

AGENDA
of the
Executive Committee
of the Capital Area Regional Planning Commission

January 6, 2025

Microsoft Teams Webinar

6:00 pm

Participant Information

Meeting Accommodation: This meeting will take place via Microsoft Teams. You may participate in the meeting from your computer, tablet, smartphone, at this URL: <https://events.gcc.teams.microsoft.com/event/d417181a-214f-43a4-923f-4d6976ac45c9@35abc96c-357b-4956-9372-bd169087029d>

If you need other accommodation to attend the meeting, please call Tanya Sime at 608 474 6017.

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

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

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

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

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

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the December 9, 2024, Executive Committee Meeting (*actionable item*)**
4. **October 2024 Financial Statements and the November 2024 Operating Account Reconciliation (*actionable item*)**
5. **November 2024 Financial Statements and the December 2024 Operating Account Reconciliation (*actionable item*)**
6. **Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**
7. Future Agenda Items (next meeting is **Monday, February 10, 2025**, via Microsoft Teams Webinar at **6:00 pm**)
8. Adjournment

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

December 9, 2024

CARPC Office, 100 State St., Suite 400, Madison

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer, Nick Zavos (arrived during closed session)

Commissioners Absent: None

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

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

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of November 11, 2024, Executive Committee Meeting (*actionable item*)**

Commissioner Hampton moved for approval of the minutes of November 11th, 2024, Executive Committee Meeting; Commissioner Crombie seconded. The motion passed on a voice vote.

4. **October 2024 Financial Statements and November 2024 Operating Account Reconciliation (*actionable item*)**

Commissioner Hampton moved for the October 2024 Financial Statements and November 2024 Operating Account Reconciliation be tabled to the January Executive Committee meeting. Commissioner McKeever Seconded. The motion passed on a voice vote.

5. **Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie - 2025 Mapping and Data Services (*actionable item*)**

Commissioner McKeever moved for approval to Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie for 2025 Mapping and Data Services. Commissioner Hampton seconded. The motion passed on a voice vote.

6. **Authorize Executive Director to Execute Agreement with the City of Madison (the MPO) for 2025 Transportation Planning Services (*actionable item*)**

Commissioner Hampton moved for approval to Authorize the Executive Director to Execute Agreement with the City of Madison (the MPO) for 2025 Transportation Planning Services. Commissioner Murphy seconded. The motion passed on a voice vote.

7. **Authorize the Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2025 (*actionable item*)**

Commissioner Murphy moved for approval to Authorize Executive Director to Execute Agreement with the Annual City of Madison/Metro Transit Commute Card Agreement for 2025. Commissioner Hampton seconded. The motion passed on a voice vote.

8. Authorize Executive Director to Execute Agreement for Planning Services with Rock County (*actionable item*)

Commissioner McKeever moved for approval to Authorize Executive Director to Execute Agreement for Planning Services with Rock County. Commissioner Hampton seconded. The motion passed on a voice vote.

9. Approval of the 2024-2025 Draft Cost Allocation Plan (*actionable item*)

Commissioner Hampton moved for approval of the 2024-2025 Draft Cost Allocation Plan. Commissioner Crombie seconded. The motion passed on a voice vote.

10. Closed Session (*actionable item by roll call vote*)

Motion to enter Closed Session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. Commissioner Hampton moved for approval for the closed session. Commissioner Murphy Seconded the motion. The motion passed unanimously at 6:07 pm. Roll call vote taken; McKeever- Aye, Hampton- Aye, Murphy- Aye, Crombie- Aye, Pfeiffer – Aye (5).

11. Return to Open Session (*actionable item by roll call vote*)

Motion to return to Open Session was called by Commissioner Hampton. Commissioner Crombie seconded the motion. The motion passed unanimously at 6:08 pm. Roll call was taken; McKeever- Aye, Hampton- Aye, Murphy- Aye, Crombie – Aye, Zavos – Aye. Pfeiffer – Aye (6). Note that Commissioner Zavos joined during closed session.

12. Performance Evaluation of the Executive Director and authorization of the Commission Chair to approve the annual merit increase (*actionable item*)

Commissioner McKeever moved for approval of the Performance Evaluation of the Executive Director and authorization of the Commission Chair to approve the annual merit increase. Commissioner Hampton seconded. The motion passed on a voice vote.

13. Future Agenda Items (next meeting is Monday, January 6, 2025, via Zoom webinar at 6:00 pm)
- a. Water quality planning contract with WDNR (Jan?)

14. Adjournment

The meeting was adjourned at 6:17 P.M.

Minutes prepared by Tanya Sime and reviewed by Executive Director.

Respectfully Submitted

Kris Hampton, Secretary

Re: Monthly Financial Reports (*actionable item*)**Requested Action:**

Approval of the September 2024 Financial Statements and the October operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Director would sign off on them per the terms of the CARPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Executive Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the ASM.

Attachments:

1. September 2024 Agency Balance Sheet
2. September 2024 Agency Budget vs. Actuals
3. October 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending October 31, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
09/30/24		Beginning Balance (Reconciled)				\$ 106,763.17	
10/01/24	50015	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 106,717.17	
10/02/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 106,601.79	
10/02/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(35,583.80)		\$ 71,017.99	
10/03/24	DP	Vierbicher/Inv. 2062/ Sew Ext. #22.24.04 City of SP			400.00	\$ 71,417.99	
10/03/24	DP	RaSmith/Inv.2091/ Sew Ext. #06.24.40 Green Properties Village of Deforest			1,000.00	\$ 72,417.99	
10/3/2024	DP	Wood County Master Gardners/Salt Wise Gardening Class			100.00	\$ 72,517.99	
10/3/2024	DP	Highlands of Netherlands/Inv. 2075/Sew Ext #18.24.03 Village of Oregon			400.00	\$ 72,917.99	
10/4/2024	DP	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 112,917.99	
10/4/2024	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 110,941.99	
10/09/24	EFT	City of Madison Treasurer/ WisDOT - MPO 1 st Quarter		(2,081.55)		\$ 108,860.44	
10/09/02	EFT	Source One/ Monthly Servicing Invoice		(300.00)		\$ 108,560.44	
10/09/24	EFT	Ricoh		(28.02)		\$ 108,532.42	
10/10/24	EFT	ProForma		(416.30)		\$ 108,116.12	
10/10/24	EFT	Staff Reimbursement/ Melissa Michaud/August		(84.96)		\$ 108,031.16	
10/10/24	EFT	Source One/ Servicing Contracr Invoice		(2,977.00)		\$ 105,054.16	
10/10/24	50016	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 105,008.16	
10/15/24/10	DP	Vierbicher/Inv. 2084/ Sew Ext. #18.24.02 Village of Oregon			400.00	\$ 105,408.16	
10/15/25	DP	Vierbicher/Inv.2065/ Sew Ext. # 22.24.05 City of SP			600.00	\$ 106,008.16	
10/15/24	DP	Village of Cottage Grove/Inv.2094 & 2087/ USA Amend # 1701			1,955.83	\$ 107,963.99	
10/15/24	DP	Wyser Engineering/Inv 2091/ Sew Ext. 06.24.40 Village of Deforest			1,000.00	\$ 108,963.99	
10/15/24	DP	City of Madison Treasurer/ Inv. 2100/ Acacia Ridge PH12			400.00	\$ 109,363.99	
10/16/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 109,248.61	
10/16/24	XTF	Standanrd Insurance/ Monthly Insurance Premium for Employee Disability Ins		(160.91)		\$ 109,087.70	
10/16/2024	XTF	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(36,532.11)		\$ 72,555.59	
10/17/24	EFT	League of Wisconsin Sean Higin		(220.00)		\$ 72,335.59	
10/17/24	EFT	Berndt CPA/ Fiscal Services		(4,160.00)		\$ 68,175.59	
10/18/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 108,175.59	
10/18/24	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 106,199.59	
10/23/24	DP	Upper Mississippi River Conservation Committee/ Inv. 2115/Salt Wise Contribution			1,000.00	\$ 107,199.59	
10/23/24	DP	Village of Brooklyn Treasurer/ Inv. 2088/ Sew. Ext. 04.23.02 Brooklyn			400.00	\$ 107,599.59	
10/23/24	EFT	Securian Financial/Monthly Employee Life Insurance		(99.65)		\$ 107,499.94	
10/23/02	EFT	Dane County Treasurer/Monthly Employee Parking November		(113.76)		\$ 107,386.18	
10/23/24	EFT	Staff Reimbursement/ Jason Valerius/July		(141.50)		\$ 107,244.68	
10/23/24	EFT	RaDmith/ Reimbursement for overpayment for Sew Ext.06.24.40		(400.00)		\$ 106,844.68	
10/23/24	EFT	Commissioner per diem/ October		(181.44)		\$ 106,663.24	
10/23/24	EFT	Commissioner per diem/ October		(458.51)		\$ 106,204.73	
10/23/2024	EFT	Wisconsin APA/ Matt K.		(310.00)		\$ 105,894.73	
10/23/24	EFT	Commissioner per diem/ October		(250.00)		\$ 105,644.73	
10/24/24	EFT	US Geological Society/ Black Earth Creek Water Monitoring		(17,050.00)		\$ 88,594.73	
10/23/24	50017	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 88,548.73	
10/23/24	DP	Wisconsin DOT/ Q1 2024 Reimbursement			2,872.45	\$ 91,421.18	
10/25/24	EFT	Commissioner per diem/ October		\$ (200.00)		\$ 91,221.18	
10/25/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (10,525.68)		\$ 80,695.50	
10/28/24	EFT	ATT Monthly internet Services		\$ (196.20)		\$ 80,499.30	
10/28/24	EFT	Park Bank Credit Card Payment		\$ (2,062.74)		\$ 78,436.56	
10/30/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (115.38)		\$ 78,321.18	
10/30/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (36,405.96)		\$ 41,915.22	
						Reconciliation	
Total (Debits) and Credits				\$ (155,376.23)	\$ 90,528.28	\$ 41,915.22	Bank
Difference					\$ (64,847.95)		
Accounts Payable Expenditures				\$ (35,629.80)			
Accounts Receivable Deposits					\$ 90,528.28		
Non-AR Items						\$ 41,915.22	Adjusted
Payroll-related Expenses				\$ (123,483.69)			
Transfers between Accounts					\$ 80,000.00		

