors, some of which have been adversely affected by the pandemic, pay higher wages and import revenue into the region that supports direct and indirect job creation.

### B.8.b. Please identify the total estimated jobs and private investment that is expected to be generated by this project:

Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment

B.8.c. Please identify the source of Estimates above (check as many as apply):

- Letters from Beneficiaries of the Project
- Input/Output Model (e.g. IMPLAN, REMI)
- Comparison to Similar Projects
- Other Method (specify below)

**B.9. Beneficiaries of the project**

Beneficiary Name	NAICS Code	Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
<b>Total</b>				

**B.10. Non-EDA funding for the project**

B.10.a. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use consistent with the purpose of the project?

- Yes                       No (explain below)

B.10.b. Identify the source, nature and amount of all non-EDA funds.

Source	Amount	Date Available	Type	Restriction/Comments
Madison Region Economic Partnership	\$20,000.00	01/01/2021	In-Kind	Project management, Outreach and Engagement
Capital Area Region Planning Commission	\$20,000.00	01/01/2021	In-Kind	Project management, Outreach and Engagement

B.10.c. Does the applicant plan to seek other federal financial assistance as part of or in connection with this project? If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

- Yes (explain below)                       No

B.10.d. Please attach documentation confirming non-EDA (matching or cost share) funding:

1236-CARPC letter authorizi

Add Attachment

Delete Attachment

View Attachment

### B.11. Justification for sole source procurement

Will you contract work to complete part or all of this project?

B.11.a. No

B.11.b. Yes      If yes, will contracts be awarded by competitive bid?

B.11.b.i. Yes

B.11.b.ii. No

If contracts will not be awarded by competitive bid, please provide a justification. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements.

### B.12. Equipment

Will any funds be used to purchase equipment?

B.12.a. No

B.12.b. Yes      If yes, will project funding be used to install the equipment?

Yes

No

Please attach a list, including cost, description, purpose, and estimated useful life of any equipment that will be purchased as a part of this project.

Add Attachment

Delete Attachment

View Attachment

## C. Regional Eligibility

### C.1. Region

Define the area/region that is the basis for the applicant's claim of eligibility. EDA will review and evaluate documentation submitted by the applicant to verify and determine eligibility.

The region covers the eight counties of South Central Wisconsin with Dane County at its core. Specifically, they are Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk. The region has a population of a little over one million people with half of those in Dane County and nearly a quarter of a million in Madison which is the state capitol. For purposes of this grant, Iowa and Green Counties will be excluded based on the fact that they are a part of an Economic Development District in Southwest Wisconsin.

## C.2. Economic Distress

Check all that apply in establishing regional eligibility (see NOFO for more details):

- C.2.A. Unemployment rate
- C.2.B. Per capita income
- C.2.C. Special need, including:
  - Substantial out-migration or population loss;
  - Underemployment; that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit;
  - Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions;
  - Natural or other major disasters or emergencies;
  - Extraordinary depletion of natural resources;
  - Closing or restructuring of an industrial firm or loss of other major employer;
  - Negative effects of changing trade patterns; or
  - Other circumstances set forth in the applicable NOFO (please explain below).

## C.3. Substantial Direct Benefit

If the project does not meet any of the criteria above, is it located in an Economic Development District (EDD), and will it provide substantial direct benefit to residents of an area within that EDD that does meet the distress criteria?

- Yes                       No

Which Economic Development District?

Please explain how the proposed project will provide a substantial direct benefit to this geographic area within the EDD.

## C.4. Source of data provided for regional eligibility determination

Check the box denoting what data source you used to establish eligibility:

- C.4.a. The most recent ACS data published by the U.S. Census Bureau.
- C.4.b. The most recent Bureau of Labor Statistics Data.
- C.4.c. The most recent other federal data for the region in which the project is located (e.g., U.S. Census Bureau or the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, etc.).
- C.4.d. If no federal data are available, the most recent data available through the state government for the region in which the project is located.

- C.4.e. Other data to substantiate regional eligibility based on a "Special Need" as defined in 13 C.F.R. § 300.3.

