



CAPITAL AREA REGIONAL PLANNING COMMISSION

2025 Work Program

Adopted December 12, 2024

**Prepared by the Staff of the
Capital Area Regional Planning Commission**

100 State Street, Suite 400
Madison, WI 53703-2573



"This document was prepared, in part, with federal funds via the State of Wisconsin but does not necessarily reflect the official views or policy of the U.S. or Wisconsin Departments of Transportation."

The Capital Area Regional Planning Commission represents Dane County and supports planning needs across a wider region on a fee-for-service basis, including five counties not otherwise represented by a regional planning commission (Sauk, Columbia, Dodge, Jefferson, Rock).

Questions regarding this 2025 Work Program are directed to:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608-474-6010



CAPITAL AREA REGIONAL PLANNING COMMISSION

David Pfeiffer, Chairperson

Heidi Murphy, Vice-Chairperson

Kris Hampton, Secretary

Nick Zavos, Treasurer

Maureen Crombie

Steve Greb

Barbara Harrington-McKinney

Peter McKeever

Jim Schuler

Cynthia Richson

Caryl Terrell

Bill Tishler

Alison Volk

COMMISSION STAFF

Jason Valerius, Executive Director

Tanya Sime, Administrative Services Manager

Sean Higgins, Senior Community Planner

Nick Bower, Senior Environmental Engineer

Prachi Mehendale, Environmental Engineer

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator

Melissa Michaud, Environmental Resources Planner

Matt Noone, Senior Environmental Resources Planner – Land Resources Specialist

Allison Madison, WI Salt Wise Program Manager

Liz Levy, Environmental Resources Planner

Matthew Krempely, Community Planner

Contents

Commission Approval Resolution	5
Introduction to the 2025 Work Program	6
THE CAPITAL AREA REGIONAL PLANNING COMMISSION.....	6
OVERVIEW OF THE 2025 CARPC WORK PROGRAM.....	7
Regional Plan Commission Vision and Mission	7
2024 Highlights and 2025 Objectives	8
2025 Work Program Staffing	14
2025 Work Program	16
REGIONAL WATER QUALITY PLANNING PROGRAM	16
WI SALT WISE PROGRAM.....	32
REGIONAL CLIMATE RESILIENCE PLANNING PROGRAM	34
LAND USE PLANNING PROGRAM.....	38
COMMUNITY ASSISTANCE PLANNING PROGRAM.....	48
EDUCATION AND INFORMATION PROGRAM.....	51
ADMINISTRATION AND COMMISSION.....	53
Organizational Chart	55
APPENDIX A: Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements	
APPENDIX B: Current Signed Title VI Nondiscrimination Agreement	
APPENDIX C: Cost Allocation Plan	

Commission Approval Resolution

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573



ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2024-12

Approving the CARPC 2025 Work Program

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, the Capital Area Regional Planning Commission ("CARPC") is authorized to carry out a range of planning activities, pursuant to Wis. Stat. § 66.0309(8), and contracts with the Wisconsin Department of Natural Resources to conduct areawide water quality management planning for the Dane County region, and with the Wisconsin Department of Transportation to fund land use and transportation planning integration including analyses of transportation impacts of amendments to regional plans; and

WHEREAS, CARPC prepares an annual work program to identify and describe the agency's programs including previous years' activities, relationship to agency mission and vision, staff work activities and methods, schedules, products, estimated hours, and funding sources for the following year; and

WHEREAS, CARPC adopted a 2025 budget on September 26, 2024 that provides the funding mechanism to support 2025 work program activities; and


WHEREAS, the 2025 CARPC Work Program continues the ongoing and multi-year regional planning and water quality management programs and activities; and

WHEREAS, CARPC noticed its December 12, 2024, meeting, at which this resolution is scheduled to be acted upon, was duly posted, and distributed to local units of government in accordance with the Open Meeting Law of the State of Wisconsin; and

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission approves its 2025 Work Program.

December 12, 2024
Date Adopted


David Pfeiffer, Chairperson


Kris Hampton, Secretary

Introduction to the 2025 Work Program

The Capital Area Regional Planning Commission (hereafter referred to as “Regional Planning Commission,” “CARPC,” or “Agency”) prepares and adopts an Annual Work Program to guide and monitor staff activities, and for budgeting purposes. The Work Program reflects the primary functions of the Regional Planning Commission as a regional land use and water quality management planning agency.

THE CAPITAL AREA REGIONAL PLANNING COMMISSION

The Regional Planning Commission is an independent unit of government established by Executive Order of Governor Jim Doyle in 2007 at the request of units of local government in Dane County. The first regional planning commission in the area, the Dane County Regional Planning Commission, was established in 1969 and dissolved in 2004. The Commission meets on the second Tuesday of each month, 12 months per year.

The Regional Planning Commission assists local communities with planning services and conducts regional planning to advance community and regional goals. The Commission has two committees in 2025 to support this work – an Executive Committee and an Ad Hoc Water Quality Planning Committee.

Regional Planning

The Regional Planning Commission serves as the regional planning and the area-wide water quality management planning entity for the Dane County region, consistent with Wis. Stat. § 66.0309 and State Administrative Code NR 121. For more information about the Regional Planning Commission, go to www.capitalarearpc.org.

Land use planning carries out “the function and duty of making and adopting a master plan for the physical development of the region” (§66.0309(10)). Under these statutes, the Regional Planning Commission also “makes plans for the physical, social, and economic development of the region, consistent with the elements specified in §66.1001 [Wisconsin Comprehensive Planning statutes].”

Water quality management planning is driven by the requirements of the federal Clean Water Act and various Wisconsin Administrative Code Chapters. State statutes outline the duties and responsibilities of area-wide water quality management planning agencies in areas of the state designated by the Governor as having “substantial water quality control problems,” as defined by the Clean Water Act. The Regional Planning Commission conducts water quality management planning, including the administration of water quality management plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources (DNR).

Community Assistance

The Regional Planning Commission provides planning services to assist local communities with a range of planning, data, and mapping needs.

OVERVIEW OF THE 2025 CARPC WORK PROGRAM

The 2025 CARPC Work Program is organized by major programs and their component projects and elements. Major programs are:

1. Regional Water Quality Planning
2. WI Salt Wise Program
3. Regional Climate Resilience Planning
4. Regional Land Use Planning
5. Community Assistance Planning
6. Education and Information

For each project and grouping of elements within the major programs, the Work Program describes:

- Objectives
- Previous and current work
- Relationship to other activities
- Work description, products, and schedule
- Estimated hours
- Funding sources

Regional Plan Commission Vision and Mission

In February 2020, the Commission amended its vision and mission statements as part of its strategic planning process:

- **Vision:** A region where communities create exceptional quality of life for all by working together to solve regional challenges.
- **Mission:** The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration, and assistance.

2024 Highlights and 2025 Objectives

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
WATER QUALITY		
Water Quality Plan Update and Implementation	<ul style="list-style-type: none"> Collaborated with regional municipalities, agencies, and organizations to advance solutions to water resource management issues and implement the <i>Dane County Water Quality Plan</i> Administer and prepare updates to the Plan (see sections below for detail) 	<ul style="list-style-type: none"> Begin an update to the <i>Dane County Water Quality Plan</i> (Summary Plan document), to be completed in 2026 Continue to collaborate with regional partners to advance and implement the Plan
Lake Waubesa Management Plan	<ul style="list-style-type: none"> Led project in collaboration with Lake Waubesa Conservation Association and with grant funding from DNR to prepare long-term plan for improving and protecting Lake Waubesa (Completion by end of 2024) 	<ul style="list-style-type: none"> Work with local entities to pursue implementation of Plan recommendations
Starkweather Creek Watershed Chloride Management Plan	<ul style="list-style-type: none"> Continued chloride monitoring with real time interactive map reporting Implement continuous conductivity monitoring on the Starkweather at 8 locations Coordinated with WI Salt Wise to reduce salt application at priority locations 	<ul style="list-style-type: none"> Create a diverse Technical Task Force to identify next steps for the project vision, expand partnerships and seek funding Work with Madison/Dane County Public Health to collect and share with DNR lab samples of sufficient quality to be added to the DNR database tracking creek health. Continue to focus on education of stakeholders and plan implementation
Environmental Corridor Report Update	<ul style="list-style-type: none"> Prepared Final Draft of Report for Commission recommendation and final DNR approval (pending) as an amendment to the <i>Dane County Water Quality Plan</i> 	<ul style="list-style-type: none"> Through a separate process, amend the Environmental Corridor Policies and Criteria Increase awareness of key elements of the Report through communication and outreach
Water Quality Plan Amendments and Conformance Reviews	<ul style="list-style-type: none"> 7 USA Amendments (through Sept) 94 Sewer Extension Reviews; 4 MMSD Annexation Reviews) (through Sept) 1 Amendment to revise point discharge location from WWTP (discontinuance of MMSD effluent discharge to Badger Mill Creek) 	<ul style="list-style-type: none"> Work with the Ad Hoc Water Quality Planning Committee to evaluate and recommend potential changes to the WQP amendment process

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
Other Watershed Management Planning	<ul style="list-style-type: none"> Continued fostering relationships with regional stakeholders to promote watershed-level planning and project execution Renewed engagement with the Clean Lakes Alliance through membership on the Community Board 	<ul style="list-style-type: none"> Continue building relationships with regional stakeholders, using recent Starkweather Creek and Black Earth Creek projects as springboard Form and facilitate a Water Quality Monitoring Workgroup to evaluate monitoring practices and commitments across Dane County Identify future opportunities to collaborate on watershed planning projects Pursue a data initiative with the Clean Lakes Alliance to support implementation of Renew the Blue
USGS Cooperative Water Resources Monitoring Program	<ul style="list-style-type: none"> Coordinate monitoring at 4 baseflow sites, from a list of 17 that rotate through the years Begin coordinating monitoring at 4 additional sites within Black Earth Creek Watershed (separate funding arrangement with different partners) 	<ul style="list-style-type: none"> Continue to administer the cooperative agreements and funding
SALT WISE		
Wisconsin Salt Wise	<ul style="list-style-type: none"> Extensive training, outreach, communications to expand Salt Wise application practices 	<ul style="list-style-type: none"> Conduct outreach and provide training to winter maintenance professionals Increase public awareness of chloride as a pollutant and measures to reduce chloride pollution Refine communications around solutions Prepare a five-year funding plan and establish adequate funding for 2026
CLIMATE RESILIENCE		
Black Earth Creek Watershed Green Infrastructure Plan	<ul style="list-style-type: none"> Facilitated Steering Committee meetings for implementation of priority projects Coordinated funding efforts for ongoing water quality monitoring in Black Earth Creek and tributaries, including securing \$21,900 in DNR grants 	<ul style="list-style-type: none"> Continue to lead Steering Committee to facilitate ongoing collaborations and project implementation Provide assistance in preparing concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<ul style="list-style-type: none"> Assist Village of Cross Plains in securing \$265,842 FEMA grant for wetland/floodplain restoration project 	
Tree Canopy	<ul style="list-style-type: none"> Collaboration with Dane County Tree Board (CARPC as Chair), Tree Canopy Collaborative, and Urban Tree Alliance Shorewood Hills Forest Management Plan and pilot project for iTree assessment tool Established “Growing Shade” tree canopy equity tool Received the National ESRI Significant Achievement in GIS award for integrating innovative technologies to address urban forestry challenges. Heritage Oak Tree preservation and planting project in partnership with DNR (growing trees at their nursery) Partnering with Urban Tree Alliance and Eco-Latinos on tree planting projects in disadvantaged communities and in schools, including workforce development/career pathway work with Madison Collage Partnering with Schenk and Frank Allis/Nuestro Muendo Schools to grow heritage trees as an educational opportunity on site Citizen Scientist projects mapping Spongy Moth conditions and heritage trees 	<ul style="list-style-type: none"> Integrate City of Madison’s Equity Prioritization Mapping Committee results with “Growing Shade” tool Expand partnership with schools in the county to grow heritage trees on site while providing educational experiences Partner with Driftless Conservancy and other nonprofits to expand upon mutual opportunities and synergies related to tree and prairie preservation Expand assistance provided to municipalities related to forest management plans Promote policies in comprehensive plans involving Tree Preservation Ordinances Study/investigate equitability related to ecosystem services provided by municipal street trees Prepare and promote tree preservation policy recommendations and guidance Promote model tree preservation ordinances to local communities Expand Heritage Tree Inventory with Bock Foundation funding
Midwest Climate Collaborative	<ul style="list-style-type: none"> Development and deployment of the Midwest Climate Resource Network Development and deployment of the Midwest Tree Canopy Hub 	<ul style="list-style-type: none"> Continued collaboration on climate projects and potential grant funding opportunities Co-hosting of the 2025 Midwest Climate Summit in Madison, April 30–May 2
Regional Stream Crossing Inventory and Assessment	<ul style="list-style-type: none"> Acquired necessary equipment and training 	<ul style="list-style-type: none"> Contribute data to Great Lakes Stream Crossing Inventory database