Capital Area Regional Planning Commission

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	41,915.22
1001 MONEY MARKET ACCOUNT	180,108.83
1002 INVESTMENT ACCOUNT	820,878.19
1072 Bill.com Money Out Clearing	9,614.73
Total Bank Accounts	\$1,052,516.97
Accounts Receivable	
1105 PROJECT AND GRANTS REC	116,088.38
Total Accounts Receivable	\$116,088.38
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	1,390.97
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	0.00
1154 PREPAID DISABILITY INS	995.81
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	94.18
1157 PREPAID PARKING	497.70
1165 PREPAID LICENSES	532.55
1170 Undeposited Funds	0.00
Total Other Current Assets	\$3,511.21
Total Current Assets	\$1,172,116.56
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,818.96
Total Fixed Assets	\$3,257.54
TOTAL ASSETS	\$1,175,374.10

Capital Area Regional Planning Commission

Balance Sheet

As of October 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	59,348.08
Total Accounts Payable	\$59,348.08
Credit Cards	
3002 Park Bank CC	1,942.83
Total Credit Cards	\$1,942.83
Other Current Liabilities	
3005 ACCRUED PAYROLL	0.00
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	1,976.00
3300 UNUSED VACATION, WELLNESS	41,646.87
3500 SICK LEAVE ACCRUAL PAY	110,162.13
3600 DEFERRED/UNEARNED REVENUE	214,658.37
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$368,443.37
Total Current Liabilities	\$429,734.28
Total Liabilities	\$429,734.28
Equity	
3700 PRIOR YEAR BALANCE	-8,147.25
3701 PRIOR YEAR FUND BALANCE	801,957.11
3702 CURRENT FUND BALANCE	-800.00
Net Income	-47,370.04
Total Equity	\$745,639.82
TOTAL LIABILITIES AND EQUITY	\$1,175,374.10

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	928,019.22	946,269.20
Total 5100 PROPERTY TAX REVENUE	928,019.22	946,269.20
5199 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	3,506.82	
5220 COOP WATER RESOURCE MON	151,335.00	108,382.50
Total 5199 PASS THROUGH REVENUE	154,841.82	108,382.50
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	103,092.66	91,666.70
5403 WisDOT PLAN INTEGRATION	5,357.32	5,910.80
Total 5200 STATE/FEDERAL GRANTS REV.	108,449.98	97,577.50
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	36,400.00	41,666.70
5302 FEES-USA/LSA APP REVIEW	68,586.06	70,833.30
Total 5300 FEES REVENUE	104,986.06	112,500.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	43,901.37	33,333.30
Total 5303 SERVICES REVENUE	43,901.37	33,333.30
5500 OTHER REVENUE		
5207 WI SALT WISE	90,499.90	107,008.30
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	35,225.42	37,500.00
5502 MISCELLANEOUS REVENUES	8,454.62	2,148.30
Total 5500 OTHER REVENUE	134,179.94	146,656.60
Total Income	\$1,474,378.39	\$1,444,719.10
GROSS PROFIT	\$1,474,378.39	\$1,444,719.10
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	719,149.02	647,426.70
6102 COMPENSATED LEAVE TIME	139,219.41	161,856.70
Total 6100 SALARIES AND LEAVE TIME	858,368.43	809,283.40
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	66,798.06	60,291.70
6116 LIFE INSURANCE	62.96	233.30
6117 DENTAL INSURANCE	8,407.52	13,405.80
6118 HEALTH INSURANCE	155,257.29	158,650.00
6119 DISABILITY INSURANCE	1,354.88	430.00
6120 COMMUTE CARDS	29.40	83.30
6121 WRS-ER CONTRIBUTION	34,298.42	55,840.80
6122 UNEMPLOYMENT	531.66	1,666.70
6124 WORKER'S COMPENSATION IN	2,301.00	2,833.30

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	269,041.19	293,434.90
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		833.30
6250 SUPPLIES	5,407.66	4,041.70
6251 PRINTING	1,533.21	666.70
6252 POSTAGE	27.70	83.30
6265 EQUIPMENT	5,978.85	7,083.30
6330 TELEPHONE	1,164.74	1,666.70
6341 ADMINISTRATIVE FEES	3,270.00	341.70
Total 6200.1 OFFICE EXPENSES	17,382.16	14,716.70
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	96.00	291.70
6270 SOFTWARE	7,664.99	13,666.70
6275 IT SERVICES	3,465.06	16,666.70
Total 6280 INFORMATION TECHNOLOGY	11,226.05	30,625.10
6300 OCCUPANCY		
6310 RENT	37,646.48	41,655.80
Total 6300 OCCUPANCY	37,646.48	41,655.80
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	49,090.84	59,666.70
6425 LEGAL SERVICES	2,033.50	3,333.30
6431 CONSULTING SERVICES	28,951.91	33,250.00
Total 6400 CONTRACTED SERVICES	80,076.25	96,250.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	154,984.98	103,835.00
6415 WisDOT PLANNING SERVICES		4,547.50
Total 6410 PASS THROUGH EXPENSES	154,984.98	108,382.50
6426 COMMISSION		
6422 COMMISSION PER DIEMS	4,498.00	13,333.30
6423 COMMISSION TRAVEL	586.44	666.70
Total 6426 COMMISSION	5,084.44	14,000.00
6435 FINANCIAL SERVICES	75.00	
6420 AUDIT	10,450.00	8,750.00
6430 PAYROLL FEES	3,919.63	1,666.70
6432 FINANCIAL SERVICES	37,469.29	31,833.30
Total 6435 FINANCIAL SERVICES	51,913.92	42,250.00
6500 TRAVEL AND TRAINING		
6130 MEALS	3,714.33	700.00
6150 EMPLOYEE TRAVEL	8,204.56	8,916.70
6170 CONFERENCES & MEETINGS	6,862.38	5,916.70
6171 TRAINING	346.50	1,666.70
Total 6500 TRAVEL AND TRAINING	19,127.77	17,200.10

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	10,177.84	5,430.80
6411 EDUC/INFO/OUTREACH	730.00	2,083.30
6440 RECRUITMENT		833.30
6501 INSURANCE	5,651.32	3,537.50
6560 DEPRECIATION		1,701.70
6565 AMORITIZATION EXPENSE	337.60	506.70
Total 6600 OTHER	16,896.76	14,093.30
Uncategorized Expense	0.00	
Total Expenses	\$1,521,748.43	\$1,481,891.80
NET OPERATING INCOME	\$ -47,370.04	\$ -37,172.70
NET INCOME	\$ -47,370.04	\$ -37,172.70

Re: Monthly Financial Reports (*actionable item*)

Requested Action:

Approval of the November 2024 Financial Statements and the December operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Director would sign off on them per the terms of the CARPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

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Attachments:

- 1. November 2024 Agency Balance Sheet
- 2. November 2024 Agency Budget vs. Actuals
- 3. December 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending November 30, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
11/01/24		Beginning Balance (Reconciled)				\$ 41,915.22	
11/01/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 81,915.22	
11/01/24	EFT	Securian Financial/Monthly Employee Life Insurance		(151.48)		\$ 81,763.74	
11/01/24	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 79,787.74	
11/04/24	EFT	Quickbooks annual subscription			999.20	\$ 80,786.94	
11/05/24	DP	Wisconsin DOT/ Q2 2024 Reimbursement			5,991.69	\$ 86,778.63	
11/5/2024	EFT	Johnson Block/2023 Audit		(3,600.00)		\$ 83,178.63	
11/6/2024	EFT	Staff Reimbursement/ Sean Higgins/October		(25.33)		\$ 83,153.30	
11/6/2024	EFT	Commissioner per diem/ November		(110.81)		\$ 83,042.49	
11/6/2024	EFT	Delta Dental/ Monthly Employee Premium		(1,228.17)		\$ 81,814.32	
11/06/24	EFT	Staff Reimbursement/ Jason Valerius/October		(606.84)		\$ 81,207.48	
11/06/24	EFT	Staff Reimbursement/ Nick Bower/ October		(63.77)		\$ 81,143.71	
11/06/24	EFT	Zoom/ Monthly Video Calling Plan		(94.99)		\$ 81,048.72	
11/06/24	EFT	City of Madison Treasurer/ Monthly Sublet Lease		(4,151.71)		\$ 76,897.01	
11/06/24	EFT	Ricoh/ Monthly Copier usage		(48.37)		\$ 76,848.64	
11/06/24	EFT	Commissioner per diem/ November		(150.00)		\$ 76,698.64	
11/06/24	EFT	Commissioner per diem/November		(68.34)		\$ 76,630.30	
11/06/24	EFT	Commissioner per diem/ October		(150.00)		\$ 76,480.30	
11/06/24	EFT	Regenerative Ag Research/ Yearly Subscription		(3,600.00)		\$ 72,880.30	
11/06/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		(21,159.21)		\$ 51,721.09	
11/06/24	50018	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 51,675.09	
11/08/24	DP	WI DNR Stream Crossing/ Inv. 2123/ Q3 2024			13,632.00	\$ 65,307.09	
11/08/24	DP	WI DNR Water Quality Management Planning/ Inv. 2122/ Q3 2024			23,000.00	\$ 88,307.09	
11/08/24	EFT	MRA/ Employee Handbook		(1,820.00)		\$ 86,487.09	
11/12/2024	XTF	City of Madison/ Inv. 2101/ Sew Ext Midpoint Meadows Ph 1			800.00	\$ 87,287.09	
11/12/24	EFT	City of Madison/ Inv. 2006/ Salt Wise Contribution Program Partnership Contribution			5,000.00	\$ 92,287.09	
11/12/24	EFT	Staff Reimbursement/ Allison Madison September		(1,217.58)		\$ 91,069.51	
11/13/24	DP	Town of Bristol/Inv. 2097 GIS Q1, Q2			58.34	\$ 91,127.85	
11/13/24	DP	Town of Berry/ Inv. 2198/ GIS Q1, Q2			77.78	\$ 91,205.63	
11/13/24	DP	Root - Pike WIN/ Inv. 2112 / Smart Salting Workshop			2,500.00	\$ 93,705.63	
11/13/24	DP	Tip of the Mitt Watershed Council/ Inv. 2106 / Winter Salt Wise Week Contribution			500.00	\$ 94,205.63	
11/13/24	DP	Vierbicher/Villager of Deforest/ Inv. 2090/Sew Ext. 6.24.41 City of Middleton			400.00	\$ 94,605.63	
11/13/24	DP	Village of Deforest/ Inv. 2121/ USA Amendment #1605 V-Deforet			4,668.50	\$ 99,274.13	
11/13/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 99,158.75	
11/13/24	EFT	Empower Payroll (WRS)		(35,833.01)		\$ 63,325.74	
11/14/24	DP	The Izaak Walton/Winter Salt Week/ Inv. 2105			1,000.00	\$ 64,325.74	
11/15/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 104,325.74	
11/15/24	EFT	Commissioner per diem/November		(110.81)		\$ 104,214.93	
11/15/24	EFT	Commissioner per diem/October		(76.80)		\$ 104,138.13	
11/15/24	EFT	Staff Reimbursement/October/ Matt Kremeply		(42.75)		\$ 104,095.38	
11/15/24	EFT	Commissioner per diem/ November		(100.00)		\$ 103,995.38	
11/15/24	EFT	Commissioner per diem/ November		(50.00)		\$ 103,945.38	
11/15/2024	EFT	Planetizen/ Software		(144.00)		\$ 103,801.38	
11/15/24	EFT	Staff Reimbursement/ Caitlin Shanahan		(129.67)		\$ 103,671.71	
11/15/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		(1,976.00)		\$ 101,695.71	
11/18/24	DP	Quam Engineering, LLC/ Inv. 2118/ Sew Ext. 175.24.10			400.00	\$ 102,095.71	
11/18/24	DP	Town of Sun Prairie/ Inv. 2128/ GIS Q2 Billin			155.56	\$ 102,251.27	
11/18/24	DP	Maine Water Environment Assoc./ Inv. 2103/ Winter Salt Awareness			500.00	\$ 102,751.27	
11/18/24	DP	Town of Blue Mounds/Inv. 2129/ GIS Q2 billing			58.34	\$ 102,809.61	
11/18/24	eft	CARPC Berndt CPA LLC Invoice/ Monthly Services		(3,025.00)		\$ 99,784.61	
11/20/24	EFT	Standard Insurance/ Employee Disability Premiums/ December		\$ (321.82)		\$ 99,462.79	
11/20/24	EFT	Delta Dental/ Monthly Employee Premium/ December		\$ (1,651.38)		\$ 97,811.41	
11/20/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		\$ (20,333.59)		\$ 77,477.82	
11/20/24	50019	Mont L Trustee/ Tanya payroll deduction		\$ (46.00)		\$ 77,431.82	
11/25/24	EFT	City of Madison/Inv. 2119/ Sew Ext Hartmeyer Redevelopment			\$ 400.00	\$ 77,831.82	
11/25/24	EFT	Staff Reimbursement/ Tanya Sime/September & October		(229.14)		\$ 77,602.68	
11/26/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (15,804.82)		\$ 61,797.86	
11/26/24	DP	County of Manitowoc/ Inv. 2124/ Salt Wise Agency Training			\$ 500.00	\$ 62,297.86	
11/26/24	DP	Town of Westport/ Inv. 1085/ Co-op Water Resource Monitoring			\$ 4,428.00	\$ 66,725.86	
11/26/24	DP	City of Edina/Inv.2107/ Winter Salt Wise Awareness Week			\$ 1,000.00	\$ 67,725.86	
11/26/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (115.38)		\$ 67,610.48	
11/26/24	EFT	Empower Payroll (WRS)		\$ (36,836.92)		\$ 30,773.56	
11/27/24	EFT	Staff Reimbursement/ Tanya Sime/November		(51.72)		\$ 30,721.84	
11/29/24	DP	Lands End Inc./Inv. 2146			\$ 2,000.00	\$ 32,721.84	
11/29/24	XTF	Scheduled online transfer to replenish Operating funds			\$ 40,000.00	\$ 72,721.84	
11/29/24	EFT	ATT/ Monthly Internet Services		(196.20)		\$ 72,525.64	
11/29/24	EFT	Park Bank Visa Credit Card		(1,942.83)		\$ 70,582.81	
11/29/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (1,976.00)		\$ 68,606.81	
						\$ 68,606.81	Reconciliation

Capital Area Regional Planning Commission

Budget vs. Actuals: November Month End

November 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	94,626.92	94,626.92
Total 5100 PROPERTY TAX REVENUE	94,626.92	94,626.92
5199 PASS THROUGH REVENUE		
5220 COOP WATER RESOURCE MON	11,358.83	10,838.25
Total 5199 PASS THROUGH REVENUE	11,358.83	10,838.25
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	12,460.66	9,166.67
5403 WisDOT PLAN INTEGRATION		591.08
Total 5200 STATE/FEDERAL GRANTS REV.	12,460.66	9,757.75
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	4,600.00	4,166.67
5302 FEES-USA/LSA APP REVIEW	3,500.00	7,083.33
Total 5300 FEES REVENUE	8,100.00	11,250.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	28,381.20	3,333.33
Total 5303 SERVICES REVENUE	28,381.20	3,333.33
5500 OTHER REVENUE		
5207 WI SALT WISE	33,249.99	10,700.83
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	3,190.84	3,750.00
5502 MISCELLANEOUS REVENUES	3,588.68	214.83
Total 5500 OTHER REVENUE	40,029.51	14,665.66
Total Income	\$194,957.12	\$144,471.91
GROSS PROFIT	\$194,957.12	\$144,471.91
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	68,867.59	64,742.67
6102 COMPENSATED LEAVE TIME	18,124.23	16,185.67
Total 6100 SALARIES AND LEAVE TIME	86,991.82	80,928.34
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	5,527.95	6,029.17
6116 LIFE INSURANCE		23.33
6117 DENTAL INSURANCE	2,879.55	1,340.58
6118 HEALTH INSURANCE	20,543.82	15,865.00
6119 DISABILITY INSURANCE	10.29	43.00
6120 COMMUTE CARDS		8.33
6121 WRS-ER CONTRIBUTION	10,504.04	5,584.08
6122 UNEMPLOYMENT		166.67
6124 WORKER'S COMPENSATION IN		283.33

Capital Area Regional Planning Commission

Budget vs. Actuals: November Month End

November 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	39,465.65	29,343.49
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		83.33
6250 SUPPLIES	443.63	404.17
6251 PRINTING	124.77	66.67
6252 POSTAGE	2.19	8.33
6265 EQUIPMENT	72.45	708.33
6330 TELEPHONE		166.67
6341 ADMINISTRATIVE FEES		34.17
Total 6200.1 OFFICE EXPENSES	643.04	1,471.67
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING		29.17
6270 SOFTWARE	568.07	1,366.67
6275 IT SERVICES	755.77	1,666.67
Total 6280 INFORMATION TECHNOLOGY	1,323.84	3,062.51
6300 OCCUPANCY		
6310 RENT	4,276.74	4,165.58
Total 6300 OCCUPANCY	4,276.74	4,165.58
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE		5,966.67
6425 LEGAL SERVICES		333.33
6431 CONSULTING SERVICES		3,325.00
Total 6400 CONTRACTED SERVICES		9,625.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	10,383.50	10,383.50
6415 WisDOT PLANNING SERVICES		454.75
Total 6410 PASS THROUGH EXPENSES	10,383.50	10,838.25
6426 COMMISSION		
6422 COMMISSION PER DIEMS	1,300.00	1,333.33
6423 COMMISSION TRAVEL	132.68	66.67
Total 6426 COMMISSION	1,432.68	1,400.00
6435 FINANCIAL SERVICES		
6420 AUDIT		875.00
6430 PAYROLL FEES	402.76	166.67
6432 FINANCIAL SERVICES	3,025.00	3,183.33
Total 6435 FINANCIAL SERVICES	3,427.76	4,225.00
6500 TRAVEL AND TRAINING		
6130 MEALS	324.18	70.00
6150 EMPLOYEE TRAVEL	2,186.25	891.67
6170 CONFERENCES & MEETINGS	92.55	591.67
6171 TRAINING		166.67
Total 6500 TRAVEL AND TRAINING	2,602.98	1,720.01

Capital Area Regional Planning Commission

Budget vs. Actuals: November Month End

November 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	640.66	543.08
6411 EDUC/INFO/OUTREACH		208.33
6440 RECRUITMENT		83.33
6501 INSURANCE	321.82	353.75
6560 DEPRECIATION		170.17
6565 AMORITIZATION EXPENSE	33.76	50.67
Total 6600 OTHER	996.24	1,409.33
Total Expenses	\$151,544.25	\$148,189.18
NET OPERATING INCOME	\$43,412.87	\$ -3,717.27
NET INCOME	\$43,412.87	\$ -3,717.27