Please attach a copy of the documentation used to support your claim of eligibility:

1237-COVID impact content.d

Add Attachment

Delete Attachment

View Attachment

## D. Budget and Staffing

To be completed by applicants for non-construction assistance only

### D.1. Budget justification

Budget Justification

- Updating industry sector reports and business site inventories - staffing costs not accounted for in MadREP budget
- Mapping analysis of potential sites for sector industries - staffing costs not accounted for in CARPC budget
- Site analyses, regional development recommendations, and regional marketing plan - not within MadREP or CARPC capacity, requires consultants
- Project management, outreach, and engagement - required project activities to secure deliverables

### D.2. Indirect costs

\$14,700

### D.3. Key applicant staff

CARPC: Steve Steinhoff, Agency Director; Matt Noone, GIS Specialist; Sean Higgins, Senior Planner

## E. Administrative Requirements

### E.1. Civil rights

E.1.a. Does the applicant understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20)?

Yes

No (explain below)

E.1.b. Do identified "Other Parties" (as listed in question B.9.), businesses that will create and/or save fifteen or more jobs as a result of the EDA project, understand and agree to comply with all applicable civil rights requirements under 13 C.F.R. § 302.20, including the requirement to provide signed assurances of compliance (ED-900B)?

Not Applicable (No Other Parties Identified)     Yes     No (explain below)

**E.2. Lobbying certifications**

Will you be able to comply with federal requirements regarding lobbying?

Yes     No (explain below)

**E.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)**

Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)?

E.3.a. No. Go to Question E.4

E.3.b. Yes

If Yes, does this request for EDA investment assistance meet the SPOC process established by the state?

E.3.b.i. No     E.3.b.ii. Yes

Please explain why not

If Yes, were SPOC comments/clearance received?

E.3.b.ii.a. Yes

Please attach the comments/clearance:

Add Attachment

Delete Attachment

View Attachment

E.3.b.ii.b. No. The review period has expired and no comments were received.

E.3.b.ii.c. No. Comments have been requested but the review period has not yet expired.

Please attach evidence of your request for comments:

Add Attachment

Delete Attachment

View Attachment

#### E.4. Single Audit Act Requirement

E.4.a. Does the applicant understand and agree to the requirements of subpart F of 2 C.F.R. part 200 regarding federal audits?

Yes  No

E.4.b. Is the applicant currently audited under the Single Audit Act?

E.4.b.i. No

E.4.b.ii. Yes, If yes:

E.4.b.ii.a. What is the date of the most recent audit?

E.4.b.ii.b. Was this audit submitted to the Federal Audit Clearinghouse?

Yes  No

## F. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

As indicated below, non-governmental applicants (excluding public universities and district organizations) must also provide a copy of the following items, either using the Attachments form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov) or providing a hard copy.

F.1. Non-profit organizations must provide a current Certificate of Good Standing from the State in which they are incorporated.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

F.2. New non-profit organization applicants must provide their Articles of Incorporation and By-Laws. Non-profits with an active EDA grant must either provide a) a revised copy of their Articles of Incorporation or By-Laws if these have been amended or b) a statement certifying that there has been no change in the organization's Articles of Incorporation or By-Laws.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

F.3. Non-profit organizations must provide a resolution passed by a general purpose political subdivision of a State (e.g., local government entity) or a letter signed by an authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision. EDA may waive this requirement for certain projects of significant regional or national scope (see 13 CFR § 301.2(b)).

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

F.4. If applying for a construction or RLF investment, an applicant must afford the appropriate general purpose governmental authority a minimum of 15 days to review and comment on the proposed project (13 CFR § 302.9(a)).

Will the applicant be able to provide these comments?

 Yes Not applicable, because the applicant is not applying for a construction or RLF grant Not applicable, because this requirement has been satisfied under an existing RLF plan No, for another reason (explain below)



# Instructions for Form ED-900

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## A. Applicant Information

A.1. EDA Application Identifier – If EDA has previously provided an identifier for your proposal/application, please enter that identifier here. Otherwise, leave blank.

A.2. Please identify all applicants for this project:

The Lead Applicant should be the party who is responsible for handling disbursement of funds and reporting to EDA.

Note that Sam.gov registration is required of all EDA applicants and awardees. Please list the relevant CAGE Code and SAM.gov expiration data for all applicants and co-applicants (if any).

## B. Project Information

**B.1. Provide a geographical definition of the region to be served by the investment (project), including the specific geographic location of the project within the region.**

Clearly and concisely describe the region where the project will be located, including the specific geographic location of the project within the region, as well as background on the assets of the area, which may include clusters, and workforce, physical, educational and financial infrastructure.