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<ul style="list-style-type: none"> Coordinated with partners/potential partners Secured funding for 4 towns and began field survey work, to be completed in 2025 	<ul style="list-style-type: none"> Secure additional funding from WEM to complete the inventory across 21 towns Hire interns or LTEs for this work if necessary and cost feasible
LAND USE		
Regional Development Framework	<ul style="list-style-type: none"> Completed a strategic planning process to aligning operations and governance with effective advocacy for the RDF Continued work on key performance indicators to be displayed on the data dashboard 	<ul style="list-style-type: none"> Publish online Data Dashboard 2.0 that effectively communicates key performance indicators; establish update schedule
SolSmart	<ul style="list-style-type: none"> Achieved Bronze SolSmart designation Dane County and Sun Prairie earned Platinum designations, McFarland earned a Gold designation, and Mount Horeb received Bronze recognition 	<ul style="list-style-type: none"> Continue ongoing coordination on sustainable development initiatives with OECC and communities
Farmland Preservation		<ul style="list-style-type: none"> Convene a regional conversation about farmland preservation, beginning with an ad hoc workgroup of known stakeholders with interest in the subject.
Zoning Code Assessment	<ul style="list-style-type: none"> Partnered with UW-Madison and local communities (6 who provided funding) to hire a Project Assistant to identify and recommend ways local codes can better support RDF implementation Completed the assessment 	<ul style="list-style-type: none"> Prepare a final document to communicate the assessment to participating communities effectively
Future Urban Development Area and Intergovernmental Planning	<ul style="list-style-type: none"> Participated in two growth area planning processes in the City of Fitchburg Facilitated boundary agreement discussions with the City and Town of Sun Prairie 	<ul style="list-style-type: none"> Explore with Fitchburg process options for urban service area amendment utilizing the adopted neighborhood plans Complete the Sun Prairie agreement and participate in others as appropriate
Transportation-Land Use Planning Integration	<ul style="list-style-type: none"> Participation in regional transportation planning projects 	<ul style="list-style-type: none"> Continue MPO-CARPC coordination of RDF-RTP implementation

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<ul style="list-style-type: none"> • Coordinaton of MPO review for urban service area amendments • Ongoing joint webinars, branding, and messaging 	<ul style="list-style-type: none"> • Continue MPO-CARPC marketing, communications, and community outreach
Mapping and Data	<ul style="list-style-type: none"> • Maintained tracking of development and updates to future land use map and dataset • Coordinated with Dane County to launch creation of a shared land use map and dataset 	<ul style="list-style-type: none"> • Develop a shared existing land use layer with Dane County • Confederated and automate collection of future land use map changes • Improve and routinize methods for tracking the location of residential units and changes over time
COMMUNITY ASSISTANCE		
Community Assistance Program	<ul style="list-style-type: none"> • Evaluated and improved project management methods • Completed deliverables that can serve as templates, tied to the RDF 	<ul style="list-style-type: none"> • Continue to refine and routinize project creation and management tools and techniques • Expand fee-for-service work contracts, including work outside Dane County
Village of Shorewood Hills	<ul style="list-style-type: none"> • Completed Comprehensive Outdoor Recreation Plan for Village adoption • Completed Forestry Management Plan for Village use 	<ul style="list-style-type: none"> • No projects currently anticipated
Town of Bristol	<ul style="list-style-type: none"> • Completed Comprehensive Plan Update for Town adoption 	<ul style="list-style-type: none"> • Support intergovernmental communications and consideration of agreements with Windsor and Sun Prairie
Town of Rutland		<ul style="list-style-type: none"> • Complete the Comprehensive Plan update • Support intergovernmental communications and consideration of an agreement with the City of Stoughton
Other town projects	<ul style="list-style-type: none"> • Burke cemetery mapping • Ongoing mapping services for 5 towns 	<ul style="list-style-type: none"> • Continue to assist five Towns with zoning mapping services • Other assistance to be determined
EDUCATION AND INFORMATION		
Outreach	<ul style="list-style-type: none"> • Published monthly newsletters, produced webinars, created social 	<ul style="list-style-type: none"> • Continue current activities • Develop agency communications/ outreach strategy

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<p>media content, updated and improved websites</p> <ul style="list-style-type: none"> Expanded media outreach with TV news coverage and several published press releases 	<ul style="list-style-type: none"> Complete brand implementation Offer and deliver education and training opportunities to municipal and agency partners Continue to work with schools, including speaking to classes, tree planting, and tutoring
COMMISSION AND ADMINISTRATION		
Commission	<ul style="list-style-type: none"> Completed Strategic Planning process and report Completed transition to Executive Director position and related agency structure Facilitated an update for commissioners on groundwater supply trends and conditions in the City of Madison Coordinated commissioner training on open meetings law and ethics Convened the Ad Hoc Water Quality Planning Committee for the first time 	<ul style="list-style-type: none"> Conduct commissioner training(s) led by CARPC staff on topics such as farmland preservation, stormwater management and other topics identified by commissioners as relevant or helpful Work with the Ad Hoc Water Quality Committee to enable recommendations to the Commission regarding administration of urban service area amendments in ways that support the RDF and outcomes of Strategic Planning Staff will review the bylaws and provide a report to the Commission on potential updates. Further work and an amendment process may follow.
Administration	<ul style="list-style-type: none"> Completed staffing and administrative system transitions Replaced outdated and mismatched office furniture (shared expense with MPO) Continued file sorting and office cleaning, moving some files to a storage unit Completed an update of the Personnel Manual 	<ul style="list-style-type: none"> Complete compensation study Continue file sorting, scanning and disposal

2025 Work Program Staffing

2025 staffing continues the roles on staff as of July 2024, including full-time roles approved in the June 2024 CARPC Amended Budget.

The Executive Director leads operations and administration, including agency outreach efforts, and is the primary commission liaison. The Administrative Services Manager coordinates accounting, human resources, and office administrative functions in collaboration with the Executive Director.

Acknowledging the actual structure and function of the agency, there are no longer separate divisions for environmental planning and community planning staff.

Agency staff participate in any project in accordance with their skills and availability. Water quality and climate resilience planning and initiatives are generally led by staff with an environmental focus, including a Senior Environmental Engineer, a Senior Environmental Resources Planner, an environmental engineer and two Environmental Resources Planners. Regional land use planning and community planning assistance work is generally led by staff with a community planning focus, including two Senior Planners and a Community Planner.

Outreach and education activities are coordinated by a Senior Planner and the Public Relations and Communications Specialist (25% time contract with the MPO). Mapping and data services are coordinated by multiple staff, assigned on a task-by-task basis.

Table 1 below shows the summary of total staff hours for the major 2025 Work Programs. Table 2 shows a breakdown of program hours for each staff person.

Table 1: Work Program 2025 Summary Table: Staff Hours

AGENCY PROGRAMS	STAFF HOURS	PERCENT
Water Quality Planning	4,793	24%
Salt Wise	1,785	9%
Climate Resilience Planning	3,510	17%
Land Use Planning	3,365	18%
Community Assistance	2,435	12%
Education and Information	440	2%
Administration and Commission Support	3,145	16%
TOTAL	19,663	

Table 2: Staff Hours by Program

	Executive Director	Senior Environmental Engineer	Environmental Engineer	Senior Environmental Resources Planner	Environmental Resources Planner (MM)	Environmental Resources Planner (LL)	WI Salt Wise Program Manager	Senior Community Planner & Outreach Specialist	Senior Community Planner	Community Planner	Administrative Services Manager
Water Quality Planning	112	1,480	1,325	132	1,120	314	10	142	78	80	
Salt Wise	20		10				1,755				
Climate Resilience Planning	80	180	330	1,295	565	610	12	180	60	130	
Land Use Planning	517	38	90	180	25	512		578	968	635	
Community Assistance	210	15	10	20	15	260		600	575	730	
Information and Education	80	20	10	30	10	20		220	40	10	
Accounting, Administration and Commission Support	695	40	40	40	40	100	40	60	40	230	1,820

2025 Work Program

The Regional Planning Commission conducts and supports planning and collaborations that support its mission to “strengthen the region by engaging communities through planning, collaboration and assistance.” The agency carries out activities through programs focusing on water quality, climate resilience, land use, community assistance, and education and information. The sections below discuss the programs and their respective elements, including: objectives, previous and current work, relationships to other activities, work descriptions and methodologies, schedules, products, hours, and funding sources.

Note: Funding is allocated based on staff hours for each program. Staff hours are multiplied by their hourly salary and fringe benefit rate to show their direct costs. Direct costs are multiplied by an indirect rate to account for overhead costs. Calculation of an indirect rate is documented in the CARPC 2024 Cost Allocation Plan (available upon request).

REGIONAL WATER QUALITY PLANNING PROGRAM

The Wisconsin Department of Natural Resources (DNR) is required to have a continuing water quality management planning process, under Wis. Stat. 283.83. These Areawide Water Quality Management Plans are defined in NR 121 as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

CARPC conducts a variety of water quality planning activities in collaboration with the DNR, local municipalities, and other agencies and organizations in the region working to sustain our surface and groundwater resources. Much of this work is conducted as part of CARPC’s annual agreement with the DNR for water quality planning services. The regional water quality planning program includes the following major program elements:

- Plan Integration
- Plan Amendment
- Plan Consistency
- Planning and Services
- Data Studies and Services
- General Water Quality Planning Activities
- USGS Cooperative Water Resources Monitoring Program (Pass-Through Funding)

Plan Integration

Objectives

Ongoing plan integration objectives include:

- Communicate and coordinate the policies and recommendations contained within the adopted regional water quality management plan with local and State organizations and agencies.
- Coordinate and facilitate the interagency cooperation needed for effective plan implementation.

Previous and Current Work

Since the Commission's creation in 2007, staff have worked with a variety of designated management (plan implementation) agencies and other related organizations to implement the regional water quality management plan. Commission staff continue to serve on and provide support to several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County, in addition to our own outreach and promotion of plan implementation initiatives. In 2024 select Commission activities included:

- Collaboration with the Clean Lakes Alliance on the Community Board and other prospective future collaborations
- Collaboration with the Madison Area Municipal Stormwater Partnership (MAMSWaP) the Green Tier Clear Waters Initiative on stormwater management and erosion control issues and best practices in the region
- Continuing to collaborate with other organizations to maintain and expand data sharing via web services on our open data portal. The portal includes a variety of interactive web maps and downloadable GIS datasets relevant to regional natural resource and land use planning.
- Prepare newsletter articles and other outreach materials which promote the Dane County Water Quality Plan.

Relationship to Other Activities

Coordinating with municipalities, organizations, and other agencies supports all the other components of water quality planning.

Work Description, Products and Schedule

This element generally involves collaborating with various implementation partners on planning and information and education efforts that will lead to improved water quality in the region.

CARPC staff will continue to serve on, and provide support to, several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County with the aim to foster greater collaboration across regional stakeholders and provide support and expertise in pursuit of these goals.

CARPC staff continue to produce newsletter articles and other information and educational materials related to implementation of the recommendations of the regional water quality management plan for Dane County.

Estimated Annual Hours – Plan Coordination

STAFF	HOURS
Senior Environmental Engineer	280
Environmental Engineer	205
Environmental Resources Planner (MM)	50
Environmental Resources Planner (LL)	40
Senior Community Planner & Outreach Coord	50
Executive Director	8
Total	633

Funding Sources – Plan Coordination

Tax Levy	DNR Agreement	Total
57%	43%	100%
\$31,100	\$23,000	\$54,100

Water Quality Plan Amendment

Objectives

Amendments to the *Dane County Water Quality Plan* under this element primarily result from applications to revise sewer service area boundaries and environmental corridor boundaries (in Urban Service Areas and Limited Service Areas), which may include requests for “Major Changes” to the adopted policies and criteria for Environmental Corridors.

One purpose of this process is to help protect communities from adverse water quality impacts through development of cost-effective and environmentally sound wastewater collection and treatment systems. This sewer service area planning and subsequent amendments identifies areas most suitable for sewered development. It also identifies areas where development would have an adverse impact upon water quality, which are designated as Environmental Corridors for the protection of environmentally sensitive areas.