Capital Area Regional Planning Commission

Balance Sheet

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	66,606.81
1001 MONEY MARKET ACCOUNT	60,122.90
1002 INVESTMENT ACCOUNT	824,054.96
1072 Bill.com Money Out Clearing	9,614.73
Total Bank Accounts	\$960,399.40
Accounts Receivable	
1105 PROJECT AND GRANTS REC	113,249.68
Total Accounts Receivable	\$113,249.68
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	615.69
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	20,333.59
1154 PREPAID DISABILITY INS	787.32
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	245.66
1157 PREPAID PARKING	497.70
1165 PREPAID LICENSES	266.28
1170 Undeposited Funds	0.00
Total Other Current Assets	\$22,746.24
Total Current Assets	\$1,096,395.32
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,852.72
Total Fixed Assets	\$3,223.78
TOTAL ASSETS	\$1,099,619.10

Capital Area Regional Planning Commission

Balance Sheet

As of November 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	66,821.08
Total Accounts Payable	\$66,821.08
Credit Cards	
3002 Park Bank CC	1,093.25
Total Credit Cards	\$1,093.25
Other Current Liabilities	
3005 ACCRUED PAYROLL	0.00
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	48,215.19
3500 SICK LEAVE ACCRUAL PAY	111,520.31
3600 DEFERRED/UNEARNED REVENUE	86,128.80
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$245,864.30
Total Current Liabilities	\$313,778.63
Total Liabilities	\$313,778.63
Equity	
3700 PRIOR YEAR BALANCE	-8,147.25
3701 PRIOR YEAR FUND BALANCE	801,957.11
3702 CURRENT FUND BALANCE	-800.00
Net Income	-7,169.39
Total Equity	\$785,840.47
TOTAL LIABILITIES AND EQUITY	\$1,099,619.10

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending November 30, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
11/01/24		Beginning Balance (Reconciled)				\$ 41,915.22	
11/01/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 81,915.22	
11/01/24	EFT	Securian Financial/Monthly Employee Life Insurance		(151.48)		\$ 81,763.74	
11/01/24	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 79,787.74	
11/04/24	EFT	Quickbooks annual subscription			999.20	\$ 80,786.94	
11/05/24	DP	Wisconsin DOT/ Q2 2024 Reimbursement			5,991.69	\$ 86,778.63	
11/5/2024	EFT	Johnson Block/2023 Audit		(3,600.00)		\$ 83,178.63	
11/6/2024	EFT	Staff Reimbursement/ Sean Higgins/October		(25.33)		\$ 83,153.30	
11/6/2024	EFT	Commissioner per diem/ November		(110.81)		\$ 83,042.49	
11/6/2024	EFT	Delta Dental/ Monthly Employee Premium		(1,228.17)		\$ 81,814.32	
11/06/24	EFT	Staff Reimbursement/ Jason Valerius/October		(606.84)		\$ 81,207.48	
11/06/24	EFT	Staff Reimbursement/ Nick Bower/ October		(63.77)		\$ 81,143.71	
11/06/24	EFT	Zoom/ Monthly Video Calling Plan		(94.99)		\$ 81,048.72	
11/06/24	EFT	City of Madison Treasurer/ Monthly Sublet Lease		(4,151.71)		\$ 76,897.01	
11/06/24	EFT	Ricoh/ Monthly Copier usage		(48.37)		\$ 76,848.64	
11/06/24	EFT	Commissioner per diem/ November		(150.00)		\$ 76,698.64	
11/06/24	EFT	Commissioner per diem/November		(68.34)		\$ 76,630.30	
11/06/24	EFT	Commissioner per diem/ October		(150.00)		\$ 76,480.30	
11/06/24	EFT	Regenerative Ag Research/ Yearly Subscription		(3,600.00)		\$ 72,880.30	
11/06/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		(21,159.21)		\$ 51,721.09	
11/06/24	50018	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 51,675.09	
11/08/24	DP	WI DNR Stream Crossing/ Inv. 2123/ Q3 2024			13,632.00	\$ 65,307.09	
11/08/24	DP	WI DNR Water Quality Management Planning/ Inv. 2122/ Q3 2024			23,000.00	\$ 88,307.09	
11/08/24	EFT	MRA/ Employee Handbook		(1,820.00)		\$ 86,487.09	
11/12/2024	XTF	City of Madison/ Inv. 2101/ Sew Ext Midpoint Meadows Ph 1			800.00	\$ 87,287.09	
11/12/24	EFT	City of Madison/ Inv. 2006/ Salt Wise Contribution Program Partnership Contribution			5,000.00	\$ 92,287.09	
11/12/24	EFT	Staff Reimbursement/ Allison Madison September		(1,217.58)		\$ 91,069.51	
11/13/24	DP	Town of Bristol/Inv. 2097 GIS Q1, Q2			58.34	\$ 91,127.85	
11/13/24	DP	Town of Berry/ Inv. 2198/ GIS Q1, Q2			77.78	\$ 91,205.63	
11/13/24	DP	Root - Pike WIN/ Inv. 2112 / Smart Salting Workshop			2,500.00	\$ 93,705.63	
11/13/24	DP	Tip of the Mitt Watershed Council/ Inv. 2106 / Winter Salt Wise Week Contribution			500.00	\$ 94,205.63	
11/13/24	DP	Vierbicher/Villager of Deforest/ Inv. 2090/Sew Ext. 6.24.41 City of Middleton			400.00	\$ 94,605.63	
11/13/24	DP	Village of Deforest/ Inv. 2121/ USA Amendment #1605 V-Deforet			4,668.50	\$ 99,274.13	
11/13/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 99,158.75	
11/13/24	EFT	Empower Payroll (WRS)		(35,833.01)		\$ 63,325.74	
11/14/24	DP	The Izaak Walton/Winter Salt Week/ Inv. 2105			1,000.00	\$ 64,325.74	
11/15/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 104,325.74	
11/15/24	EFT	Commissioner per diem/November		(110.81)		\$ 104,214.93	
11/15/24	EFT	Commissioner per diem/October		(76.80)		\$ 104,138.13	
11/15/24	EFT	Staff Reimbursement/October/ Matt Kremeply		(42.75)		\$ 104,095.38	
11/15/24	EFT	Commissioner per diem/ November		(100.00)		\$ 103,995.38	
11/15/24	EFT	Commissioner per diem/ November		(50.00)		\$ 103,945.38	
11/15/2024	EFT	Planetizen/ Software		(144.00)		\$ 103,801.38	
11/15/24	EFT	Staff Reimbursement/ Caitlin Shanahan		(129.67)		\$ 103,671.71	
11/15/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		(1,976.00)		\$ 101,695.71	
11/18/24	DP	Quam Engineering, LLC/ Inv. 2118/ Sew Ext. 175.24.10			400.00	\$ 102,095.71	
11/18/24	DP	Town of Sun Prairie/ Inv. 2128/ GIS Q2 Billin			155.56	\$ 102,251.27	
11/18/24	DP	Maine Water Environment Assoc./ Inv. 2103/ Winter Salt Awareness			500.00	\$ 102,751.27	
11/18/24	DP	Town of Blue Mounds/Inv. 2129/ GIS Q2 billing			58.34	\$ 102,809.61	
11/18/24	eft	CARPC Berndt CPA LLC Invoice/ Monthly Services		(3,025.00)		\$ 99,784.61	
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11/20/24	EFT	Delta Dental/ Monthly Employee Premium/ December		\$ (1,651.38)		\$ 97,811.41	
11/20/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		\$ (20,333.59)		\$ 77,477.82	
11/20/24	50019	Mont L Trustee/ Tanya payroll deduction		\$ (46.00)		\$ 77,431.82	
11/25/24	EFT	City of Madison/Inv. 2119/ Sew Ext Hartmeyer Redevelopment			\$ 400.00	\$ 77,831.82	
11/25/24	EFT	Staff Reimbursement/ Tanya Sime/September & October		(229.14)		\$ 77,602.68	
11/26/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (15,804.82)		\$ 61,797.86	
11/26/24	DP	County of Manitowoc/ Inv. 2124/ Salt Wise Agency Training			\$ 500.00	\$ 62,297.86	
11/26/24	DP	Town of Westport/ Inv. 1085/ Co-op Water Resource Monitoring			\$ 4,428.00	\$ 66,725.86	
11/26/24	DP	City of Edina/Inv.2107/ Winter Salt Wise Awareness Week			\$ 1,000.00	\$ 67,725.86	
11/26/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (115.38)		\$ 67,610.48	
11/26/24	EFT	Empower Payroll (WRS)		\$ (36,836.92)		\$ 30,773.56	
11/27/24	EFT	Staff Reimbursement/ Tanya Sime/November		(51.72)		\$ 30,721.84	
11/29/24	DP	Lands End Inc./Inv. 2146			\$ 2,000.00	\$ 32,721.84	
11/29/24	XTF	Scheduled online transfer to replenish Operating funds			\$ 40,000.00	\$ 72,721.84	
11/29/24	EFT	ATT/ Monthly Internet Services		(196.20)		\$ 72,525.64	
11/29/24	EFT	Park Bank Visa Credit Card		(1,942.83)		\$ 70,582.81	
11/29/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (1,976.00)		\$ 68,606.81	
						\$ 68,606.81	Reconciliation

Re: Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)

Requested Action:

Approval to Enter into Annual Agreement with the Wisconsin Department of Natural Resources to Provide Water Quality Management Planning Assistance for 2025

Background:

The Capital Area Regional Planning Commission enters into an agreement with the Wisconsin Department of Natural Resources (WDNR) on an annual basis to provide water quality management planning assistance to the Department. Under the agreement CARPC provides services for the water quality planning program, including assistance with water quality plan updates, plan amendments, other planning services, and water quality plan consistency reviews.