**B.2. Describe and outline the scope of work for the proposed EDA investment, including a list of tasks to be undertaken.**

List specific activities that will be undertaken and the specific deliverables that will be produced as a result of this investment. The description of the proposed project must include a clear statement of the overall purpose of the project.

**Applicants for construction assistance (including design and engineering assistance)** should also include a statement of project components. Indicate if the proposed project involves the construction of a new facility or facilities or the enlargement, expansion, renovation, or replacement of an existing facility or facilities. Describe the existing facility and proposed project components in terms of dimensions, capacities, quantities, etc.

**Applicants for Partnership Planning Assistance** should provide a narrative on the economic development activities that will be undertaken including managing and maintaining the CEDS process.

**Applicants for Short Term Planning Assistance** should provide a narrative explaining how the proposed scope of work will enhance economic development planning capacity of the identified region. Include any relationship or collaboration with other public and private entities. Please explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

**Applicants for State Planning Assistance** should provide a narrative outlining the proposed scope of work for the project. Include the relationship to any existing CEDS or similar planning processes in the region and the goals and objectives of the proposed project.

### **B.3. Economic development needs**

Except for grants to fund developing, updating or refining a CEDS as described in 13 C.F.R. § 303.7, the region in which Public Works or Economic Adjustment projects will be located must have a CEDS with which the project is consistent.

B.3.a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDS)?

If Yes, what is the source? *Note: If you are unsure if your region has a CEDS, please contact your local District Organization. In areas without a District Organization, CEDS may also be obtained at the City, County, or State level.*

If No, then please check one of the indicated options:

B.3.a.i. There is an alternate strategic planning document that will govern this investment. Please identify the strategy and provide a copy of this planning document, either by attaching the document to this application or submitting a hard copy.

B.3.a.ii. This investment is to create a strategy plan to develop, update or refine a CEDS. Please explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

B.3.b. Briefly describe the economic conditions of the region described in B.1, as well as the economic adjustment problems or economic dislocations the region has experienced (or is about to experience) and the regional impact of these conditions. How does the project address the economic development needs of the region and the goals and objectives of the CEDS for the region or the alternate strategic planning document described in section b below? See 13 C.F.R. part 303.

### **B.4. Applicant's capability**

Briefly describe the applicant's capability to administer, implement, and maintain the project.

### **B.5. List and describe strategic partners and organizations to be engaged in this project**

Describe existing regional partnerships (if any) that are directly engaged in supporting the proposed project, including a discussion of the extent of participation of government agencies, private sector interests, education providers, non-profits, community and labor groups, workforce boards, utilities, etc.

### **B.6. Describe the investment (project) impact and fit with EDA funding priorities**

Concisely document how the proposed project aligns with one or more of EDA's investment priorities. Applicants that propose projects that do not align with EDA's investment priorities will not be as competitive as those that do. Applicants are strongly encouraged to review EDA's investment priorities, as outlined in the applicable Notice of Funding Opportunity (NOFO) announcement on [www.Grants.gov](http://www.Grants.gov).

### **B.7. Proposed time schedule for the project**

Provide a proposed time schedule for completion of the project, including when (month/year) the project will begin and end. Explain any potential issues that could affect project implementation.

## **B.8. Economic impacts of the project**

Provide a clear and compelling justification for the long-term potential economic impact of the proposed project, through anticipated job creation or retention, private investment leveraging, number of businesses or collaborations supported, or other appropriate measures. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment. Applicants must attach letters of commitment from any identified beneficiaries.

For all other measures, applicants should clearly identify the expected time frame. In all cases, applicants must document the benefit and provide third-party data or information available to support these claims.

## **B.9. Beneficiaries of the project**

If applicants have identified specific private sector employers that are expected to create and/or save jobs as a result of the project, applicants should list those beneficiaries in the table provided. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment.

**NAICS Code:** The NAICS code for the major industry category of the beneficiary company (see [www.naics.com](http://www.naics.com) for a searchable list).

**Jobs Created:** The number of jobs that the company expects to create as a result of the project.

**Jobs Retained:** The number of jobs that the company expects to retain as a result of the project.

**Private Investment:** The amount of private investment that the company expects to make in its business/community as a result of the project.

Form ED-900B must be completed by each beneficiary that expects to create and/or save fifteen or more jobs as a result of the project.