This work seeks to identify the best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

Amendments to the *Dane County Water Quality Plan* may also result from requests for deviations or changes to certain elements of the plan. This amendment process seeks to provide for a continuing planning process.

Previous and Current Work

This is an ongoing program element. CARPC has conducted sewer service area planning and amendment services for the DNR since its formation. A total of 36 individual sewer service areas (22 urban service areas and 14 limited service areas) are currently identified in the *Dane County Water Quality Plan*. During 2023, the Commission administered ten proposed sewer service area amendments and no proposed “Major Change” amendments to Environmental Corridors. Through September 2024 there have been seven proposed sewer service area amendments and no proposed “Major Change” amendments to Environmental Corridors.

Also in 2024, the Commission administered one amendment to the water quality plan for a proposed update to a point discharge location of the Nine Springs Wastewater Treatment Plant effluent return.

CARPC established the Ad Hoc Water Quality Planning Committee in 2024 to review the process of service area amendments and make recommendations on changes to how those amendments are handled. This committee met for the first time in September and its work will continue into the second quarter of 2025.

Relationship to Other Activities

The sanitary sewer area boundaries, Environmental Corridors, and associated conditions of approval established in plan amendments are checked when detailed development plans are submitted and reviewed under the Water Quality Plan Consistency program element. Sewer service areas where a full complement of urban services is provided are referred to as Urban Service Areas (USAs), which are incorporated into comprehensive and regional plans which often include goals to direct most growth to USAs.

Work Description, Products and Schedule

Staff provide comments and assistance in response to requests and applications submitted by local units of government, conduct a public hearing process, provide detailed analysis of the proposed development and potential impacts to water quality, and maintain coordination with DNR throughout the process. In some cases, staff will work with the applicant and local community to help refine proposed plans to mitigate potential adverse impacts upon water quality and sensitive environmental resources.

This program element is ongoing and irregular with amendments being conducted over the course of the year as requests are submitted by municipalities. During 2025, it is expected that about eight proposed sewer service area amendments or proposed major change amendments to environmental corridors will be reviewed.

This work activity requires communications with representatives of local units of government, developers, and their consultants. Public hearings are held for each proposed amendment. The work involves the review of applications for consistency with the adopted policies and criteria for sewer service areas and environmental corridors. Environmental impact assessment data, assessment of proposed water distribution and wastewater collection and treatment capacity, as well as an analysis of potential environmental impacts are summarized in a staff analysis report. Staff analysis reports and water quality management letters containing final Commission recommendations are forwarded to the Wisconsin DNR for final administrative decisions in accordance with State Statutes.

Procedures for plan amendments may continue to be refined in consultation with DNR staff, as necessary to meet the requirements of Chapter NR 121 of the Wisconsin Administrative Code. All documentation, including applications, staff analysis reports, and water quality management letters, is uploaded to the DNR's SWIMS database; sewer service area and environmental corridor GIS data is maintained in an open data portal on the CARPC website.

In 2025, in addition to maintaining the amendment program, staff will work with the Ad Hoc Water Quality Planning Committee to explore and evaluate potential changes to the amendment process to better align the program with certain priorities and goals of the Regional Development Framework, outcomes of strategic planning undertaken in 2024, and best practices employed by other RPCs, in consultation with DNR.

Estimated Annual Hours – Water Quality Plan Amendment

STAFF	HOURS
Senior Environmental Engineer	260
Environmental Engineer	380
Senior Environmental Resources Planner	40
Environmental Resources Planner (MM)	250
Senior Community Planner & Outreach Coord	20
Community Planner	20
Executive Director	20
Total	990

Funding Sources – Water Quality Plan Amendment

TAX LEVY	REVIEW FEES	TOTAL
6%	94%	100%
\$4,600	\$75,000	\$79,600

Water Quality Plan Consistency

Objectives

Review, comment on, and aid in the preparation of proposals for sewer development and/or revisions (minor changes) to the Environmental Corridors for consistency with the adopted regional water quality management plan.

Previous and Current Work

This is an ongoing program element. In 2023, Commission staff provided review comments on 94 sanitary sewer extensions (71 proposed public sanitary sewer extensions or reconstructions and 24 proposed commercial building sanitary sewer extensions), as required by the Wisconsin Administrative Code. Commission staff also provided review comments on 26 related stormwater management plans. Through September 2024 there have been 94 sanitary sewer extension reviews completed, of which 19 included review of stormwater management plans.

Staff also review proposed annexations to the Madison Metropolitan Sewerage District (MMSD) service area for consistency with the adopted plans of the Regional Planning Commission in accordance with the provisions of § 200.05(4)(b), 200.11(1)(b), and 200.15, Wis. Stats. In 2023, Commission staff provided reviews for 12 annexation requests. Through September 2024 there have been four MMSD annexation reviews completed.

Relationship to Other Activities

This program element is directly related to the Water Quality Plan Amendment program element, which establishes the boundaries of the planned sanitary sewer service areas, initial environmental corridors, and associated conditions of approval.

Work Description, Products and Schedule

Comments and assistance are provided in response to submittals by local units of government, consulting engineers, architects, plumbers, and others. Most of this work is reviewing urban development plans (sanitary sewer extension requests) for consistency with the *Dane County Water Quality Plan* and its conditions of approval. Review includes assessing consistency with the adopted policies and criteria for Environmental Corridors (environmentally sensitive areas) adopted in the *Dane County Water Quality Plan*, the conditions of approval regarding stormwater management, and the approved sanitary sewer service areas. Once consistency has been established, conformance review letters (208 letters) are forwarded to the applicant, local unit of government, and Wisconsin Departments of Natural Resources (DNR).

This area of work also involves reviewing wastewater facility plans, Wisconsin Pollutant Discharge Elimination System (WPDES) permits, and Madison Metropolitan Sewerage District (MMSD) annexation requests for consistency with the *Dane County Water Quality Plan*.

This program element is ongoing and irregular with reviews being conducted over the course of the year as requests are submitted. During 2025, it is expected that about 100 sanitary sewer extension requests will be reviewed. This includes an estimated 70 proposals for public sanitary sewer extensions, about 30 proposals for private building sanitary sewers, and 30 stormwater management plans.

This work activity requires coordination with representatives of local units of government, developers, and their consultants who prepare plans for development containing sanitary sewer service. Work includes review of proposed plats, construction plans, stormwater management plans, and related materials for consistency with the approved sewer service areas, environmental corridor policies and criteria, and associated conditions of approval established by the adopted regional water quality management plan.

Estimated Annual Hours – Water Quality Plan Consistency

STAFF	HOURS
Senior Environmental Engineer	220
Environmental Engineer	350
Environmental Resources Planner (MM)	140
Environmental Resources Planner (LL)	20
Executive Director	5
Total	735

Funding Sources – Water Quality Plan Consistency

TAX LEVY	REVIEW FEES	TOTAL
19%	81%	100%
\$10,900	\$47,000	\$57,900

Water Quality Planning and Services

Objectives

Water Quality Planning and Services objectives are to assist local and State-designated management agencies and local watershed groups in conducting planning studies as needed to implement the point source and nonpoint source pollution abatement measures

recommended in the adopted regional water quality management plan. Additionally, work completed within this element will seek to provide periodic updates to components of the water quality plan and/or advance the goals and recommendations of the plan.

Previous and Current Work

CARPC has regularly updated appendices of the *Dane County Water Quality Plan* as needed. In 2024, CARPC completed a comprehensive update to the Environmental Corridors Appendix to the Plan. In 2025, CARPC will begin a comprehensive update to the Summary Plan document, which serves as the central document of the Water Quality Plan. We anticipate about \$50,000 in BIL funding from DNR, over two years, to cover about 60% of the cost.

CARPC recently started working with local organizations and municipalities to support watershed planning studies, starting with the Starkweather Creek Watershed Chloride Management Plan. Watershed planning services have expanded since then to include the *Lake Waubesa - Lake Management Plan* and, in the Climate Resiliency Program, the *Black Earth Creek Watershed - Green Infrastructure Plan*. Other projects within this element include creating and populating a web-based database of green infrastructure projects, developing an urban design guide for incorporating green infrastructure practices, and participating in a stakeholder group for the health and resilience of Badger Mill Creek.

Relationship to Other Activities

While the primary purpose of this program element is water quality, many of the projects implemented as a result of planning efforts conducted under this program will also have stormwater runoff volume reduction (water quantity) and other climate resiliency benefits which contribute to the objectives of the Regional Climate Resilience Planning Program. The Starkweather Creek Watershed Chloride Management Plan works with the Wisconsin Salt Wise program to educate landowners in the watershed about salt application practices that reduce chloride pollution. Water quality planning services are also integral to the Regional Development Framework goal of conserving important natural resources and the objectives of increasing the tree canopy and directing growth away from important natural areas.

Work Description, Products and Schedule

Environmental Corridors Report Update

The current Environmental Corridors (EC) Report was adopted in 1996 and is being updated with current data and to add the concept of Voluntary Environmental Corridor (formerly known as Stewardship Areas) as described in the Regional Development Framework. Voluntary Environmental Corridors are those locations recommended for voluntary expansion of Environmental Corridors, typically because of the presence of potentially restorable wetlands and/or the 0.2% annual chance floodplain. 2024 work included a draft report for

Steering Committee review, a presentation to the Commission in September, a revised draft for Commission and public review, and a public hearing. Commission action on the updated report is anticipated by January 2025.

In 2025, staff will update various spatial datasets related to Environmental Corridors and Voluntary Environmental Corridors contained in the Open Data Portal mapping. Also in 2025, staff will bring forward for Commission and stakeholder review proposed amendments to the Environmental Corridor Policies and Criteria, as adopted in the *Dane County Water Quality Plan*. The Policies and Criteria were established in 2008 to guide the administration of environmental corridors. Since then, staff have established additional, informal guidance documents to address ambiguities in the wording of the Policies and Criteria. This policy update is intended to formalize that content and address any perceived gaps in the features protected by EC designation (pending Commission recommendation and DNR approval of the revised policy). This will be followed by plan implementation work which includes communication and outreach to increase awareness of key elements of the Report and associated policies.

Starkweather Creek Watershed Chloride Management Plan

A new initiative in 2020 was chloride management planning for Starkweather Creek in collaboration with the City of Madison, Friends of Starkweather Creek, and other key stakeholders. The plan quantifies chloride sources in the Starkweather Creek Watershed, developed a framework for focused implementation of chloride best management practices in the watershed, and developed a methodology for monitoring and quantifying resulting chloride reductions. In 2024 a collaboration between Operation Fresh Start, CARPC, the UW State Cartographer's Office, Friends of Starkweather Creek and USGS were awarded \$10,000 to expand continuous chloride monitoring at 8 locations from the UW Community-Based Research Grant (CBRG). The project has a focus on social justice and involving community research in addition to identifying point source contributions to chloride in the watershed. Operation Fresh Start's Conservation Academy purpose is to provide environmental workforce development and skills training for 18- to 24-year-old recent high school graduates coming from underserved communities. Members of the Conservation Academy will learn how to install advanced water quality monitoring equipment, conduct water flow measurement and create GIS field mapping applications to view data collected from the field in real time.

Beginning in 2025 a Technical Advisory Committee will be formed with the purpose of identifying our team's next steps in improving water quality in the watershed. The team will be tasked with identifying the most appropriate models to estimate chloride loads, identifying additional water quality contaminants to monitor and seek sources for additional funding. The group also plans to work with Madison/Dane County Public Health to collect and share with DNR lab samples of sufficient quality to be added to the DNR database tracking creek health.

Lake Waubesa Lake Management Plan

The Lake Waubesa Conservation Association was awarded a DNR Surface Water Grant in 2023 from Wisconsin DNR to create a Comprehensive Lake Management Plan for Lake Waubesa. In partnership with LWCA, CARPC is leading the planning effort to create a long-term vision for improving and protecting Lake Waubesa. In 2024 work on this project included quarterly meetings with a Steering Committee, identifying priority action areas based on the results of field survey work and stormwater modeling, preparation of a technical report, and CARPC and DNR plan approvals. All work on this project is anticipated to be complete by the end of 2024. Other Watershed Management Planning

Water Quality Monitoring Workgroup

Staff from Dane County Land and Water Resources approach CARPC in late 2024 to seek a conversation about water quality monitoring practices across the county. The County provides financial support to several monitoring programs and would like to consider the uses of the resulting data in relation to the costs. CARPC offered to convene and facilitate an ad hoc workgroup in 2025 to better understand and inform all known water quality monitoring projects in the county.

