

2022

Unified Planning Work Program



JANESVILLE AREA

Metropolitan Planning Organization (MPO)

Technical Advisory Committee: September 30,
2021

Policy Board: October 25, 2021

2022 Janesville Area MPO Unified Planning Work Program (UPWP)

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 Metropolitan Planning Area (MPA)

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 Municipal Boundaries

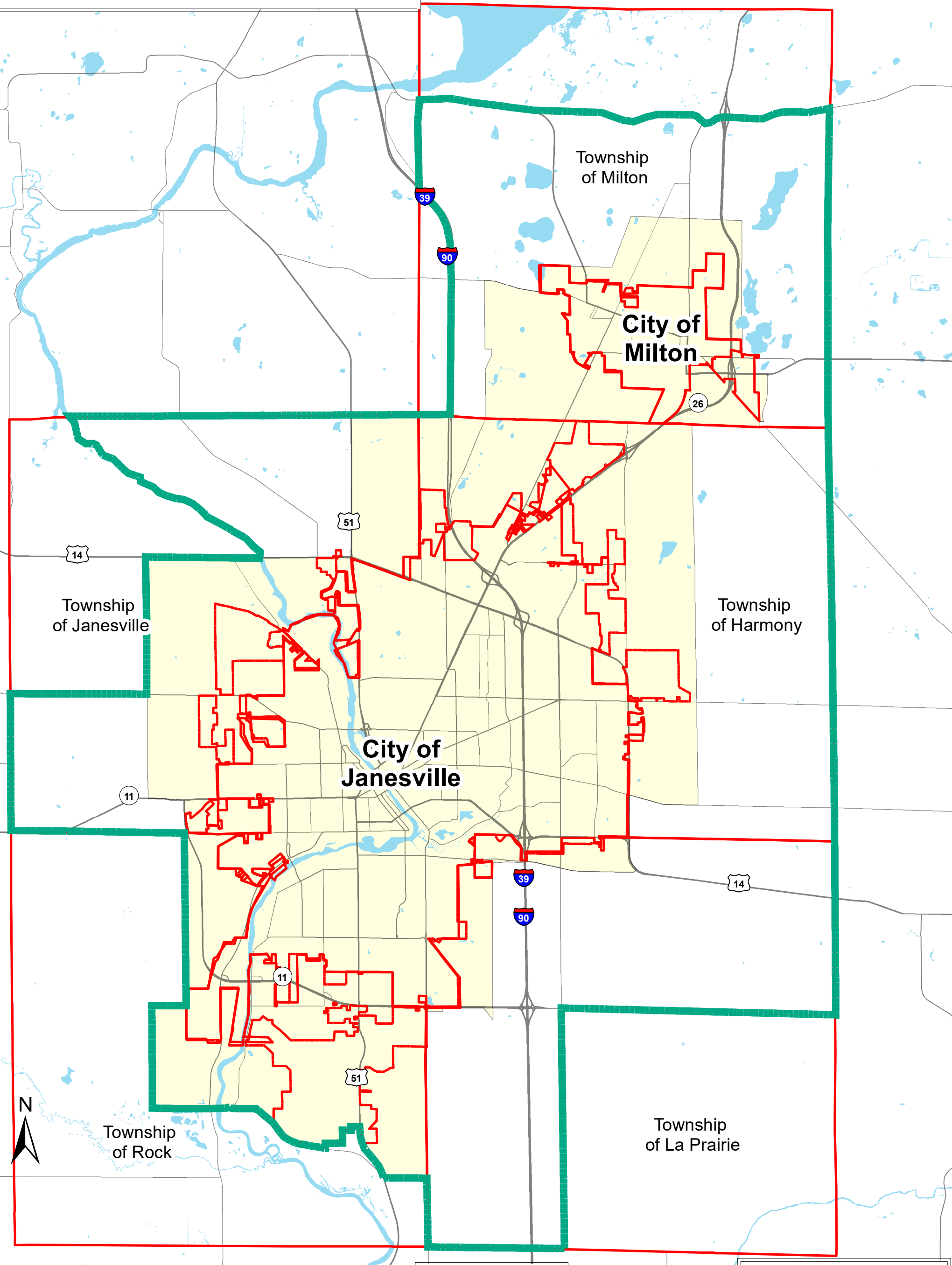


Figure 1

Janesville Area Metropolitan Planning Organization (MPO) Planning Boundaries



Minor Adjustment to Metropolitan Planning Boundary
Approved 8/14/2017
S:\Projects\MPO\Census\2016 Urbanized Area

Background

Introduction

The *2022 Janesville Area MPO Unified Planning Work Program (UPWP)* illustrates the work activities that the Janesville Area Metropolitan Planning Organization (MPO) will perform in calendar year 2022. The Janesville Area MPO is the designated MPO for the Janesville, Wisconsin Metropolitan Planning Area (MPA).