## **B.10. Non-EDA funding for the project**

Select the appropriate response to each question. Applicants should identify the source, nature and amount of all non-EDA funds, including in-kind contributions (non-cash contributions of space, equipment, services, or assumptions of debt). Explain the status of all funding commitments, including the date the funds will be available from each source, and describe any conditions or restrictions on the use of such funds. If in-kind contributions are included, explain the basis on which they are valued. If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant. Please attach evidence of commitment from all funding sources. For example, if bonds are contemplated as match, counsel opinion of the applicant's bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant's intended bond issue, are required.

## **B.11. Justification for sole source procurement**

Select the appropriate response to each question.

## **B.12. Equipment**

Select the appropriate response to each question.

## C. Regional Eligibility

Public Works and Economic Adjustment Assistance projects must satisfy regional eligibility requirements (see NOFO for more details). This section will assist EDA in determining if the proposed project satisfies these eligibility requirements.

Planning and Technical Assistance applications: although meeting specific distress criteria is not a prerequisite for funding under these programs, the economic distress level of the region impacted by a project serves as the basis for establishing the EDA share of the total cost of the project and can inform competitiveness.

Please answer all questions completely and accurately and attach explanations and supporting documentation where applicable.

### C.1. Region

Clearly define the area/region that is the basis for your claim of eligibility.

### C.2. Economic Distress

Check all that apply in establishing regional eligibility (see NOFO for more details):

**C.2.A. Unemployment rate:** The project is located in a region that has an unemployment rate that is, for the most recent 24-month period for which data are available, at least one percentage point above the national unemployment rate.

**C.2.B. Per capita income:** The project is located in a region that has a per capita income that is, for the most recent period for which data are available, 80 percent or less of the national average per capita income.

**C.2.C. Special need:** The project is located in a region that has experienced or is about to experience a "Special Need" (as defined in 13 C.F.R. § 300.3) arising from actual or threatened severe unemployment or economic adjustment problems resulting from severe short-term or long-term changes in economic conditions, including: Substantial out-migration or population loss; Underemployment, that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit; Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions; Natural or other major disasters or emergencies; Extraordinary depletion of natural resources; Closing or restructuring of an industrial firm or loss of other major employer; Negative effects of changing trade patterns; or other circumstances set forth in the applicable NOFO.

### C.3. Substantial Direct Benefit

A project located within an Economic Development District (EDD) that is located in a region that does not meet the economic distress criteria set forth in section C.2 above, is also eligible for EDA investment assistance if EDA determines that the project will be of "substantial direct benefit" to a geographic area within the EDD that meets the distress criteria set forth in question C.2 above by providing significant employment opportunities for unemployed, underemployed, or low-income residents of the distressed geographic area within the EDD. If applicable, identify the EDD in which the proposed project will be located, as well as the geographic area within the EDD that meets the economic distress criteria detailed in section C.2., and explain how the proposed project will provide a substantial direct benefit to this geographic area within the EDD. (See NOFO for more details.)

### C.4. Source of data provided for regional eligibility determination

Check the appropriate box denoting what data source you used to establish eligibility. Please attach data used to establish eligibility.

## D. Budget and Staffing

To be completed by applicants for non-construction assistance only

### D.1. Budget justification

Provide a clear budget justification that identifies how funds in each line item of the budget will be utilized to support the proposed project. Explain the proposed use of any amounts budgeted for "Equipment," "Contractual," or "Other," if any, on Form SF-424A, Budget Information - Non-Construction Programs.

### D.2. Indirect costs

Explain the types of indirect costs, if any, on Form SF-424A. If there are any indirect costs, please submit a copy of the current Indirect Cost Rate Agreement that your organization has with its cognizant Federal agency. Alternatively, applicants must provide supplemental documentation such as: a certificate of indirect costs and acknowledgment letter from the cognizant agency, a cost allocation plan, an indirect cost rate proposal and/or other acceptable documents under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200 or relevant procurement regulations.

### D.3. Key applicant staff

Identify key applicant staff who will undertake and complete project activities. Include a description of the knowledge, organizational experience, and expertise of individual staff members. In addition, explain how organizational resources will be used to complete project activities. For National Technical Assistance, Training and Research and Evaluation projects, specify which positions will be charged to the federal and non-federal portion of the project budget.

## E. Administrative Requirements

### E.1. Civil rights

Select the appropriate response, providing an explanation if "no."