Other Watershed Management Planning

Building upon the success of recent watershed planning efforts, staff will continue building relationships with regional stakeholders and local water groups, with the goal to identify future opportunities to collaborate on or advance projects which align with the priorities and recommendations of the *Dane County Water Quality Plan*. In 2025, this is anticipated to include grant administration and coordination for two or three implementation projects for which funding through the FEMA Pre-Disaster Flood Resilience Grant program has been applied for (note: this same funding source has been sought for the Stream Crossing Inventory work, described within the Regional Climate Resilience Planning Program section). We will also be discussing collaboration opportunities with the Clean Lakes Alliance to support implementation of Renew the Blue.

Estimated Annual Hours – Planning Services

STAFF	HOURS
Senior Environmental Engineer	220
Environmental Engineer	255
Senior Environmental Resources Planner	92
Environmental Resources Planner (MM)	140

Environmental Resources Planner (LL)	44
Wisconsin Salt Wise Program Manager	10
Senior Community Planner & Outreach Coord	72
Senior Community Planner	50
Community Planner	32
Executive Director	37
Total	887

Funding Sources – Planning Services

Tax Levy	Grant	DNR Agreement	Total
46%	1%	53%	100%
\$35,300	\$500	\$41,000	\$76,800

Data Studies and Services

Objectives

- Maintain in-house datasets and make data available to the public via an open data portal
- Produce various interactive web maps

Previous and Current Work

CARPC has maintained environmental resources datasets such as environmental corridors, Sewer Service Area Amendments, internally drained areas and a variety of historical data sets including plat maps, Public Land Survey Sketch Maps and historical aerial photos. More recently, CARPC has expanded the available datasets and made them available on the Open Data Portal website. 2024 additions to the Open Data Portal Include:

- Conservation Prioritization Tool for Mendota/Yahara Watersheds
- Village of Shorewood Hills Tree Inventory
- Growing Shade: an equitable canopy cover prioritization tool
- Heritage Oak Progeny Mapping Tool
- Statewide Water Trail Blockage Reporter web map
- Comprehensive Plan Tracking Map
- Planned 2025 Open Data Portal web maps include:
 - Statewide 1800's Witness Tree viewer
 - Statewide Old Growth Forest map viewer

- Statewide prairie and grassland map viewer
- Starkweather Creek Chloride Load map
- Distinguished Trees of Dane County

Relationship to Other Activities

Datasets and mapping provide the data necessary for staff to carry out other elements of the regional water quality management planning program. Likewise, some of this work is informed by work completed under other elements.

Work Description, Products and Schedule

This is an ongoing program element that involves updating and maintaining datasets and modernizing and improving usability and access for staff and the public.

Estimated Annual Hours – Data Studies and Services

STAFF	HOURS
Senior Environmental Engineer	340
Environmental Engineer	150
Environmental Resources Planner (MM)	430
Environmental Resources Planner (LL)	180
Senior Community Planner	20
Community Planner	20
Executive Director	5
Total	1,142

Funding Sources – Data Studies and Services

TAX LEVY	DNR AGREEMENT	TOTAL
62%	38%	100%
\$56,800	\$35,000	\$91,800

General Water Quality Planning Activities

Objectives

Many smaller tasks and work areas do not fall nicely into one of the previous well-defined program elements, but are essential to advancing water quality planning in general. The objective of this element is to support all the Regional Water Quality Planning Program elements.

Previous and Current Work

CARPC has a long history of water quality planning activities and dedicate several staff almost exclusively to furthering and implementing this planning work. Day-to-day activities not directly in support of other specific elements or Programs are critical to maintaining the necessary framework for execution of other work elements.

Relationship to Other Activities

This activity supports all other activities within the Regional Water Quality Planning Program.

Work Description, Products and Schedule

This is an ongoing activity and includes general administration and clerical work, external relations, and professional development and training.

Estimated Annual Hours – Data Studies and Services

STAFF	HOURS
Senior Environmental Engineer	130
Environmental Engineer	50
Environmental Resources Planner (MM)	90
Environmental Resources Planner (LL)	30
Senior Community Planner	8
Community Planner	8
Executive Director	40
Total	356

Funding Sources – Data Studies and Services

TAX LEVY	DNR AGREEMENT	TOTAL
----------	---------------	-------

37%	63%	100%
\$11,500	\$20,000	\$31,500

USGS COOPERATIVE WATER RESOURCES MONITORING PROGRAM

Objectives

- To provide long-term records of stream flow, water quality, and lake level data in support of local, State, and Federal water resources management decisions.
- Facilitate the implementation of the regional water quality management plan with our communities.
- Support communities in making water quality decisions that strengthen our region.

Previous and Current Work

This is an ongoing program element. The U.S. Geological Survey (USGS) conducts streamflow and lake monitoring to collect water quality and flow data at sites across the County (and beyond). For many years, CARPC has partnered with local municipalities and USGS to have continuous streamflow data and water quality samples collected and published by USGS for a network of four sites (Spring Harbor Storm Sewer in Madison, Pheasant Branch at USH 12 in Middleton, Yahara River at Windsor, and Yahara River at STH 113 in Westport). Continuous streamflow data is collected with gages at four additional sites (Yahara River at Madison, McFarland, and Stoughton; Black Earth Creek at Black Earth). Additionally, baseflow and water quality sampling is conducted annually at four sites, which are rotated among 17 sites throughout the region (Black Earth Creek, West Branch Sugar River, Mt. Vernon Creek, Yahara River, Token Creek, Sixmile Creek, Dorn Creek, Pheasant Branch, East Branch Starkweather Creek, West Branch Starkweather Creek, Nine Spring Creek, Door Creek, Badfish Creek, Koshkonong Creek, and the Maunasha River). Continuous lake level data is collected with gages at Lakes Mendota, Monona, Kegonsa, and Waubesa.

In 2024, through our implementation work with the Black Earth Creek Green Infrastructure Plan, CARPC also has partnered with local governmental and nongovernmental organizations to have additional streamflow monitoring performed along Black Earth Creek.

Relationship to Other Activities

The streamflow, water quality, and lake level data collected through this program element are essential for the regional water quality planning and regional climate resilience planning programs.

Work Description, Products and Schedule

This project involves the preparation of annual contracts with the U.S. Geological Survey (USGS) and the local funding partners and administration of invoice payments. This is an ongoing program carried out over the course of the year on an annual basis. The USGS performs the gage maintenance and sampling work and collects and publishes the data. Data from most gages is available electronically on a real time basis from the [USGS website](#). The data is also published in a report by the USGS. Much of the data is also used in the CARPC water quality plan website and associated agency reports.

Estimated Annual Hours – USGS Cooperative Water Resources Monitoring Program

This is a pass-through project. Minimal program staff time is allocated to this project.

STAFF	HOURS
Senior Environmental Engineer	30
Environmental Resources Planner	20
Total	50

Funding Sources – USGS Cooperative Water Resources Monitoring Program

TAX LEVY	USGS	SERVICE AGREEMENTS	TOTAL
2%	38%	60%	100%
\$4,500	\$79,500	\$126,200	\$210,200

WI SALT WISE PROGRAM

Objectives

- Provide information, education, best practices, and training to support the reduction of salt pollution in our lakes, streams and drinking water.
- Support communities in making water quality decisions that strengthen our region.
- Other objectives are described in the 2025 activities below.

Previous and Current Work

The WI Salt Wise Partnership began around 2015 as a collaboration of local agencies working together toward the common goal to provide information, education, and best practices to reduce salt pollution in our lakes, streams and drinking water. Starting in 2020, a staff position for the program was housed within the Madison Metropolitan Sewerage District with grant assistance from the Fund for Lake Michigan and funding from a group of key partners, including CARPC.

Relationship to Other Activities

The information, education, best practices, and training provided through this program is a key component of the chloride pollutant reduction strategies in the regional water quality planning program.

Work Description, Products and Schedule

This program generally involves collaborating with various implementation partners on training, information, and education efforts that will reduce salt pollution and lead to improved water quality in the region and beyond.

Specific activities currently expected to be undertaken or continue in 2025 include:

- **Winter Maintenance Professionals Outreach and Training.** This involves promoting improved practices by connecting practitioners to resources, experts, and peers via practitioner workshops with equipment open house events, webinars, and site visits. In 2024, we revamped our Parking Lots and Sidewalks course for contractors, K-12 and higher education facility staff, Parks staff, etc. We will continue to review and update that material and revisit the Roads training. As we've received a growing number of requests to provide agency trainings, it makes sense to transition from a stock training to more individualized workshops to support change management.
- **Public Education.** Winter maintenance professionals repeatedly identify level of service expectations from residents and clients as the primary barrier to salt reduction. This activity aims to increase public understanding that salt is a pollutant,

via WI Salt Awareness Week and other educational efforts, with the support of statewide partners. Targeted outreach will continue in the Lake Wingra and Starkweather Creek watersheds; two waterbodies in Dane County that are impaired with high salt loading. Other activities will include promoting Salt Wise Champions, promoting citizen science monitoring through the Winter Salt Watch, social media, website, and coordination with media outlets.

- **Prepare a five-year funding plan:** The Salt Wise program is primarily funded through a three-year grant that extends through 2025. A funding plan to sustain the program past this grant will be developed.

Estimated Annual Hours – Salt Wise Program

STAFF	HOURS
WI Salt Wise Program Manager	1,755
Environmental Engineer	10
Executive Director	20
Total	1,785

Funding Sources – Salt Wise Program

TAX LEVY	GRANTS	SERVICE AGREEMENTS AND DONATIONS	TOTAL
46%	37%	17%	100%
\$26,900	\$75,000	\$65,000	\$166,900

REGIONAL CLIMATE RESILIENCE PLANNING PROGRAM

Objectives

- Collaborate with communities in the region to develop and implement plans that build regional climate resilience.
- Support communities in making decisions that strengthen regional climate resilience.
- Project-specific objectives as listed below.

Previous and Current Work

In response to historic flooding in the fall of 2018, the Regional Planning Commission began exploring options for a coordinated, inter-municipal approach to address flooding. In 2020, staff began working with communities and other key stakeholders in the Black Earth Creek watershed on a plan to build flood resilience using green infrastructure. The plan was completed in 2022. In 2024, CARPC assisted communities and other stakeholders with plan implementation, including securing \$21,900 in DNR grant funding for water quality and flow monitoring and helping the Village of Cross Plains secure \$265,842 in FEMA funding for a wetland/floodplain restoration project.

Robust GIS data allows us to understand how stormwater and streams flow across municipal boundaries. However, many smaller communities don't have the GIS capabilities needed to map their own culverts, detention basins, and other stormwater infrastructure. To address this gap, CARPC staff launched a pilot project in 2024 to test the feasibility of developing a regional GIS dataset to evaluate stream crossings for fish passage and flood resilience using the Great Lakes Stream Crossing Inventory criteria. This pilot was funded by a Bipartisan Infrastructure Law (BIL) supplemental local aid grant through the Wisconsin DNR, and the data collected was added to the Great Lakes Stream Crossing Inventory database.

In 2024 CARPC also expanded upon other efforts to increase climate resilience in the region through partnerships with the Dane County Tree Canopy Collaborative and the Midwest Climate Collaborative. The Tree Canopy Collaborative aims to collectively maintain, protect, and expand public and private tree canopy across Dane County, with a particular focus on ensuring equitable access to trees and their associated benefits for all residents. One major accomplishment of CARPC's work in 2024 was the creation of Growing Shade, a tree canopy equity tool that identifies the percentage of tree canopy cover by census tract geography and can compare that to demographic data for the same geographies.

In 2024, CARPC staff worked with the Urban Tree Alliance (a local non-profit focused on increasing canopy cover for underserved areas), Operation Fresh Start and Eco-Latinos on tree planting projects for schools and disadvantaged communities in the South Side of Madison., Project work included workforce development/career pathway development with Madison College.

CARPC also conducted a forest inventory and historic analysis for the Yahara and Mendota watersheds through a collaborative project with the Urban Tree Alliance funded through the Bock Foundation. This project's goal was to identify remnant old growth forest patches and raise the awareness of the lack of protection mechanisms available for landowners to preserve these significant forest patches which constitute only 1-2% of Dane County's landscape.