The agreement is anticipated to designate federal and state general purpose revenue funds, totaling \$95,000, for work completed between January 1 – December 31, 2025.

Staff Comments:

CARPC Staff have met with WDNR personnel regarding this agreement and do not anticipate any significant deviations from last year's agreement, thus that agreement has been included for reference. The work to be conducted under the agreement is consistent with the 2025 Work Program and budget. Staff recommend approval of the agreement.

Attachments:

1. 2024 Agreement between Wisconsin Department of Natural Resources and the Capital Area Regional Planning Commission (*For Reference***)
***2025 Amendment not yet received from WDNR*

Staff Contact:

Nick Bower, Senior Environmental Engineer
nickb@capitalarearpc.org
608 474 6019

Next Steps:

The Executive Director and Chair will sign the agreement amendment, once received by WDNR.

**AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND
THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and the Capital Area Regional Planning Commission (CARPC) (Grantee) for the purpose of providing water quality management planning assistance to the Department.

FOR AND IN CONSIDERATION of the terms and conditions contained in this Grant Agreement, the above-named parties agree:

1. PERIOD OF AGREEMENT: This grant agreement shall commence upon its signing by both parties and continue until September 30th, 2024 (pending federal grant extension through December 31st, 2024), during which period all performance as described in this grant agreement shall be fully completed to the satisfaction of the Department. Grantee may claim eligible costs for reimbursement for work conducted between January 1, 2024 and the end of the grant agreement.
2. CANCELLATION: The Department reserves the right to cancel this grant agreement in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of this grant agreement.
3. ENTIRE AGREEMENT; AMENDMENTS: This grant agreement, together with the specifications in the bid request (if any) and referenced parts and attachments, shall constitute the entire grant agreement and previous communications or agreements pertaining to the subject matter of this grant agreement are hereby superseded. Any grant agreement revisions, including cost adjustments and time extensions, may be made only by a written amendment to this grant agreement, signed by both parties prior to the ending date of this grant agreement.
4. ASSIGNMENT SUBCONTRACTS: Neither this grant agreement nor any right or duty in whole or in part by the Grantee under this grant agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this grant agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this grant agreement and be bound by the terms and conditions of this grant agreement. Assignment in whole or in part of this grant agreement does not absolve the Grantee of any liability or obligation expressed and agreed to hereunder.
5. DESCRIPTION OF WORK: The Grantee agrees to perform the following services to the satisfaction of the Department:
 - A. See Attached Capital Area Regional Planning Commission (CARPC) “DNR-CARPC Proposal for WQM Planning”.
 - B. Reports:
 - 1) Provide quarterly reports to the Department in April, July, October, and January describing all applicable work activities completed or in progress, activities anticipated during the next quarter, and any problems/issues that could affect completing this work on time. Quarterly reports should be a one or two page report, providing the following information:

- a) Project Goals
 - b) Progress this Quarter
 - c) Activities Planned for Next Quarter
 - d) Problems/Issues (including any that could affect completing the project on time)
- 2) Prepare and submit to the Department within 60 days after the end of the agreement a final report describing all work activities. This report shall be subject to review and approval by the Department of Natural Resources.

6. AGENCY CONTACTS: All communications regarding this grant agreement will be made through the designated agency contacts. The designated contacts are:

Grantee - Jason Valerius, Executive Director
 Capital Area Regional Planning Commission
 100 State St. Suite 400
 Madison, WI 53703-3350

Department - Pamela Toshner
 Wisconsin Department of Natural Resources
 Bureau of Water Quality – WY/3
 101 S. Webster Street, P.O. Box 7921
 Madison, WI 53707-7921

7. TERMINATION:

- A. This grant agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Grantee to fulfill its obligation under this grant agreement, provided, that the Department shall give the Grantee not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is affected by the Department, an equitable adjustment in the price provided for in this grant agreement shall be made. Any payment due to the Grantee at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Grantee's default. The equitable adjustment for any termination shall provide for payment to the Grantee for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Grantee relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Grantee shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Grantee in performing this grant agreement, whether completed or in process.
- D. Upon termination pursuant to paragraph A above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise

and the Grantee is liable for any excess costs for such similar work or services.

E. The rights and remedies of the Department and the Grantee provided in this clause are in addition to any other rights and remedies provided by law or under this grant agreement.

8. **PAYMENT:** The Department agrees to reimburse the Grantee up to \$33,400 of FY24 state general purpose revenue funds (state identification #370.604*) to be earned by December 31st, 2024, and up to \$61,600 in FY23 Water Quality Management Planning Grant Funds to be earned by September 30th, 2024 (pending federal grant extension through December 31st, 2024), for a contract total of up to \$95,000.

Billings by the Grantee shall be made on a quarterly itemized basis for the actual net costs incurred for review and acceptance. Invoices should be sent electronically to the following:

Ruth Person
Ruth.Person@wisconsin.gov

Ryan Raab
Ryan.Raab@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality - WY/3
P.O. Box 7921
Madison, WI 53707

Copies of billings and all reports must also be sent (electronically) to:

Tim Asplund
Tim.Asplund@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality – WY/3
P.O. Box 7921
Madison, WI 53707

*Work for the FY24 state funds must be complete by December 31st, 2024, and an invoice for this portion of funding must be submitted by January 31st, 2025. Work for the FY23 Water Quality Management Planning funding must be complete by September 30th, 2024 and invoiced by October 30th, 2024. If the final report as identified in 5, B above does not accompany the final billing, the Department may withhold 10% of the total dollars of this grant agreement until the final report is received, reviewed, and approved by the Department.

9. **RECORDS; ACCESS:** The Grantee shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this grant agreement in accordance with generally accepted accounting principles and practices. The Grantee shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this grant agreement and a copy of the cost summary submitted to the Department. The Department or any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken,

shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

10. INDEPENDENT CONTRACTOR: The Grantee is an Independent Contractor for all purposes and is not an employee or agent of the Department.
11. INDEMNIFICATION. The Grantee agrees to save, keep harmless, defend and indemnify the State of Wisconsin, Department of Natural Resources and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this grant agreement or omissions of Grantee's employees, agents or representatives.
12. INSURANCE. The Grantee performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.
13. NONDISCRIMINATION: In connection with the performance of work under this grant agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" Grantee, termination of the grant agreement or withholding of payment.
14. AFFIRMATIVE ACTION: If this grant agreement is for an amount fifty thousand dollars (\$50,000) or more the Grantee agrees to submit a written affirmative action plan to the Department within 15 business days after the grant agreement commences if an acceptable plan


is not already on file with the State of Wisconsin. (Grantees with an annual work force of fewer than 50 employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" grantee, termination of the grant agreement or withholding of payment.

- 15. FUNDING SOURCE: This grant agreement is funded in part or wholly by a grant from the U.S. Environmental Protection Agency, CFDA #66.454, as well as State Funding 370.604. This procurement will be subject to regulations contained in 2 CFR 200.338 & 200.339 (formerly 40 CFR Parts 31 and 40 and OMB Circular 133). Neither the United States nor the Environmental Protection Agency is party to this agreement.
- 16. APPLICABLE LAW: This grant agreement shall be governed by the laws of the State of Wisconsin. The Grantee shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this grant agreement.
- 17. ANTITRUST ASSIGNMENT. The Grantee and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Grantee hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
- 18. TAX DELINQUENCY. Grantees who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 19. ADDENDUM: Additional conditions are attached as Attachment A, as part of the Water Quality Management Planning grant, that is funding this award. It is the responsibility of the grantee to determine which if any of the Federal Administrative Conditions in Attachment A may be relevant to the grantee or their sub awards, and to apply them accordingly.

The undersigned, as representatives of their respective agencies, hereto agree to this grant agreement.

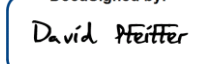
STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date 4/22/2024 | 2:07 PM CDT

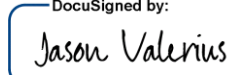
DocuSigned by:

By _____ on behalf of
7A5DFE3497144B5...
DNR Secretary

CAPITAL AREA REGIONAL PLANNING
COMMISSION

Date 6/14/2024 | 11:12 PM CDT

DocuSigned by:

By _____
1F65E9144A8F491...
David Pfeiffer, Chair

Date 5/21/2024 | 8:23 AM CDT

DocuSigned by:

By _____
3785FC95062248E...
Jason Valerius, Executive Director

CAPITAL AREA RPC
100 State St Suite 400, Madison, WI 53703



ph: 608.474.6017
info@capitalarearpc.org

February 2, 2024

Mr. Tim Asplund
Water Quality Monitoring Section Chief
Wisconsin Department of Natural Resources
101 South Webster Street, WT/3
Madison, WI 53707-7921

RE: 2024 CARPC Proposal for Water Quality Management Planning

Dear Mr. Asplund:

Enclosed is a proposal (excerpt of our Agency-wide 2024 Work Program) for water quality management planning work for the period of January 1st through December 31st, 2024, for your use in developing our 2024 contract.

The 2024 Regional Water Quality Planning Program reflects a continuation of services for sewer service area plan amendments, 208 conformance reviews, environmentally sensitive area reviews, support to local communities, data sharing, and coordination with the Department. It also includes initiatives to continue collaborative work on implementing the chloride management plan for the Starkweather Creek Watershed, updating the Environmental Corridors Report and preparing a Lake Management Plan for Lake Waubesa. The total cost of our proposed Regional Water Quality Planning Program is \$375,800 (not including WI Salt Wise or USGS Cooperative Water Resource Monitoring elements). The anticipated contract amount of \$95,000 for 2024 would represent 25% of the program cost.