### E.2. Lobbying certifications

**All applicants** for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). If non-federal funds have been or are planned to be used for lobbying in connection with this request for federal financial assistance, Form SF-LLL also must be completed. Applicants must comply with 13 C.F.R. § 302.10 regarding attorneys' and consultants' fees and the employment of expeditors. This regulation requires that applicants identify and disclose the amount of fees paid to anyone engaged to assist the applicant in obtaining assistance under the Public Works and Economic Development Act of 1965 (PWEDA), as amended.

### E.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Select the appropriate response to each question, please attach any comments that have been received. If the comment period has not yet expired or comments were not received, attach evidence of your request for comments.

### E.4. Single Audit Act Requirement

Select the appropriate response to each question.

## **F. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)**

As indicated, non-governmental applicants must also provide a copy of the requested items, either using the Attachments form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov) or submitting a hard copy. Public Universities and Certain District Organizations may be exempt from this requirement, please contact your Regional Office to determine the requirements applicable to your organization.



November 6, 2020

Thomas Baron  
Economic Development Representative  
U.S. Economic Development Administration – Chicago Region  
230 S. Dearborn St., Suite 3280  
Chicago, IL 60604

RE: Authorization to Submit Grant Application

Dear Mr. Baron

I authorize Steve Steinhoff, CARPC Agency Director, to submit an application for CARES funding from the U.S. Economic Development Administration contingent upon final approval by the Regional Planning Commission. The application, Sector Strategy for Pandemic Recovery, includes \$20,000 of in-kind match from CARPC in the form of staff support. The full Commission is scheduled to act on Mr. Steinhoff's authorization at their November 12, 2020 meeting.

Sincerely,

A handwritten signature in black ink that reads "Larry Palm". The signature is written in a cursive, flowing style.

Larry Palm, Executive Chairperson  
Capital Area Regional Planning Commission

Cc: Steve Steinhoff

**The following attachment is not included in this view since it is not a read-only PDF file.**

**The agency will receive all application forms and attachments without any data loss.**

**ED\_900\_GA\_1\_1-SectionC-EligibilityDocumentation-1237-COVID impact content.docx**



**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2022

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Project Management, Outreach, & Engagement	11.307	\$	\$	\$ 28,600.00	\$ 40,000.00	\$ 68,600.00
2. Update Sector Reports & Site Inventory	11.307			9,200.00		9,200.00
3. Site Identification/Mapping	11.307			22,200.00		22,200.00
4. Site Analyses & Regional Development & Marketing Recommendations	11.307			100,000.00		100,000.00
<b>5. Totals</b>		\$	\$	\$ 160,000.00	\$ 40,000.00	\$ 200,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Project Management, Outreach, & Engagement	(2) Update Sector Reports & Site Inventory	(3) Site Identification/ Mapping	(4) Site Analyses & Regional Development & Marketing Recommendations	
<b>a. Personnel</b>	\$ 60,600.00	\$ 9,200.00	\$ 15,500.00	\$	\$ 85,300.00
<b>b. Fringe Benefits</b>					
<b>c. Travel</b>					
<b>d. Equipment</b>					
<b>e. Supplies</b>					
<b>f. Contractual</b>				100,000.00	100,000.00
<b>g. Construction</b>					
<b>h. Other</b>					
<b>i. Total Direct Charges (sum of 6a-6h)</b>	60,600.00	9,200.00	15,500.00	100,000.00	\$ 185,300.00
<b>j. Indirect Charges</b>	8,000.00		6,700.00		\$ 14,700.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 68,600.00	\$ 9,200.00	\$ 22,200.00	\$ 100,000.00	\$ 200,000.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Project Management, Outreach, & Engagement	\$ 20,000.00	\$	\$ 20,000.00	\$ 40,000.00
9. Update Sector Reports & Site Inventory				
10. Site Identification/ Mapping				
11. Site Analyses & Regional Development & Marketing Recommendations				
<b>12. TOTAL (sum of lines 8-11)</b>	\$ 20,000.00	\$	\$ 20,000.00	\$ 40,000.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 120,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
14. Non-Federal	\$ 40,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>15. TOTAL (sum of lines 13 and 14)</b>	\$ 160,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Project Management, Outreach, & Engagement	\$	\$	\$	\$
17. Update Sector Reports & Site Inventory				
18. Site Identification/ Mapping				
19. Site Analyses & Regional Development & Marketing Recommendations	40,000.00			
<b>20. TOTAL (sum of lines 16 - 19)</b>	\$ 40,000.00	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: 185300	22. Indirect Charges: 14700
23. Remarks: CARPC applies Indirect Cost rate of 0.58 as per Cost Allocation Plan	



# ED-900A - Additional EDA Assurances for Construction Or Non-Construction Investments

For **ALL** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA investment assistance are not eligible costs. See 13 C.F.R. § 302.10(a).
2. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application or result in the forfeiture of investment funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer, or inspector of the applicant, or a representative or official of the federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment, or services to or in connection with the project. See 13 C.F.R. § 302.17.
3. Will comply with the reporting requirements under the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 (GPRAMA) for measuring and reporting project performance.