A collaborative project between the Dane County Tree Board, CARPC, Operation Fresh Start and the Madison/Sun Prairie School districts has been developed to create curriculum for teachers to educate and blend the mechanisms of how to grow trees while relating to math and writing curriculum. Currently this collaboration has established Tree Cribs at 5 school locations to grow trees which can then be distributed to the families and communities. Planning for 2025 has the Village of Cambridge and Mt. Horeb to be the next participants of the program developed.

The Midwest Climate Collaborative (MCC) works to facilitate the development of a coherent Midwestern response to the climate crisis through acceleration of climate action, knowledge generation and leader development led by a cross-sector collaboration of key organizations throughout the Midwest. Since joining the MCC as a founding member in 2022, CARPC staff have helped develop a Climate Asset Map, partnered on a National Science Foundation CIVIC grant application to mitigate the urban heat island effect using trees, and attended the annual Midwest Climate Summit each year. In 2024, CARPC signed on to co-chair the 2025 Midwest Climate Summit, which will take place in Madison April 30 through May 2.

Relationship to Other Activities

While the primary purpose of this program is climate resilience, many of the Regional Climate Resilience Planning program activities also address Water Quality Planning program objectives by generating water quality benefits. These activities are also integral to achieving the Regional Development Framework goal of reducing greenhouse gas emissions and increasing climate and flood resilience.

Work Description, Products and Schedule

This program generally involves collaborating with various partners on planning efforts that will lead to greater climate resilience in the region, with an emphasis on the implementation of various forms of green infrastructure. Specific projects currently expected to begin or continue in 2025 include:

Green Infrastructure Plan for the Black Earth Creek Watershed

In 2025, CARPC will continue to lead the Steering Committee toward implementing priority projects identified in the Plan. This may include helping prepare concepts, identifying funding

sources, and taking initial steps toward project implementation, as requested by local communities and stakeholders.

Tree Canopy Partnerships and Initiatives

In 2025, CARPC will continue the Growing Shade and Heritage Oak preservation and planting programs. CARPC will work to expand educational programs for students to collect seeds and grow trees on site at schools in collaboration with The Dane County Tree Board and the Wisconsin DNR. Additionally, CARPC is working with the Dane County Tree Board and the Tree Canopy Collaborative (TCC) to promote tree preservation ordinances and planning policies, and work toward a model ordinance for adaptation by municipalities. CARPC will continue working with City of Madison’s Equity Prioritization Mapping Committee to integrate their work with the “Growing Shade” tool developed by CARPC and will continue to promote the equitable distribution of ecosystem services provided by municipally-owned street trees. CARPC will partner with Driftless Conservancy and other non-profits to support tree and prairie preservation.

Midwest Climate Collaborative

In 2025, CARPC staff will help put on the 2025 Midwest Climate Summit in Madison, including developing the event program, coordinating with the event Planning Committee and subcommittees, and connecting Dane County stakeholders to the event. Other specific projects include the development of the Midwest Climate Resource Network - a database tool developed to catalog entities focused on environmental and climate work in the Midwest, and the Midwest Tree Canopy Hub - a resource for those involved in urban forestry where tree preservation strategies and policies are shared.

Regional Stream Crossing Inventory and Assessment

In 2025, work on this project will include completing the pilot project and expanding it to include the rest of Dane County. This project is expected to continue for multiple years. CARPC has applied for state grant funding through the newly created Pre-Disaster Flood Resilience Grant program to partially cover project costs. If fully funded, this project will require intern or LTE assistance to help handle the workload, and we expect to outsource the inventory work in the driftless portion of the county to Trout Unlimited.

Estimated Annual Hours – Climate Resilience Projects

STAFF	HOURS
Senior Environmental Engineer	180
Environmental Engineer	330
Senior Environmental Resources Planner	1,375
Environmental Resources Planner (MM)	565
Environmental Resources Planner (LL)	610

Senior Community Planner & Outreach Coord	180
Senior Community Planner	60
Community Planner	130
Executive Director	80
Total	3,510

Funding Sources – Climate Resilience Projects

TAX LEVY	DNR GRANT	TOTAL
95%	5%	100%
\$281,200	\$15,000	\$296,200

CARPC has sought funding to expand the Regional Stream Crossing Inventory and Assessment. The additional funding and hours will be added by amendment if awarded.

LAND USE PLANNING PROGRAM

The Regional Planning Commission is charged under state statutes with “the function and duty of making and adopting a master plan for the physical development of the region.” This involves facilitating processes that build broad agreement on goals and objectives for how the region grows, preparing and updating a regional land use plan, and maintaining mapping and data systems.

Regional Development Framework

Objectives

- Maintain, update, and implement the [Regional Development Framework](#) to support local planning and development that aligns with shared regional goals and objectives.
- Conduct outreach and provide staff professional development to support regional land use planning.

Previous and Current Work

CARPC’s predecessor, the Dane County Regional Planning Commission, adopted the region’s first countywide *Land Use Plan* in 1973, followed by a *Regional Development Guide* in 1985, and the *Dane County Land Use and Transportation Plan (Vision 2020)* in 1997. These plans created a framework for planning in the region that directed most growth to urban areas served by a full complement of urban services, described a protected network of open space and environmental corridors, and identified farmland preservation areas. These themes continue to inform current regional planning efforts.

CARPC’s *2050 Regional Development Framework*, adopted on June 9, 2022, capped a six-year planning effort founded on a regional visioning process called A Greater Madison Vision that engaged stakeholders, leaders, and the public to identify priorities for growth. CARPC then worked with local units of government to prepare the Framework, including establishing goals, objectives, strategies, and performance indicators and preparing a 2050 growth scenario that modeled projected population, household, and employment growth.

Following adoption of the Regional Development Framework, CARPC has focused on implementing the Framework and tracking performance indicators, particularly those related to development strategies. Implementation activities included formation of a Proactive Planning Committee to assess opportunities for CARPC to work with local communities on implementation and to provide recommendations to the Commission. In June 2023, the Commission approved the Proactive Planning Committee’s recommendations to:

- Engage with communities earlier in the planning process
- Promote cooperative and intergovernmental planning for future urban development

- Build on CARPC’s strengths of technical expertise and as a leading regional organization
- Consider changes to the USA amendment process

Working with a consultant, CARPC conducted a strategic planning process in 2024 to help commissioners and staff identify, evaluate, and implement changes to agency operations and governance that would best align with the recommendations of the Proactive Planning Committee. Six in-person events from January to July 2024 examined CARPC’s past planning and future opportunities in the context of relationships, services, revenues, and roles.

CARPC prepared an online data dashboard to track, display, and report on progress towards key performance indicators in the *Regional Development Framework*.

In 2024, CARPC partnered with UW-Madison and local communities to hire a student Project Assistant to identify potential changes to local zoning codes that would help achieve Framework goals and objectives. Six local communities contributed financially to the project.

In 2024, CARPC piloted two projects focused on future urban development areas and intergovernmental planning. Staff hosted meetings between officials from the City and Town of Sun Prairie to develop an intergovernmental agreement governing future urban development and environmental resource preservation. Staff also assisted the City of Fitchburg with neighborhood planning in two designated future urban development areas (FUDAs). Each of these projects will also consider how FUDA plans could also support more comprehensive and cooperative processes for amending the boundaries of Urban Service Areas, as recommended by the Proactive Planning Committee.

Also in 2024, CARPC achieved Bronze-level regional designation from SolSmart, a national program that works with organizations and municipalities to enhance solar energy use. In alignment with the Regional Development Framework goal to reduce emissions and foster climate resilience, CARPC partnered with the Dane County Office of Energy and Climate Change and the communities of McFarland, Middleton, Mount Horeb, and Sun Prairie to collectively pursue SolSmart designations in 2023. Through this collaborative process, Dane County and Sun Prairie earned Platinum designations, McFarland earned a Gold designation, and Mount Horeb received Bronze recognition in 2024.

Relationship to Other Activities

In addition to administering [regional plans](#) for land use (*Regional Development Framework*) and water quality (*Dane County Water Quality Plan*), CARPC works closely with other regional entities that plan for regional transportation, economic development, parks and open space, water quality, farmland preservation, and health. CARPC works particularly closely with its partner agency, the Greater Madison MPO, to integrate regional land use, transportation, and environmental planning.

The *Regional Development Framework* includes goals, objectives, strategies, implementation guidance, and performance indicators that relate to CARPC’s Environmental Resources

programs. Recommendations by the Proactive Planning Committee on how to effectively implement the Framework include changing the process for amending Urban Service Area boundaries (see the Water Quality Plan Amendment section for more on this effort).

Much of the agency's education and information activities relate to the Framework. A portion of CARPC data systems work involves tracking and analyzing data for Framework performance indicators. Our planning assistance to local communities is an important Implementation method for the *Regional Development Framework* – in those efforts we reinforce Framework goals and objectives, highlighting and encouraging consistency with the regional plan.

Work Description, Products and Schedule

In 2025, CARPC will continue to focus on implementation of the *Regional Development Framework* as described below.

Zoning Code Assessment

CARPC will complete the assessment that provides recommendations to communities for revising their zoning codes to increase local capacity to carry out *Regional Development Framework* strategies.

Farmland Preservation

Though population growth over the past decade has been accommodated with less outward expansion of the urbanized area due to more compact development, outward growth is continuing and consumption of productive farmland is a topic of continuing concern. CARPC will collaborate with Dane County staff and seek the formation of a workgroup to discuss challenges and opportunities to strategically protect farmland from urban development. Invitees may include County staff, leaders from towns at the urban edge that have implemented tools to protect farmland (e.g. Dunn, Springfield, Sun Prairie), farmers (e.g. Yahara Pride Farms members) and municipal committee members (e.g. from Fitchburg).

Future Urban Development Area and Intergovernmental Planning

CARPC will continue FUDA and intergovernmental planning initiatives with local units of government with the intent to foster cooperative and comprehensive plans for future urban development and urban service areas.

Regional Coordination

In 2025, CARPC will continue working with our partner agencies, including the Greater Madison MPO, the Dane County Office of Energy & Climate Change, Dane County Planning & Zoning, the Madison Region Economic Partnership (MadREP), and others to align our planning, assistance, and outreach activities at the regional level. These efforts include routine meetings that connect CARPC staff with staff from each of our key partner agencies to share information and coordinate shared or complementary initiatives.

Additional Framework implementation measures in 2025 will include:

- Revise, update and publish an online Data Dashboard 2.0 that effectively communicates key performance indicators.
- Promote implementation through outreach, education, and planning assistance.

Estimated Annual Hours – Land Use Planning & RDF Implementation

STAFF	HOURS
Senior Environmental Engineer	30
Environmental Engineer	50
Senior Environmental Resources Planner	20
Environmental Resources Planner (MM)	20
Environmental Resources Planner (LL)	120
Wisconsin Salt Wise Program Manager	12
Senior Community Planner & Outreach Coord	518
Senior Community Planner	660
Community Planner	180
Executive Director	447
Total	2,057

Funding Source – Land Use Planning & RDF Implementation

TAX LEVY
100%
\$204,700

Regional Transportation–Land Use Planning Integration Program

Objective

- Integrate regional land use, transportation, and environmental planning in the Dane County region.

Previous and Current Work

CARPC has been working with the MPO for many years to coordinate transportation and land use planning. CARPC periodically updates projections of population and demand for urban land development at the municipal and urban service area level, which the MPO uses for updates of the regional transportation plan. MPO staff conduct transportation analyses of applications to amend sewer service area boundaries, which are provided as recommendations to applicant municipalities.

CARPC and MPO staff also coordinate outreach and education activities through local presentations, joint webinars, and a joint Communications and Outreach Workgroup. These activities are coordinated by a Marketing and Communications Specialist who is an employee of the MPO with 25% of her time dedicated by contract to CARPC.

Work Description, Products and Schedule

CARPC works under contract with the Wisconsin Department of Transportation (WisDOT), which provides funding for some of CARPC’s land use and transportation integration activities. CARPC contracts with the MPO to perform various transportation-related activities. Activities and projects anticipated for 2025 include:

- a. Coordinating implementation of the *Regional Development Framework* and the *Connect Greater Madison 2050 Regional Transportation Plan*. Coordination activities may include efforts on measuring performance indicators (though WisDOT funds will not be used for CARPC work on performance indicators).
- b. Conducting joint education and outreach activities. CARPC and MPO staff will conduct approximately four webinars on land use, transportation, and environmental topics of interest to local community officials. This education series provides a valuable service to local governments, strengthens the perception of CARPC and the MPO as partner agencies, and communicates the value of integrated regional planning.
- c. Contracting with the MPO for 25 percent of the MPO Marketing & Communications Specialist position (WisDOT funds will not be used for this contract).
- d. Continuing to hold regular joint staff meetings and make presentations at commission/board meetings when policy coordination is needed.