The 2024 Regional Climate Resilience Planning Program has also been included in the proposal for reference and reflects a continuation and expansion of climate resiliency services, including various tree canopy initiatives, collaboration with regional stakeholders, collaborative work on implementing the Green Infrastructure Plan for the Black Earth Creek Watershed, and a regional stream crossing inventory and assessment project. The total cost of our proposed Regional Climate Resilience Planning Program is \$354,700. We would welcome additional funding from DNR to support this work.

We appreciate your consideration of our proposed 2024 work program and for your continued assistance and support. We look forward to our continued collaboration with the Wisconsin Department of Natural Resources. Please contact me if you need additional information or have any questions.

Sincerely,

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

Jason Valerius
Executive Director

cc: Ruth Person, NR Program Specialist, WDNR (*via email*)
Pamela Toshner, Water Quality Planning Coordinator, WDNR (*via email*)
Ryan Raab, Budget Coordinator, WDNR (*via email*)
Allen Darkow, WDNR (*via email*)

Capital Area Regional Planning Commission

2024 Work Program Summary

Water Quality Management & Climate Resiliency Planning

Water Quality Management Planning

<u>Work Program Element</u>	<u>Staff Hours</u>	<u>Total Cost</u>
Plan Coordination	330	\$ 35,000
Planning Services	740	\$ 68,500
Water Quality Plan Amendment	777	\$ 79,000
Water Quality Plan Consistency	830	\$ 71,800
Data Studies and Services	520	\$ 50,800
Plan Administration/Integration	670	\$ 70,700
Program Elements Total	3,867	\$ 375,800

Climate Resiliency Planning

<u>Work Program Element</u>	<u>Staff Hours</u>	<u>Total Cost</u>
Regional Climate Resilience Planning	3,829	\$ 354,700
Program Elements Total	3,829	\$ 354,700

Combined Work Program Totals	7,696	\$ 730,500
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Notes:

1) Refer to 2024 Work Program for scope of each element



CAPITAL AREA REGIONAL PLANNING COMMISSION

2024 Work Program

ADOPTED
November 27, 2023

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

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

CAPITAL AREA REGIONAL PLANNING COMMISSION

David Pfeiffer, Executive 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

(One vacant position at time of writing)

COMMISSION STAFF

Steve Steinhoff, Agency Director / Director of Regional and Community Development Planning

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 Breyer, Environmental Resources Planner

Matt Noone, Senior Environmental Resources Planner – Land Resources Specialist

Allison Madison, WI Salt Wise Program Manager

Matthew Krempely, Planning Intern

Liz Levy, Environmental Spatial Analyst Intern

Qinqin Liu, Project Assistant

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Introduction to the 2024 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 Regional Planning Commission assists local communities with planning services and conducts regional planning to advance community and regional goals.

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 2024 CARPC WORK PROGRAM

The 2024 CARPC Work Program is organized by major programs and their component projects and elements. Major programs are:

1. Regional Water Quality Planning
2. Regional Climate Resilience Planning
3. Regional Land Use Planning
4. Community Assistance Planning
5. Education and Information

The Work Program describes each program and the projects and elements within them. For each project and grouping of elements, the Work Program explains:

- 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.

2023 Highlights and 2024 Goals

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
WATER QUALITY		
Water Quality Plan	<ul style="list-style-type: none"> • Collaborated with regional municipalities, agencies, and organizations to advance solutions to water resource management issues, including collaboration with other members of the Green Tier Clear Waters Initiative to create a guidance document for use of green roofs as a stormwater management practice 	<ul style="list-style-type: none"> • Consult with DNR to update Areawide Water Quality Management Planning as needed

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
Lake Waubesa Management Plan	<ul style="list-style-type: none"> Led project in collaboration with Lake Waubesa Conservation Association with grant funding from DNR 	<ul style="list-style-type: none"> Complete plan for CARPC and DNR approval
Starkweather Creek Watershed Chloride Management Plan	<ul style="list-style-type: none"> Continued chloride monitoring with real time interactive map reporting Coordinated with WI Salt Wise to reduce salt application at priority locations 	<ul style="list-style-type: none"> Implement continuous conductivity monitoring on the Starkweather at two locations Shift focus to collecting chloride samples for lab analysis to collect data that DNR will use in their decision making process Continue to focus on education of stakeholders and implementation of the best management practices identified in the plan
Environmental Corridor Report Update	<ul style="list-style-type: none"> Prepared Final Draft of Report Update and sent to Steering Committee for review 	<ul style="list-style-type: none"> Complete report for approval from CARPC and DNR as a Water Quality Amendment to the Dane County Water Quality Plan Increase awareness of key elements of the Report through communication and outreach
Amendments – Sewer Service Area and Environmental Corridor Boundaries	<ul style="list-style-type: none"> 9 Amendments 	<ul style="list-style-type: none"> Explore and evaluate potential changes to better align program with Regional Development Framework
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
Other Watershed Management Planning		<ul style="list-style-type: none"> Continue building relationships with regional stakeholders, using recent Starkweather Creek and Black Earth Creek projects as springboard Identify future opportunities to

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
		collaborate on a large project <ul style="list-style-type: none"> • Re-engage with local Water groups, such as Clean Lakes Alliance
USGS Cooperative Water Resources Monitoring Program	<ul style="list-style-type: none"> • Four baseflow sites, from a list of 18 that rotate through the years, scheduled for 2023 in May 	<ul style="list-style-type: none"> • Continue to provide a list of four baseflow sites to USGS and administer cooperative agreement • Expand monitoring sites to include 3-4 additional within Black Earth Creek Watershed
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 grant application to DNR • Assisted Village of Cross Plains and New Heights Lutheran Church (Mazomanie) on concept design for implementing green infrastructure on site plans 	<ul style="list-style-type: none"> • Continue to lead Steering Committee toward implementing one or more priority projects identified in the Plan • Provide assistance in preparing concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities
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 • Developed Canopy Cover Priorities webapp (received Esri award) • 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 	<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

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
	<p>pathway work with Madison Collage</p> <ul style="list-style-type: none"> 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 	<p>to ecosystem services provided by municipal owned street trees</p> <ul style="list-style-type: none"> 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
Regional Stream Crossing Inventory and Assessment	<ul style="list-style-type: none"> Select HUC 12 to start with Acquire necessary equipment Coordinate with partners/potential partners 	<ul style="list-style-type: none"> Hire/utilize intern for this work Contribute data to Great Lakes Stream Crossing Inventory database
LAND USE		
Regional Development Framework	<ul style="list-style-type: none"> Completed and adopted recommendations of the Proactive Planning Committee Created beta version of online data dashboard showing performance measures and current status 	<ul style="list-style-type: none"> Complete a strategic planning process designed to generate a plan for aligning operations and governance to carry out the recommendations of the CARPC Proactive Planning Committee Publish online Data Dashboard 2.0 that effectively communicates key performance indicators; establish update schedule
SolSmart	<ul style="list-style-type: none"> Collaborated with Dane County Office of Energy and Climate Change to achieve regional SolSmart designation and encourage local communities to do the same Held introductory webinar Held planning & zoning workshop 	<ul style="list-style-type: none"> Create Solar-suitable site inventory Use solar part of Zoning Code Assessment work to earn points Achieve Bronze SolSmart designation Five additional communities in Dane County achieve SolSmart designation
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 	<ul style="list-style-type: none"> Complete the assessment that provides recommendations to communities for revising their zoning

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
	<ul style="list-style-type: none"> identify and recommend ways local codes can better support RDF implementation 	<ul style="list-style-type: none"> codes to increase local capacity to carry out Regional Development Framework strategies
Future Urban Development Area and Intergovernmental Planning	<ul style="list-style-type: none"> Piloted two projects focused on future urban development area (FUDA) and intergovernmental planning 	<ul style="list-style-type: none"> 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
Transportation-Land Use Planning Integration	<ul style="list-style-type: none"> Hired a shared Marketing and Communication Specialist Ongoing joint webinars, branding, and messaging 	<ul style="list-style-type: none"> Continue MPO-CARPC coordination of RDF-RTP implementation 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 Further investigate and implement spatial data science techniques in Agency GIS Confederate and automate collection of future land use map changes
COMMUNITY ASSISTANCE		
Community Assistance Program	<ul style="list-style-type: none"> Evaluated and improved project scoping, estimating, and invoicing 	<ul style="list-style-type: none"> Standardize program and process, develop templates, tie to Regional Development Framework Establish program goals
Village of Shorewood Hills	<ul style="list-style-type: none"> Led process to update of Comprehensive Outdoor Recreation Plan Led preparation of Forestry Management Plan 	<ul style="list-style-type: none"> Complete plan for Village adoption Complete plan for Village adoption
Town of Bristol	<ul style="list-style-type: none"> Led update of Comprehensive Plan Update 	<ul style="list-style-type: none"> Complete plan for Town adoption
Town of Sun Prairie	<ul style="list-style-type: none"> Supported update of Comprehensive Plan Update 	<ul style="list-style-type: none"> Assist as needed with final plan development
Town of Rutland	<ul style="list-style-type: none"> Worked with Town to lay groundwork for Comprehensive Plan Update 	<ul style="list-style-type: none"> Lead process to update the Comprehensive Plan
Other town projects	<ul style="list-style-type: none"> Springfield farmland mapping splits 	<ul style="list-style-type: none"> Continue to assist five Towns with zoning mapping services