For **CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will operate and maintain the facility in accordance with at least the minimum standards as may be required or prescribed by applicable federal, State and local agencies for the maintenance and operation of such facilities.
2. Will require the facility to be designed to comply with the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. 12101 et seq.), the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) and the Accessibility Guidelines for Buildings and Facilities regulations, as amended (36 C.F.R. part 1191), and will be responsible for conducting inspections to insure compliance with these requirements.
3. For the two-year period beginning on the date EDA investment assistance is awarded, will refrain from employing, offering any office or employment to, or retaining for professional services any person who, on the date on which the investment assistance is awarded or within the one-year (1) period ending on that date, served as an officer, attorney, agent or employee of the Department of Commerce and occupied a position or engaged in activities that EDA determines involved discretion with respect to the award of investment assistance under PWEDA. See section 606 of PWEDA and 13 C.F.R. §302.10(b).
4. Will have no facilities under ownership, lease or supervision to be utilized in this project that are listed or under consideration for listing on EPA's List of Violating Facilities.
5. Will comply with Executive Order 12699, "Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction," which imposes requirements that federally-assisted facilities be designed and constructed in accordance with the most current local building codes determined by the awarding agency or by the Interagency Committee for Seismic Safety in Construction (ICSSC) and the most recent edition of the American National Standards Institute Standards A58, Minimum Design Loads for Buildings and Other Structures.

6. Will observe and comply with federal procurement rules, as set forth in 2 C.F.R. part 200, as applicable, for award of any contracts for architectural engineering, grant administration services, or construction financed with EDA investment assistance

For **NON-CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this investment assistance will not provide a proprietary benefit to a private individual, for-profit corporation, or other commercial entity.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Gene P Dalhoff

TITLE

V.P. - Talent & Education

APPLICANT ORGANIZATION

Madison Region Economic Partnership

DATE SUBMITTED

11/09/2020

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p><b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b></p> <p>Gene P Dalhoff</p>	<p><b>TITLE</b></p> <p>V.P. - Talent &amp; Education</p>
<p><b>APPLICANT ORGANIZATION</b></p> <p>Madison Region Economic Partnership</p>	<p><b>DATE SUBMITTED</b></p> <p>11/09/2020</p>

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Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

**LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, 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 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 undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 section 1352, title 31, U.S. Code. 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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.**

**\* NAME OF APPLICANT**

Madison Region Economic Partnership

**\* AWARD NUMBER**

PWEAA2020

**\* PROJECT NAME**

Economic Recovery and Resilience Through Sector-Based Econom

**Prefix:**

**\* First Name:**

Gene

**Middle Name:**

**\* Last Name:**

Dalhoff

**Suffix:**

**\* Title:** V.P. - Talent & Education

**\* SIGNATURE:**

Gene P Dalhoff

**\* DATE:**

11/09/2020





March 30, 2021

Thomas Baron  
Economic Development Representative  
U.S. Economic Development Administration – Chicago Region  
230 S. Dearborn St., Suite 3280  
Chicago, IL 60604

RE: Authorization to Accept Grant Award and Sign Grant Agreements

Dear Mr. Baron

I authorize Steve Steinhoff, CARPC Agency Director, to accept and execute grant agreements for CARES funding from the U.S. Economic Development Administration, contingent upon final approval by the Regional Planning Commission. CARPC and the Madison Region Economic Partnership submitted an application, Sector Strategy for Pandemic Recovery, to EDA on November 9, 2020. The full Commission is scheduled to act on Mr. Steinhoff's authorization at their April 8, 2021 meeting.

Sincerely,

A handwritten signature in black ink that reads "Larry Palm". The signature is written in a cursive, flowing style.

Larry Palm, Executive Chairperson  
Capital Area Regional Planning Commission

Cc: Steve Steinhoff