- e. MPO staff will provide transportation planning services to local planning projects coordinated by CARPC. These may include preparation of transportation analyses and recommendations related to sewer service area amendments and other local planning projects.
 - a. *Sewer Service Area Amendments.* For applications that CARPC receives for amendment to sewer service area (SSA) boundaries, MPO staff may review the applications and make recommendations where appropriate for revisions to improve transportation system function and to achieve greater consistency with Regional Transportation Plan goals and policies. CARPC pays the MPO for the transportation review part of the SSA amendment review with funds it receives from WisDOT. Funding for CARPC review of SSA amendments comes from sources other than WisDOT.
 - b. *Other local planning projects.* CARPC provides planning services to local communities (see [Community Assistance Planning Program](#)). Assistance such as comprehensive planning can include transportation planning. Transportation planning services provided by MPO staff for such projects may be supported by WisDOT funding. CARPC planning services will be funded from sources other than WisDOT.
- f. Monitoring and participating in MPO transportation planning activities, as appropriate.
- g. Assisting local communities with the Transportation Alternatives Program and/or WisDOT grant applications.
- h. Participating in quarterly FHWA/MPO/RPC/WisDOT meetings to discuss transportation planning, policy, financial and technical issues, and questions.
- i. Participating in statewide and regional major corridor planning and environmental feasibility studies as coordinated by WisDOT.
- j. Participating in *Public Transit Human Service Transportation Plan* work activities as needed.
- k. Preparing population projections and assisting the MPO with associated travel demand projections with those projections.

Estimated Annual Hours – Regional Transportation–Land Use Planning Integration Program

STAFF	HOURS
Senior Environmental Engineer	5
Environmental Resources Planner (MM)	5
Environmental Resources Planner (LL)	12

Senior Community Planner & Outreach Coord	50
Senior Community Planner	8
Community Planner	30
Executive Director	20
Total	133

Funding Sources – Regional Transportation–Land Use Planning Integration Program

WisDOT provides funding for this program through the Rural Transportation Work Program (RTWP) and State Planning and Research (SPR) funds. Funding comes from a combination of federal and state monies. The RTWP budget allocation requires a 10% local match, which CARPC provides from levy funding. A portion of the federal and state funds are passed through to the MPO to conduct activities in item e. above.

Fed–State Funds– CARPC	Fed–State Funds– MPO	Local Match	WisDOT Total
51%	39%	10%	100%
\$7,093	\$5,457	\$1,394	\$13,945

Funding Sources – CARPC

The table below shows the total staff cost budgeted by CARPC for this program, the portion of that cost covered by federal and state funds through the RTWP/SPR funding, and the balance funded by the local tax levy.

TAX LEVY	WISDOT	TOTAL
40%	60%	100%
\$4,805	\$7,093	\$11,898

Data And Mapping

Data and mapping activities include land use inventories, geospatial data collection, analysis and mapping, tracking of key performance indicators for the Regional Development Framework, and data system management.

Objectives

- Maintain historical and up-to-date and detailed inventories of land use in the region.
- Collect, analyze and maintain data for key performance indicators that monitor implementation of the Regional Development Framework
- Share data and collaborate on data and mapping initiatives with agency and community partners
- Maintain GIS geodata and mapping systems that enable the above objectives

Previous and Current Work

The Dane County Regional Planning Commission, predecessor to CARPC, working in conjunction with Dane County, started inventorying land uses shortly after it was established in 1969. The comprehensive, county-wide Land Use Inventory as it is currently carried out began in 2000. The process has been repeated every five years since. CARPC will collect data from the incorporated municipalities in Dane County for the 2025 inventory as well as collecting data from watersheds shared with neighboring counties.

Work establishing shared, online current and future land use layers editable by CARPC as well as Dane County will be ongoing in 2025 and beyond. General land use data will be updated as new planning and development details become available.

Relationship to Other Activities

Land Use Inventories and mapping are essential tools for carrying out planning activities. The breakdown of land uses is used by local communities for updating their comprehensive plans, and for updating regional land use and transportation plans.

Data are essential to the Agency's role in projecting future population, housing, and land demand. These projections are used by CARPC in the Regional Development Framework and Sewer Service Area amendment processes, and they are used by our agency and municipal partners across the region to support their own planning processes.

Data from this program element are also essential to education and outreach in service of the Regional Development Framework.

Work Description, Products and Schedule

The agency accesses county geographic information system (GIS) datasets to prepare maps that support agency and outside planning efforts. In 2025 staff will continue making data available to communities and the public in the form of online datasets and reports. Staff will reference local comprehensive plans, neighborhood plans, and locally approved, site-specific development plans such as Planned Unit Developments (PUD) or General Development Plans to map future land use. Other GIS layers like plats, Certified Survey Maps (CSM), and addressing points will also be referenced to locate future development.

For the current land use layer, staff will record general land use categories county wide. Sources for these data include development news reports, local planning staff communications, sewer extension approval letters, tax records, and aerial or on-site verification. This effort will be assisted by Dane County staff. CARPC and County staff will be able to jointly edit general land use information for future and current conditions in a shared, online dataset. Additionally, CARPC and County staff will investigate implementation of change detection and pattern recognition GIS tools to simplify and automate data collection.

Work products include the Land Use Inventory, current land use, and future land use datasets and reports. Providing land use data and maps and maintaining current and future land use layers is ongoing throughout the year.

Data work includes compiling and analyzing a variety of land use, demographic, environmental, economic, and other data. In 2025, staff will continue the publication and refinement of authoritative sets of historical demographic and economic data in an internal format for Agency use. Staff will also conduct on-going analyses of these data and maintain information about shifts in trends over time, changes to methodologies in how the data are collected or reported and keep records of the recommended best uses for the data. Work in 2025 will include investigating ways to streamline and automate data collection.

Recognizing the interconnectedness of the region, and when feasible due to limited cost or outside cost assistance, staff will expand data offerings to include neighboring counties.

Work in 2025 and beyond will also include maintaining documents outlining the data kept, methods used, and metadata related to the datasets.

Staff will improve upon the Regional Development Framework indicator dashboard created in 2023 to track key performance indicators (KPIs). Efforts in 2025 will include improving the user interface and work to expand supporting data offered.

Data from this program element will be officially represented in documents like the annual report, trends reports, staff analyses, newsletter posts, website hosted materials, etc. which fall under other areas of the work program.

Collation of data in support of the Sewer Service Area amendment process, the Regional Development Framework outreach, Water Quality Plan, Community Assistance Planning, and Agency publications will be ongoing in 2025 and beyond.

Estimated Annual Hours

STAFF	HOURS
Environmental Engineer	40
Senior Environmental Resources Planner	160
Environmental Resources Planner (LL)	380
Senior Community Planner & Outreach Coord	10
Senior Community Planner	300
Community Planner	425
Executive Director	50
Total	1,365

Funding Source

TAX LEVY
100%
109,400

COMMUNITY ASSISTANCE PLANNING PROGRAM

Objectives

- Provide planning and data resources to meet the needs of local communities.
- Increase community capacity to address local planning needs and collaborate with other units of government.
- Strengthen regional capacity to collaborate on shared issues and achieve the goals and objectives outlined in regional plans.

Previous and Current Work

CARPC has provided planning services since its start in 2007. The Agency began providing more extensive planning services in 2019 by assisting a consulting firm with the update of the Village of Mazomanie's comprehensive plan. Since then, services have expanded to meet growing demand.

In 2024, CARPC helped the Village of Shorewood Hills complete a Community Forestry Management Plan and worked with the Lake Waubesa Conservation Association to develop a comprehensive lake management plan. CARPC is also helping the Towns of Bristol and Rutland update their comprehensive plans. Staff hosted discussions between officials from the Town and City of Sun Prairie to develop an intergovernmental agreement regarding future land uses. CARPC participated in two neighborhood planning processes in the City of Fitchburg. CARPC also continued to host and maintain official zoning maps for five townships and provided mapping and data services for zoning, environmentally sensitive areas, agricultural lands, and other analysis upon request.

Relationship to Other Activities

Planning assistance to local communities complements and supports regional planning efforts. Agency data and mapping systems support local planning work. Outreach, education, and information provided by CARPC highlights planning service outcomes.

Work Description, Products and Schedules

CARPC staff provide a range of planning and data services to partners, local communities, and the public. Larger projects are often carried out for a fee based on actual costs incurred. Other services are provided to support agency planning activities and as basic services to regional constituents. Planning services include comprehensive planning, comprehensive outdoor recreation planning, forestry management planning, scenario planning, environmental condition reports, future urban development area planning, infrastructure

systems studies and plans, data studies, neighborhood design, public participation, data and mapping services, and a variety of special studies such as infill or land suitability analyses.

Planning services occur on an ongoing basis based on demand and local planning needs. Each summer, CARPC typically invites units of local government in the region to request planning services for the following year. Products typically include plans, studies, reports and data and maps. Planning services that require significant CARPC staff time are incorporated into annual work programs. Services that can be provided with relatively small amounts of staff time are provided upon request and staff time availability.

In 2025, CARPC expects to complete the Town of Rutland Comprehensive Plan update. CARPC will also continue assisting five Towns with zoning mapping services and collaborating on small projects requiring ≤16 hours of staff time. Larger projects currently under consideration for 2025 include helping Rock County with a comprehensive plan update.

In 2025, staff will work to standardize planning programs and processes to improve quality and efficiency. Standardizing planning services will also involve incorporating Regional Development Framework goals, objectives, and strategies into CARPC assistance processes and products.

CARPC has some experience offering planning assistance to local governments outside of Dane County, most notably the Rock County Hazard Mitigation Plan completed in 2023. Rock County is not affiliated with a regional planning commission, and we have been talking to Rock County departments about other planning needs that might benefit from CARPC assistance in 2025 and beyond. We have also initiated conversations with community and county leaders in the other four counties not affiliated with a regional planning commission (Jefferson, Dodge, Columbia, Sauk), describing our services and availability for assistance on a fee-for-service basis. That outreach and projects with willing partners will continue in 2025. We do not expect work outside of Dane County to be directly informed by the Regional Development Framework, which was prepared with input from Dane County residents.

Estimated Annual Hours

STAFF	HOURS
Senior Environmental Engineer	15
Environmental Engineer	10
Senior Environmental Resources Planner	20
Environmental Resources Planner (MM)	15
Environmental Resources Planner (LL)	260
Senior Community Planner & Outreach Coord	600
Senior Community Planner	575
Community Planner	730

Executive Director	210
Total	2,435

Funding Source

County levy funds a portion of planning assistance, planning assistance outreach, and program improvements, which will be a focus of this program in 2025. Larger projects are generally conducted on a fee-for-service basis, unless discounted to serve regional interests. All work outside of Dane County is conducted on a fee-for-service basis. We are currently planning 300 hours and \$25,000 for the “16-hour” efforts available to each jurisdiction. The portion of revenue coming from fees shown below is based on CARPC’s 2025 budget.

TAX LEVY	FEES	TOTAL
51%	49%	100%
\$112,500	\$100,000	\$212,500

EDUCATION AND INFORMATION PROGRAM

Objectives

- Increase awareness and understanding of regional planning and of CARPC and its activities among local community leaders and their constituents.
- Support local planners and planning processes with information that addresses current challenges in our communities and informs solutions to those challenges.
- Position CARPC as a leader in land use and water quality planning and a trusted resource for data, information, and assistance.

Previous and Current Work

CARPC has historically provided information and education through the agency website, email newsletter, reports, publications, presentations, and workshops. Since 2020, CARPC has expanded its outreach activities by launching Facebook and LinkedIn pages, establishing a joint communications and outreach workgroup with the Greater Madison MPO, completing a joint rebranding process, and launching a joint webinar series. CARPC has also begun using Esri's Hub platform to create individual project websites for initiatives such as the *2050 Regional Development Framework*, the *Starkweather Creek Chlorides Management Plan*, and the *Black Earth Creek Watershed Green Infrastructure Plan*.

In 2024, CARPC continued these activities with a focus on creating original content, highlighting staff activities, and showcasing community success stories. The addition of a shared Marketing and Communications Specialist in late 2023 allowed CARPC to expand newspaper, TV, radio, and other media coverage of agency activities in 2024. Staff also made significant updates to the *Dane County Water Quality Plan* website in 2024.