PROGRAMS	2023 HIGHLIGHTS	2024 OBJECTIVES
	<ul style="list-style-type: none"> Vienna cemetery mapping Ongoing mapping services for 5 towns 	<ul style="list-style-type: none"> Other assistance to be determined
EDUCATION AND INFORMATION		
	<ul style="list-style-type: none"> Published monthly newsletters, produce webinars, social media, updated and improve websites, updated photo library Expanded our online data portal with additions of the Greater Madison Region Green Infrastructure Viewer, Spongy Moth Citizen Scientist Reporting Tool and the Original Township Descriptions 	<ul style="list-style-type: none"> Continue current activities Develop agency communications/outreach strategy with new Marketing/Comms Spec Complete brand implementation Offer annual trainings to local plan commissioners CARPC staff work with schools: speak to classes, tree planting, tutoring
COMMISSION AND ADMINISTRATION		
Commission	<ul style="list-style-type: none"> Proactive Planning Committee produced report and recommendations which were approved by the commission Commissioned preparation of a strategic planning process; participated in pre-planning committee Approved and facilitated transition to Executive Director position and related agency structure Held public hearings and acted on recommendations to DNR on Sewer Service Area amendment to the Water Quality Plan 	<ul style="list-style-type: none"> Conduct commissioner training(s) led by CARPC staff on topics such as stormwater management and other topics identified by commissioners as relevant or helpful Enact governance changes as identified during CARPC strategic planning process Provide policy guidance and oversight to Water Quality Management Planning through a new Ad Hoc WQP Committee, evaluate committee performance, and provide recommendations to Commission for actions following Committee sunset date
Administration	<ul style="list-style-type: none"> Managed transition of multiple recruitments, hirings, promotions Searched, selected, and transitioned to new IT, accounting, and payroll providers Office improvement including clearing out old files and furniture and adding new offices and work spaces; key card entry system 	<ul style="list-style-type: none"> Complete successful staffing and administrative system transitions Complete compensation study Prepare policy and procedures manual Revise personnel manual to become employee handbook

2024 Work Program Staffing

Starting in 2024 a new Executive Director will lead operations, administration, commission liaison, and outreach for CARPC.

Environmental Resources Planning staff include a Senior Environmental Engineer, a Senior Environmental Resources Planner (Land Resources Specialist), and an Environmental Resources Planner. Their work focuses primarily on regional water quality and climate resilience planning.

Community and Regional Development Planning staff include two Senior Community Planners, one with a specialization in data and mapping systems and one with a specialization in community outreach. Their work focuses primarily on regional land use planning, community planning assistance, and education and information activities.

An Administrative Services Manager manages accounting, human resources, and office administrative functions. A recently hired Public Relations and Communications Specialist employed by the MPO will work 25 percent of the time for CARPC.

Table 1 below shows the summary of total staff hours for the major 2024 Work Programs. Table 2 shows a breakdown of program hours for each staff person.

Table 1: Work Program 2024 Summary Table: Staff Hours

AGENCY PROGRAMS	STAFF HOURS	PERCENT
Water Quality Planning	5,846	32%
Climate Resilience Planning	3,758	20%
Land Use Planning	3,290	18%
Community Assistance	1,066	6%
Education and Information	1,369	5%
Administration and Commission Support	3,155	17%
TOTAL	18,483	

2024 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 2023 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 Coordination
- Plan Amendment
- Plan Consistency
- Planning and Services
- Data Studies and Services
- Wisconsin Salt Wise
- USGS Cooperative Water Resource Monitoring

Plan Coordination

Objectives

Ongoing plan coordination 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.

2024 Objective: Consult with DNR to update Areawide Water Quality Management Planning as needed.

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 2023 Commission collaborations included:

- Collaboration with the Clean Lakes Alliance as a Collaborator of the Yahara CLEAN Compact and Community Board, including implementation of the "Renew the Blue" Plan
- 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

Major plan coordination work in 2023 included:

- Continuing 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.
- Began planning regional stream crossing inventory work by coordinating with Wisconsin DNR, identifying a subwatershed in Dane County for a pilot study, and beginning to acquire necessary equipment.

Relationship to Other Activities

Coordinating with municipalities, organizations, and other agencies supports all of the other components of Water Quality Planning.

Work Description, Products and Schedule

This program 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

STAFF	HOURS
Senior Environmental Engineer	200
Environmental Resources Planner	80
Environmental Engineer	50
Total	330

Funding Source

Tax Levy	Review Fees	DNR Agreement	Total
27%	0%	73%	100%
\$12,000	\$0	\$23,000	\$35,000

Planning Services

Objectives

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.

Previous and Current Work

CARPC has regularly updated appendices of the Water Quality Plan as needed. Currently, CARPC is updating the Environmental Corridors Appendix to the Plan.

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.

Relationship to Other Activities

While the primary purpose of these programs 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 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

Planning Service projects, products, and schedule are described below.

Environmental Corridors Report Update

The current Environmental Corridors Report was adopted in 1996 and is being updated to add the concept of Stewardship Areas—those locations recommended for consideration as an enhancement to the required environmental corridors including potentially restorable wetlands and the 0.2% annual chance floodplain—as part of the Regional Development

Framework. In 2023, work included drafting the report update and preparing it for review by the Steering Committee.

In 2024, staff will update the Environmental Corridors Report, with Steering Committee input, is expected to continue through the first quarter of 2024. This will be followed by plan implementation work. Implementation includes communication and outreach to increase awareness of key elements of the Report.

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 2023 work on this project included continuation of chloride monitoring and collaboration with WI Salt Wise and other partners to begin implementing outreach and education efforts identified in the plan.

In 2024, monitoring will continue, with a refined focus on continuous monitoring at two locations and identifying point source contributors to high chloride loads. The focus will shift from field analysis to lab analysis to collect data that DNR will use in their decision making. Work will also continue to focus on education of stakeholders and implementation of the best management practices identified in the plan.

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 2023 work on this project included quarterly meetings with a Steering Committee, distributing a lake user survey, conducting shoreline inventories (shoreland habitat assessment and coarse woody habitat), summarizing land use inventory information for subwatersheds, identifying top priorities for agricultural best management practices, identifying and mapping top priority stormwater outfalls and green infrastructure practices, and compiling and summarizing existing plans, reports, and water quality data. In 2024, staff will complete plan writing, revisions, DNR review, and CARPC and DNR plan approvals.

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 a large project.

Estimated Annual Hours

STAFF	HOURS
Environmental Resources Planner	440
Senior Environmental Resources Planner	180
Senior Environmental Engineer	60
Environmental Engineer	20
Wisconsin Salt Wise Program Manager	20
Senior Community Planner & Outreach Coord	20
Total	740

Funding Source

Tax Levy	Review Fees	DNR Agreement	Total
53%	11%	36%	100%
\$42,900	\$7,900	\$17,800	\$68,500

Water Quality Plan Amendment

Objectives

Amendments to the *Dane County Water Quality Plan* primarily result from applications to revise sewer service area boundaries and environmental corridor boundaries (in Urban Service Areas and Limited Service Areas). Amendments to the *Dane County Water Quality Plan* may also result from 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. 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.

Previous and Current Work

This is an ongoing program element. CARPC has conducted sewer service 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 2022, the Commission held public hearings and staff provided comprehensive staff analysis reports for ten proposed sewer service area amendments. Through September 2023 there have been eight proposed sewer service area amendments and no proposed “Major Change” amendments to Environmental Corridors.

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

Review, comment on, and administer proposed amendments to the *Dane County Water Quality Plan*, which typically include revising the sanitary sewer service area boundaries and environmental corridors in the adopted regional water quality management plan but may also include proposed “Major Changes” to the adopted policies and criteria for Environmental Corridors within the *Dane County Water Quality Plan*.

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 with sewer service area plan and/or environmental corridor amendments being conducted over the course of the year as requests are submitted by municipalities. During 2024, 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 who propose expansions of sanitary sewer service areas or major changes to environmental corridors. 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 conjunction with the 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; and sewer service area and environmental corridor GIS data is maintained in an open data portal on the CARPC website.

In 2024, in addition to maintaining the amendment program, staff will explore and evaluate potential changes to better align the program with the Regional Development Framework.

Estimated Annual Hours

STAFF	HOURS
Senior Environmental Engineer	287
Environmental Engineer	270
Environmental Resources Planner	160
Senior Environmental Resources Planner	40
Senior Community Planner	20
Total	777

Funding Source

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	91%	9%	100%
\$0	\$75,000	\$4,000	\$79,000

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 2022, Commission staff provided review comments on 98 sanitary sewer extensions (69 proposed public sanitary sewer extensions or reconstructions and 29 proposed commercial building sanitary sewer extensions), as required under Sections NR 110.08(4) and SPS 382.20(4) of the Wisconsin Administrative Code. Commission staff also provided review comments on 23 related stormwater management plans and conducted 9 associated reviews of environmentally sensitive areas.

Through September 2023 there have been 75 sanitary sewer extension reviews completed. 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 2022, Commission staff provided reviews for three annexation requests. Through September 2023 there have been eleven 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), 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).

Work also includes reviewing plats and development plans for consistency with the Environmental Corridors adopted in the *Dane County Water Quality Plan*. 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 with reviews being conducted over the course of the year as requests are submitted. During 2024, 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 commercial building sanitary sewers, 30 stormwater management plans, and 15 Environmental Corridor delineations.

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

STAFF	HOURS
Environmental Engineer	580
Senior Environmental Engineer	100
Environmental Resource Planner	150
Total	830

Funding Source

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	90%	10%	100%
\$13,800	\$43,000	\$15,000	\$71,800

Data Studies and Services

Objectives

Maintain in house datasets and make data available to the public via an open data portal.

Previous and Current Work

CARPC has maintained environmental resources datasets such as the environmental corridors dataset and wetland delineations since its inception. More recently, CARPC made environmental resources and other data available on its open data portal website pages.

Relationship to Other Activities

Datasets provide the data necessary for staff to carry out the areawide water quality management programs.

Work Description, Products and Schedule

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

Estimated Annual Hours

STAFF	HOURS
Senior Environmental Resources Planner	200
Environmental Resources Planner	200
Environmental Engineer	80
Senior Environmental Engineer	40
Total	520

Funding Source

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	0%	10%	100%
\$15,600	\$0	\$35,200	\$50,800

WI Salt Wise Program

Objectives

To 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 2024 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 2024 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 2023, 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.