Relationship to Other Activities

Information and education are critical components of CARPC programs and activities. Awareness and understanding of CARPC's mission and programs among CARPC partners, stakeholders, and constituents is necessary to carry them out effectively.

Work Description, Products and Schedules

CARPC provides education and information to communities and the public through the agency's website, newsletter, social media channels, reports, presentations, media coverage, event tabling, and direct communication. Geospatial data is shared through CARPC's Open Data Portal. The *Dane County Water Quality Plan*, the *Regional Development Framework*, the *Starkweather Creek Chloride Management Plan*, and the *Black Earth Creek Watershed Green Infrastructure Plan* are presented as interactive websites built on Esri's Hub platform. CARPC also provides land use and related information through its Tableau Public page, which

communicates data through interactive charts, graphs, and storylines, including CARPC’s popular regional development tracker map.

Ongoing outreach and education activities will continue in 2025, including CARPC’s newsletter, social media posts, websites, webinars, program materials, reports, publications, and press releases. CARPC’s newsletter is issued monthly, website updates are made as needed throughout each month, and social media posts occur multiple times a week. Webinars are presented approximately quarterly as part of the ongoing RPC-MPO education series. Press releases, media events, and event tabling are coordinated as appropriate. Other educational and promotional materials are prepared as needed for program activities.

In 2025, CARPC will continue to coordinate communications and outreach activities, including the joint webinar series, with the Greater Madison MPO through a staff workgroup. CARPC’s Senior Community Planner and Outreach Coordinator will also work with the joint Marketing and Communications Specialist to prepare an agency communications plan based on strategic planning outcomes and continue building out CARPC’s 2020 rebrand.

Agency Staff will seek opportunities to offer informational presentations and training sessions on topics of interest to our municipal and agency partners, such as housing and neighborhood development, population growth projections, tree canopy benefits, etc.

Estimated Annual Hours

STAFF	HOURS
Senior Environmental Engineer	20
Environmental Engineer	10
Senior Environmental Resources Planner	30
Environmental Resources Planner (MM)	10
Environmental Resources Planner (LL)	20
Senior Community Planner & Outreach Coord	220
Senior Community Planner	40
Community Planner	10
Executive Director	80
Total	320

Funding Source

TAX LEVY
100%
\$43,000

ADMINISTRATION AND COMMISSION

Objectives

Administrative activities support Agency staff and the Commission in their performance of the Agency's mission.

Relationship to Other Activities

Administration supports Community Planning and Environmental Resources Planning, the Agency as a whole, and the Budget and Personnel Panel (BPP). The commission sets agency policies, provides guidance, and oversees and approves agency activities.

Previous and Current Work / Work Description, Products and Schedules

CARPC hired an IT service provider in 2023 to assess CARPC's IT systems, correct deficiencies, and provide ongoing IT services. In 2024, CARPC transitioned to a new accounting and payroll services provider.

In 2024 the Agency is working with a consultant to update the Personnel Manual describing employment-related policies and procedures. A compensation study was planned in 2024, this has been deferred to 2025.

The CARPC bylaws will be reviewed by staff in 2025, and a report provided to the Commission on potential updates. Further work and an amendment process may follow.

Both the Executive Committee and full Commission meet monthly to discuss agency activities and act on items such as sewer service area boundary amendments, adoption of budgets and work programs or amendments thereof, approval of contracts and a range of financial and personnel matters. Staff support the function of the Commission and all committees and associated entities, including the Budget and Personnel Panel. That support includes public notices, agendas, minutes, meeting materials, virtual and in-person meeting venue arrangements, and technical and information support during meetings. (Link to Commission Meeting Schedule: <https://www.capitalarearpc.org/meetings/>)

As a subrecipient of funding from the Wisconsin Department of Transportation (WisDOT), CARPC complies with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. (Link to current Title VI Agreement: [2025 Title VI Assurances Part-2 Signed 2024-10-16.pdf](#)).

Information Technology services for the Agency were previously provided internally by Agency staff but are now provided by an outside vendor with assistance from agency staff as feasible. This includes the setup and maintenance of all computer hardware, software, and the underlying network and cloud infrastructure necessary for storing, retrieving, sending and protecting information.

Work products include financial reports, human resource materials, annual audit, Title VI Plan, payroll, and performance reviews. Most work occurs on regular schedules such as monthly commission meetings, biweekly payroll, monthly financial reporting, and annual budget preparation and audit.

Estimated Annual Hours

STAFF	HOURS
Senior Environmental Engineer	40
Environmental Engineer	40
Senior Environmental Resources Planner	40
Environmental Resources Planner (MM)	40
Environmental Resources Planner (LL)	100
Wisconsin Salt Wise Program Manager	40
Senior Community Planner & Outreach Coord	60
Senior Community Planner	40
Community Planner	40
Executive Director	695
Administrative Services Manager	1,820
Total	3,145

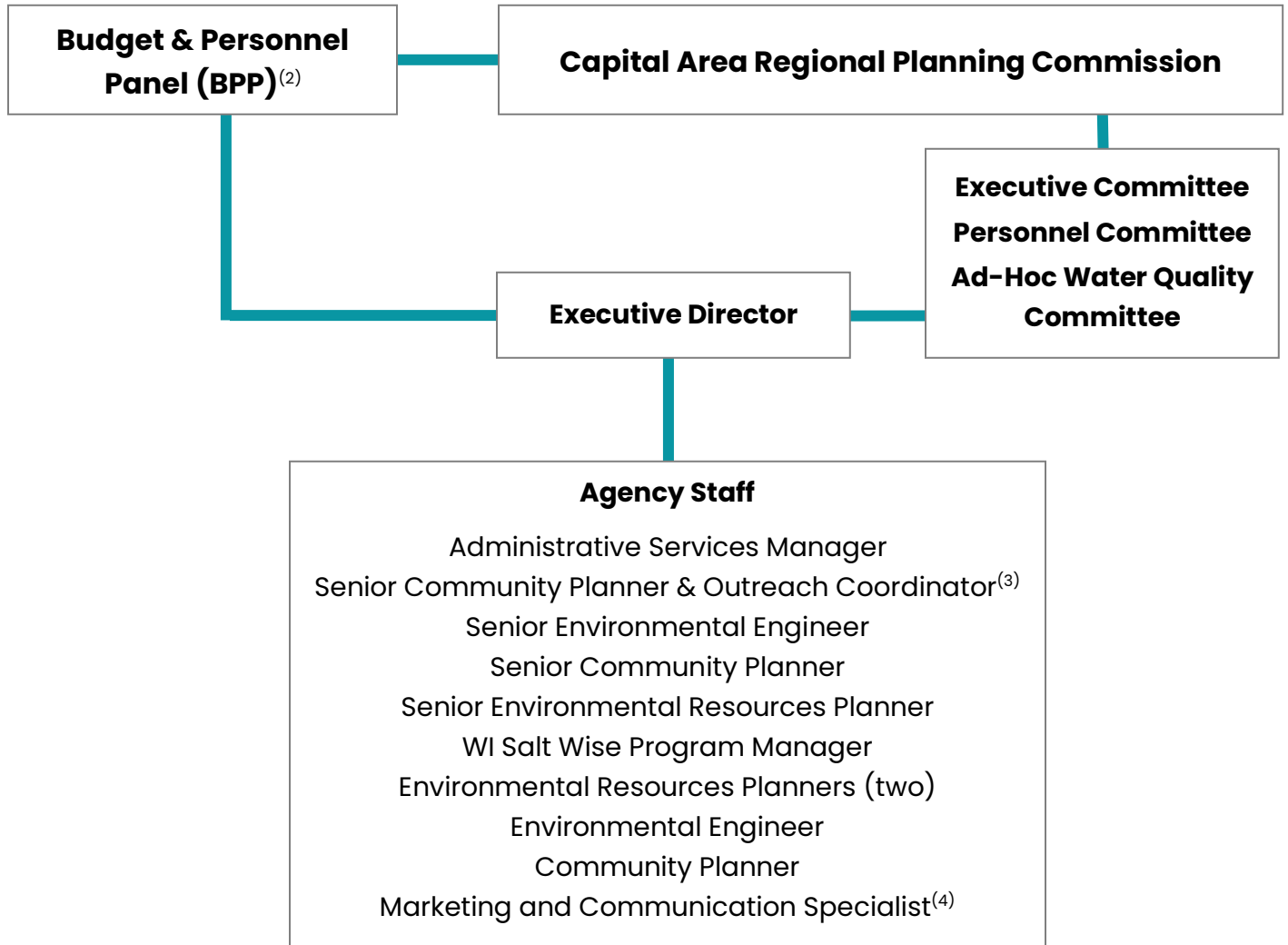
Funding Source

Accounting and Administrative support is funded by county levy, as well as fees, and state and federal agency contracts through application of an indirect cost rate.

Note: Administrative staff hours, not including commission support, account for 16% of total staff hours estimated for 2025. Commission support staff hours account for 3% of total 2025 hours.

Organizational Chart

(Effective June 13, 2024) ⁽¹⁾



Notes:

- (1) This version incorporates:
 - (a) the end of separate divisions within the agency through the retirement of the former Division Directors and the hiring of an Executive Director
 - (b) staffing changes in the June 2024 Budget Amendment, converting one intern and one LTE staff to full-time roles (Community Planner, Environmental Resources Planner)
 - (c) the May 2024 Commission decision to discontinue the Executive Chairperson role
- (2) The BPP has the power to approve the CARPC budget and levy and hire or fire the Executive Director, as described in Article IV of the CARPC Bylaws
- (3) Title VI Officer
- (4) Greater Madison MPO staff, under contract to CARPC for 25% time

APPENDIX A: Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements

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

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

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

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

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

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

WisDOT and USDOT, at all times during the effective period of the TPWP, will be accorded proper facilities for inspection of the transportation planning work activities and

shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under the TPWP.

Work Product

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

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

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

Prohibited Interest

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

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

Funding and Payment

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

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

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a

quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

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

Article IX: Cost Principles

A. Allowable Costs. Actual costs incurred by RPC under this TPWP shall be eligible for reimbursement provided the costs are:

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

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

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

Property Utilization and Management

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

Records and Audits

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

Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
 - 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
 - C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

APPENDIX B: Current Signed Title VI Nondiscrimination Agreement

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Introduction

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

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

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director. The signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the US DOT Standard Title VI/Nondiscrimination Assurances.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting. The signed agreement serves as your organization’s submission of its implementation plan.

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

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

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

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and *[Click and type name of Subrecipient agency/organization]*, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Caitlin Shanahan Title: Senior Community Planner & Outreach Coordinator

ORGANIZATION: Capital Area Regional Planning Commission

MAILING ADDRESS: 100 State St, Ste 400, Madison, WI 53703-2573

EMAIL ADDRESS: caitlins@capitalarearpc.org

PHONE: 608-474-6021 Fax : N/A

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): *[Click and type here to enter text]*

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** *(click on box to insert "X")*? Yes No

If yes, provide date of expected Board or Commission approval: October 10, 2024

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2025**

Title VI Policy Statement

The Capital Area Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally-funded or not.

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The ***Capital Area Regional Planning Commission*** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through ***Federal Highway Administration***, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (***Federal Highway Administration***).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Rural Transportation Work Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **Rural Transportation Work Program** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The **Capital Area Regional Planning Commission**, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, ***(Federal Highway Administration)***, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. ***[Include Federal Highway Administration specific program requirements.]***
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. ***[Include Federal Highway Administration specific program requirements.]***
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the ***(Federal Highway Administration)*** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the ***(Federal Highway Administration)***, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the ***(Federal Highway Administration)*** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the ***(Federal Highway Administration)*** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *(Capital Area Regional Planning Commission)* will accept title to the lands and maintain the project constructed thereon in accordance with *(Name of Appropriate Legislative Authority)*, the Regulations for the Administration of the *Rural Transportation Work Program*, and the policies and procedures prescribed by the *(Federal Highway Administration)* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *(Capital Area Regional Planning Commission)* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *(the Capital Area Regional Planning Commission)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *(Title of Sub-Recipient)*, its successors and assigns.

The *(Capital Area Regional Planning Commission)*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the *(Capital Area Regional Planning Commission)* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **(Capital Area Regional Planning Commission)** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **(the Capital Area Regional Planning Commission)** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **(Capital Area Regional Planning Commission)** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **(Capital Area Regional Planning Commission)** and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

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

Introduction

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

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

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

October 1, 2024

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

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

October 1, 2024

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

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

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

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

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

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

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

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and *[Click and type name of Subrecipient agency/organization]*, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

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

NAME: *[Click and type here to enter text]* **Title:** *[Click and type here to enter text]*

EMPLOYING ORGANIZATION: *[Click and type here to enter text]*

MAILING ADDRESS: *[Click and type here to enter text]*

EMAIL ADDRESS: *[Click and type here to enter text]*

PHONE:*[Click and type here to enter text]* **Fax :** *[Click and type here to enter text]*

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Jason Valerius
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** *(click on box to insert "X")*? Yes No
3. If yes, provide date of expected Board or Commission approval: October 10, 2024

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

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

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

A. Organization and Staffing

In FFY 2025 the Capital Area Regional Planning Commission **should**:

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

B. Plan and Program Area Review Procedures

In FFY 2025 the Capital Area Regional Planning Commission **should**:

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

C. Consultant Review Procedures

In FFY 2025 the Capital Area Regional Planning Commission should:

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

D. Data Collection Procedures

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

In FFY 2025 the Capital Area Regional Planning Commission should:

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

E. Training Procedures

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

In FFY 2025 the Capital Area Regional Planning Commission should:

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

F. Dissemination of Title VI Information

The Capital Area Regional Planning Commission should:

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

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

G. Limited English Proficiency Accommodations and Procedures

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

In FFY 2025 the Capital Area Regional Planning Commission should:

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

H. Review of Internal Policies and Directives

The Capital Area Regional Planning Commission should:

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

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

I. Complaint Policy and Procedures

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

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

Title VI Complaint Policy

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

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

*See contact information on Page No. 11.

In FFY 2025 the Capital Area Regional Planning Commission shall adhere to the following provisions:

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

Subrecipient Complaint Processing Procedures

In FFY 2025 the Capital Area Regional Planning Commission shall implement the following Title VI complaint processing procedures:

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

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

Subrecipients Forward Title VI Complaints To:

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

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

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

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

J. Compliance and Enforcement Procedures

The *[Click and type name of Subrecipient agency/organization]* **should:**

Capital Area Regional Planning Commission

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

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

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

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

b) Annual Goals

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

Sanctions

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

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

(continued on next page)

Signatures

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

Wisconsin Department of Transportation:

Tondra Davis

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/29/2024

Date

Subrecipient Executive Director or Responsible Official:

Jan Vais

Executive Director or Responsible Official Signature

Executive Director

Title

Capital Area Regional Planning Commission

Subrecipient Agency/Organization

October 14, 2024

Date

APPENDIX C: Cost Allocation Plan

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573



ph: 608.474.6077
info@lcapitalarearpc.org

CAPITAL AREA REGIONAL PLANNING COMMISSION

COST ALLOCATION PLAN

2025

Approved December 9, 2024

Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts, and agreements.

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Capital Area Regional Planning Commission's (CARPC's) Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by CARPC.

This proposal is based on CARPC's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2023. The general approach of CARPC in allocating costs to specific grants, contracts and fees are as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, unemployment insurance, worker's compensation, health insurance, retirement system contributions, life and disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc., using direct labor hours as the base.
- C. All other allowable indirect expense costs are pooled and allocated to programs, grants, etc., using direct labor hours as the base.

Allocation of Costs

The following information summarizes the procedures that are used by CARPC:

- A. Compensation for Personal Services – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages and benefits are charged directly to the program for which work has been done.
- B. Insurance – Insurance needed for a particular program is charged directly to the program requiring coverage. Other insurance coverage that benefits all programs is allocated to the indirect expenses category.
- C. Professional Services Costs (such as consultants) – Costs that benefit a specific program are charged directly to the program requiring the service. Costs that benefit all programs are allocated to the indirect expense category.
- D. Audit Costs – Annual audit fees will be allocated to the indirect expense category.
- E. Postage – Allocated based on use. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- F. Printing – Allocated based on usage. Printing costs are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- G. Supplies – Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- H. Equipment/Depreciation – CARPC depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the equipment category and expenses in the current year and are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- I. Training/Conferences/Seminars – Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect expense category.
- J. Travel Costs – All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs are allocated to the indirect expense category.

Capital Area Regional Planning Commission 2025 Cost Allocation Plan

- K. Facilities Expenses (includes rent, Information Management, utilities, maintenance) – Facilities costs related to indirect expense activities are allocated to the indirect expense category.
- L. Communications - Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect category.
- M. Other costs (including membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs are allocated to the indirect expense category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including commissioner travel and per diem, alcoholic beverages, lobbying, bad debts, contributions, entertainment, fines, and penalties are not included in the calculation of the indirect rate.

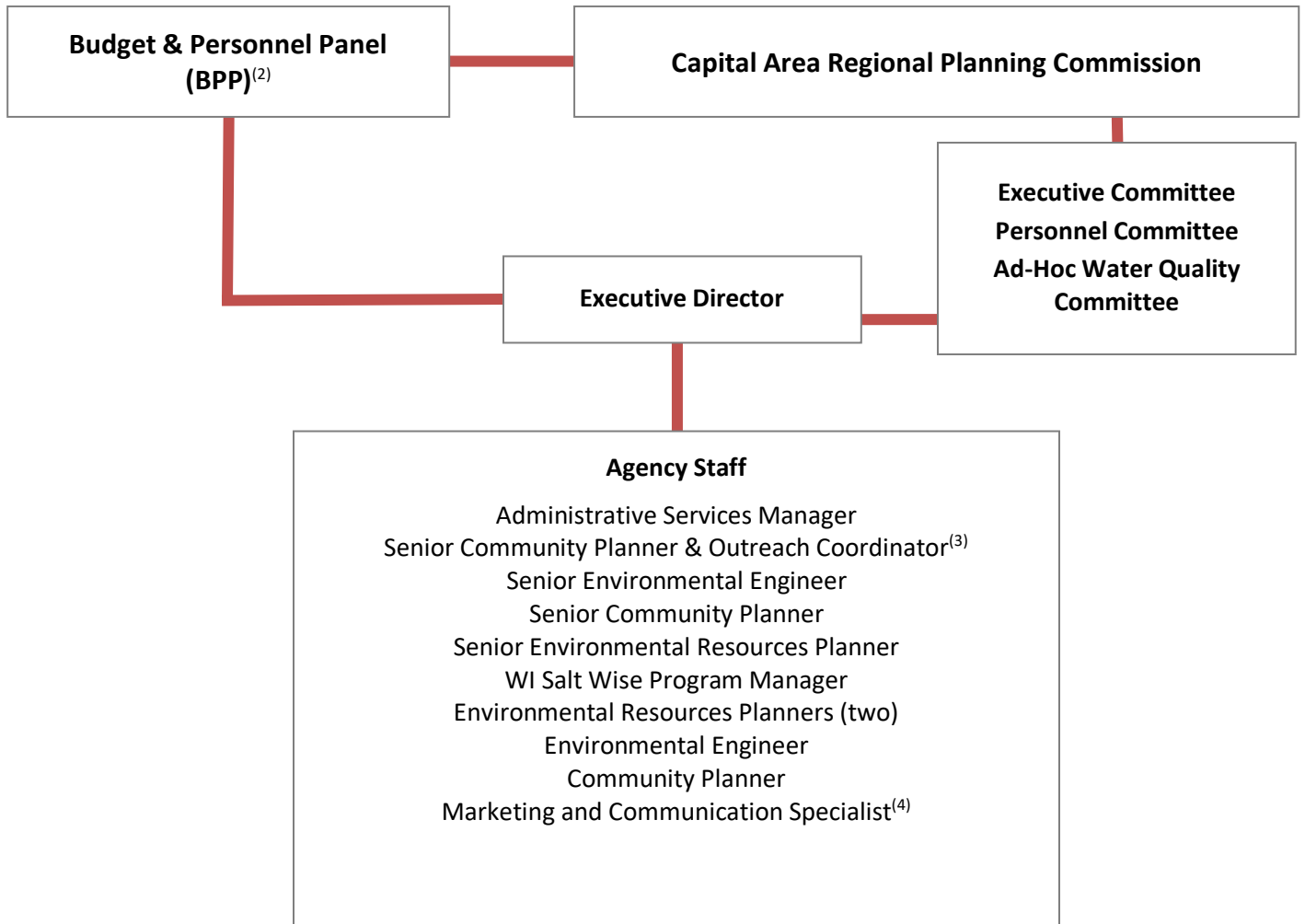
Indirect Salary Narrative

Executive Director charges time spent on support to the Commission, financial review, personnel matters, and project management.

Administrative Services Manager charges time spent on financial management, procurement, support to the Commission, personnel matters, employee benefit administration, contract administration, website updates, and report preparation and production.

Other Staff charge time spent in all staff meetings and performance reviews.

Figure 1: Capital Area Regional Planning Commission 2024 Organization Chart
 (Effective July 13, 2024) (1)



Notes:

- (1) This version incorporates:
 - (a) the end of separate divisions within the agency through the retirement of the former Division Directors and the hiring of an Executive Director
 - (b) staffing changes in the June 2024 Budget Amendment, converting one intern and one LTE staff to full-time roles (Community Planner, Environmental Resources Planner)
 - (c) the May 2024 Commission decision to discontinue the Executive Chairperson role
- (2) The BPP has the power to approve the CARPC budget and levy and hire or fire the Executive director, as described in Article IV of the CARPC Bylaws.
- (3) Title VI Officer
- (4) Greater Madison MPO staff, under contract to CARPC for 25% time

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal, dated December 5, 2024, to establish indirect, administrative overhead, and fringe cost billing rates for 2025 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This proposal does not include any costs which are unallowable as identified in the applicable federal cost principles.
- (2) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) Rates calculated within the proposal used a direct cost base type of direct salaries and wages. The indirect cost rate is 43.98%. The fringe rate is 63.90%. The administrative overhead rate is 31.93%. The total of these three rates is 139.81%. The calculations were based on actual costs from fiscal year 2023, to obtain these federal billing rates for fiscal year 2025 until a new Cost Allocation Plan is adopted.
- (4) All documentation supporting the indirect cost rate identified above will be retained by CARPC. This rate should be reviewed and validated as part of the CARPC's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: Capital Area Regional Planning Commission

Signature: *Jan Valeri*

Name of Official: Jason Valerius

Title: Executive Director

Date of Execution: December 5, 2023

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 1
COMPUTATION OF FRINGE BENEFIT RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fringe Benefits:			
Payroll Taxes		62,823	
Health Insurance		161,992	
Dental Insurance		10,876	
Group Life Insurance		194	
Disability Insurance		484	
Compensated Absences / Paid Time Off		154,596	
Retirement		54,493	
Worker's Compensation Insurance		3,176	
Unemployment Compensation		-	
Fringe Benefits		111	
Moving Expense		-	
Total Fringe Benefits		\$ 448,746	
Project Salaries		547,086	
Administrative Salaries		155,226	
Total Labor		\$ 702,311	
Total Fringe Benefits	\$ 448,746		
Total Labor	\$ 702,311		63.90%
Total Salaries	856,908		
Unallowable Salaries	-		
Total Salaries	856,908		
	-		

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 2
COMPUTATION OF INDIRECT OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Indirect Overhead:		
Contracted Services	\$	39,772
Meals, Travel		2,924
Conference and Training		12,523
Dues, Membership, Subscriptions		4,327
Supplies		3,057
Printing		1,484
Postage		36
Webhosting		266
Equipment		11,775
Software		15,621
IT Services		16,971
Rent		44,855
Telephone		1,583
Administration and Payroll Fees		10,672
Outreach and Education		3,488
Pass Through - Coop Water Resource, Transport Plan		-
Audit		9,928
Commission Per Diem and Travel (unallowable & not included here)		-
Legal Services		4,273
Consulting Services		2,775
Financial Services		15,400
Recruitment		32,804
Insurance		4,023
Depreciation and Amortization		2,042
Total Indirect Expenses		\$ 240,600
Total Indirect Expenses	\$ 240,600	
Total Project Salaries	\$ 547,086	43.98%

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 3
COMPUTATION OF ADMINISTRATIVE OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Administrative Overhead:			
Administrative Salaries		\$ 174,693	
Total Administrative Salaries		\$ 174,693	
Administrative Overhead	\$ 174,693		
Project Salaries	\$ 547,086		31.93%

Summary of the Rates / Total

Administrative Overhead (Schedule 3)	31.93%
Indirect Overhead (Schedule 2)	43.98%
Fringe Benefits (Schedule 1)	63.90%
Total Fringe & Indirect Rate	139.81%