- **Refining communication around solutions:** In 2023, staff began working with a UW-Madison Science Communication specialist to improve the utilization of virtual channels and grow the Salt Wise community. We will continue to run the monthly Salt Wise Wednesday Webinar Series and investigate new opportunities in the ever-changing social media landscape.
- **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

STAFF	HOURS
WI Salt Wise Program Manager	1,700
Total	1,760

Funding Source

TAX LEVY	GRANTS	SERVICE AGREEMENTS AND DONATIONS	TOTAL
46%	37%	17%	100%
\$87,500	\$75,000	\$35,000	\$197,500

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. Continuous streamflow data and water quality samples are collected and published by the U.S. Geological Survey (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). 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 Mauneshia River). Continuous lake level data is collected with gages at Lakes Mendota, Monona, Kegonsa, and Waubesa.

Relationship to Other Activities

The streamflow, water quality, and lake level data collected through this program 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 (Dane County, City of Madison, City of Middleton, and Town of Westport). 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

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

STAFF	HOURS
Senior Environmental Engineer	20
Environmental Resources Planner	14
Total	1,760

Funding Sources

TAX LEVY	USGS	SERVICE AGREEMENTS	TOTAL
0%	39%	61%	100%
\$0	\$79,509	\$ 124,602	\$204,111

Other Water Quality Planning Activities

Other activities include administration, education, external relations, strategic planning, and professional development. These activities account for a total of 670 hours and \$70,700.

REGIONAL CLIMATE RESILIENCE PLANNING PROGRAM

Objectives

Facilitate the development and implementation of regional climate resilience plans with our communities. Support communities in making decisions that strengthen the climate resilience of our region. More specific objectives are listed under the projects below.

Previous and Current Work

In response to the 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, the Commission began working with the communities in the Black Earth Creek watershed, and other key stakeholders on an initiative for regional planning for flood resilience using green infrastructure. Development of the plan was completed in 2022. In 2023, CARPC staff assisted communities and other stakeholders with plan implementation.

In 2023 CARPC also began other efforts to increase climate resilience in the region beyond flood resilience planning by partnering with the Dane County Tree Canopy Working Group (now the Tree Canopy Collaborative) and the Midwest Climate Collaborative. The aim of the Tree Canopy Working Group is 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 2023 was creation of "Growing Shade", a tree canopy equity tool. This webapp received an award from Esri.

In 2023, CARPC staff worked with the Urban Tree Alliance (a local non-profit focused on increasing canopy cover for underserved areas) 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. CARPC conducted a forest inventory and historic analysis for the Northern Lake Mendota and Yahara Watersheds. Also in 2023, CARPC staff partnered with two elementary schools to grow heritage trees onsite while providing educational experiences. Finally, CARPC supported "citizen scientist" project by developing an interactive web map for tracking Spongy Moth infections of oak trees.

The mission of the Midwest Climate Collaborative is 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.

Relationship to Other Activities

While the primary purpose of this program is climate resilience, many of the projects implemented as result of planning efforts conducted under this program will also have water quality benefits which are one the objectives of the Water Quality Planning Program. The regional climate resilience planning program is also integral to the Regional Development Framework goal of reducing climate change and increasing climate and flood resilience.

Work Description, Products and Schedule

This program generally involves collaborating with various implementation 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 be undertaken or continue in 2024 include:

Green Infrastructure Plan for the Black Earth Creek Watershed

In 2024, CARPC will continue to lead the Steering Committee toward implementing one or more priority projects identified in the Plan. This may also include providing assistance in preparing concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities and stakeholders.

Tree Canopy Partnerships and Initiatives

In 2024, 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 TCC to explore creating model ordinances that could be adopted by municipalities to promote tree preservation policies, and integrating tree preservation polices into municipality Comprehensive Plans. 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 investigate equitability 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 2024, work will include continued collaboration with the MCC to accelerate climate action, knowledge generation and leader development. CAPRC staff will be presenting and attending the annual conference. Specific projects include further development of the Midwest Climate Resource Network and the Midwest Tree Canopy Hub.

Regional Stream Crossing Inventory and Assessment

In 2024, work on this project will include a pilot to test the feasibility of developing a regional GIS dataset to evaluate stream crossings for fish passage and flood resiliency using the Great Lakes Stream Crossing Inventory criteria. Stormwater and streams flow across municipal boundaries and many smaller communities don't have GIS capabilities to be able to map their own culverts, detention basins, and other stormwater infrastructure. Having a complete dataset will provide a better understanding of stormwater and stream flow across municipal jurisdictions. Data collected will contribute to the Great Lakes Stream Crossing Inventory database. Hiring/utilizing an intern for this project will be necessary.

Estimated Annual Hours

STAFF	HOURS
Executive Director	140
Senior Environmental Engineer	639
Environmental Engineer	600
Senior Environmental Resources Planner – Land Resources	1,100
Environmental Resources Planner	440
Senior Community Planner and Outreach Coordinator	120
Senior Community Planner	80
Interns	710
Total	3,829

Funding Source

TAX LEVY	TOTAL
100%	100%
\$354,700	\$354,700

CARPC will seek funding to support the Regional Stream Crossing Inventory and Assessment.



State of Wisconsin Purchase Order

Dept of Natural Resources
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Supplier: 0000030909
 Capital Area Reg Planning Comm
 100 State Street Ste 400
 Madison WI 53703-2573
 United States

Dispatch Via Print		
Purchase Order	Date	Revision
37000-0000027867	05-09-2024	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	COMMON
Buyer	Phone	Currency
Plachetta, Konrad	608/266-0311	USD

Ship To: MADSW0031
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Attention: See Detail Below

Bill To: NATURAL RESOURCES, DEPT OF
 ATTN: ACCOUNTS PAYABLE - FN/2
 PO BOX 7921
 MADISON WI 53707-7921
 United States

Tax Exempt? Y **Tax Exempt ID:** 396006436 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	State Funding Line-Agreement to provide water quality management planning assistance to DNR		1.0000	LOT	33,400.00000	33,400.00	12/31/2024
						Attention: Allen Darkow	
Schedule Total						33,400.00	
Item Total						33,400.00	
3 - 1	FED FY23 WQMP Funds		1.0000	LOT	61,600.00000	61,600.00	09/30/2024
						Attention: Darkow, Allen	
Schedule Total						61,600.00	
Item Total						61,600.00	
Total PO Amount						95,000.00	

Authorized Signature

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

APPLICABLE LAW AND COMPLIANCE: This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

CANCELLATION: The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

WORK CENTER CRITERIA: A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The contractor performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the

contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.

PATENT INFRINGEMENT: The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

PAYMENT TERMS AND INVOICING: The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Effective August 2016, the contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

REFUND OF CREDITS: The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

TERMS AND CONDITIONS: The Standard Terms and Conditions (DOA-3054) or the Standard Terms and Conditions for State of Wisconsin Printing (DOA-3604) shall apply to all orders. Copies of these terms and conditions are available upon request from the State Bureau of Procurement.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

·Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and **Kimberly Houston houston-williams.kimberly@epa.gov**

·MBE/WBE reports (EPA Form 5700-52A): region5closeouts@epa.gov

·All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: **daughtridge.rachel@epa.gov and houston-williams.kimberly@epa.gov**

·Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **Rachel Daughtridge daughtridge.rachel@epa.gov**

Programmatic Conditions

Grant-Specific Programmatic Terms and Conditions

A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports – Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work

plan are known.

Performance Reports - Frequency

The recipient agrees to submit **annual** performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on **9/30**. The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

B. Cybersecurity Condition

State Grant Cybersecurity

- (a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
- (b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

- (2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to

comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

C. Requirements for Tracking and Reporting Infrastructure Investment and Jobs Act Funding and Benefits

EPA may amend this agreement to specify additional requirements applicable to Infrastructure Investment and Jobs Act funding as information becomes available. In the interim, the recipient agrees to have financial management and programmatic management systems in place to:

- 1) track Infrastructure Investment and Jobs Act and "regular" 604(b) funds separately using Agency-provided accounting codes and report separately on expenditures of Infrastructure Investment and Jobs Act funds.
- 2) track and report on outputs and outcomes achieved with Infrastructure Investment and Jobs Act funds: Outputs and outcomes associated with Infrastructure Investment and Jobs Act 604(b) appropriations will be estimated by examining the proportion of activities funded by Infrastructure Investment and Jobs Act relative to those funded by "regular" 604(b) allotments.
- 3) states shall report to EPA Regions no less than annually (or more often as required by Infrastructure Investment and Jobs Act reporting requirements) on key project characteristics and milestone information, applying the proportional ratio to estimate those benefits resulting from Infrastructure Investment and Jobs Act-funded activities.

Additional Agency direction on tracking and reporting Infrastructure Investment and Jobs Act funding is contained in EPA's [Interim Implementation Guidelines for Clean Water Act Section 604\(b\) Water Quality Management Planning Grants for Fiscal Years 2022 through 2026](#).

D. Conditional Award

EPA has conditionally approved the workplan to allow the recipient to proceed to work on approved workplan components. The recipient may incur costs on eligible activities associated with the approved workplan components up to **\$718,000**, until the final subaward workplan has been approved by EPA:

- 1) the recipient should not request payments and EPA will not make payments for unapproved work; and
- 2) any costs incurred for unapproved work by the recipient are at its own risk.

E. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of](#)

Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements.

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

F. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

G. Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement the Quality Assurance (QA) planning document(s) in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP)

The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#).

2. Quality Assurance Project Plan (QAPP)

- i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.
- b. The recipient must submit the QAPP 90 days after grant award, and/or no more than 180 days after grant award.
- c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur.

For Reference:

- [Quality Management Plan \(QMP\) Standard](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Non-EPA Organizations Quality Specifications](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).