Unified Planning Work Programs are developed by local agencies and municipalities through a public participation process, a Technical Advisory Committee (TAC), and ultimately adopted by a Policy Board. The MPO seeks input from local municipalities and agencies, as well as the Wisconsin Department of Transportation (WisDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) to inform the *UPWP*.

The *UPWP* illustrates how the MPO will implement the *2020-2050 Long Range Transportation Plan (LRTP)* for the Janesville MPA, which was adopted by the MPO's Policy Board in May 2021 in accordance with the federal *Fixing America's Surface Transportation (FAST) Act*.

About the UPWP

The goal of the *2022 UPWP* is to coordinate transportation projects and provide direction for transportation planning in the Janesville Area MPA in 2022. The MPA covers the Cities of Janesville and Milton, and parts of the Townships of Harmony, Milton, Janesville, La Prairie, and Rock. A map of the MPA, urbanized area, and municipal boundaries is located in [Figure 1¹](#).

The MPO is governed by a Policy Board consisting of the seven Janesville City Council members, the Janesville City Manager, the Mayor of Milton, a member from the Rock County Board of Supervisors, a representative from the WisDOT Southwest Region Office, and the chairs from the five member townships.

MPO planning funds are allocated to the Janesville Area MPO through a cost-sharing formula that is 80.0% federal, 3.9% state, and 16.1% local funds. The local funds are provided almost

¹ Page 6

exclusively through the City of Janesville General Fund. The Janesville Area MPO also utilizes the services of Janesville city staff, consultants, and interns as appropriate.

There are four elements to the 2022 UPWP: Program Administration, Long Range Transportation Planning, Short Range Transportation Planning, and the *Transportation Improvement Program (TIP)*.

Organization & Structure

The Janesville Area MPO is authorized under a 2017 *Cooperative Agreement for Continuing Transportation Planning for the Janesville Metropolitan Planning Area* (referenced later in this document) *between Janesville Area MPO, the State of Wisconsin Department of Transportation (WisDOT), the City of Janesville (Transit Operator), and by Section 134, Title 23, United States Code (23 USC 134)*.

The planning process is implemented through a committee structure. A Technical Advisory Committee (TAC) forwards recommendations to the Policy Board for consideration. Ad hoc subcommittees may be formed for specific projects or studies. Subcommittees report to the TAC. The roles of the TAC and MPO Policy Board are described below:

- **Technical Advisory Committee** – The TAC reviews, studies, and makes recommendations related to technical issues affecting study priorities and the transportation planning and programming process. The TAC is comprised of individuals representing the following agencies, organizations, and municipalities:
 - Janesville City Manager’s Office
 - Janesville Public Works Department
 - Janesville Engineering Division
 - Janesville Planning Division
 - Janesville Transit System
 - Milton City Administration
 - Milton Public Works
 - Rock County Planning, Economic, and Community Development Department
 - Rock County Public Works – Highway Division
 - Rock County Board of Supervisors
 - Stateline Area Transportation Study (SLATS) MPO
 - WisDOT
 - FHWA (Non-Voting)
 - FTA (Non-voting)
 - Rock Trail Coalition (Non-Voting)
 - Wisconsin & Southern Railroad (Non-voting)
 - Town of Harmony
 - Town of Rock
 - Town of Janesville
 - Town of La Prairie
 - Town of Milton

- **MPO Policy Board** – The Policy Board is responsible for establishing overall policy decisions related to transportation funding priorities and monitoring the direction of studies of transportation conditions in the MPA. The Policy Board meets annually to approve the *UPWP* and *Transportation Improvement Program (TIP)*, then as needed in order to approve amendments to the *TIP* and consider other business items. Members of the Policy Board are listed earlier in this document prior to the Table of Contents.

Self-Certification with the Metropolitan Planning Process

The MPO includes self-certification of the metropolitan planning process in accordance with 23 CFR 450.334(a) within the resolution adopting the UPWP. The Janesville Area MPO certifies that the metropolitan planning process is being carried out in accordance with all applicable requirements, including:

23 USC 134 and 49 USC 5303

- Current Documentation and approvals include the following:
 - **Transportation Plan (LRTP)**; *2020-2050 Long Range Transportation Plan*; adopted May 10, 2021;
 - **Transportation Improvement Program (TIP)**, *2022-2027 Transportation Improvement Program*; approved on October 25, 2021;
 - **Unified Planning Work Program (UPWP)**; *Janesville Area MPO Unified Planning Work Program*; approved on October 25, 2021;
 - **Public Participation Plan (PPP)**; *Public Participation Plan*; approved on November 29, 2017;
 - **MPO Cooperative Agreement**; WisDOT, Janesville Area MPO, and Janesville Transit System; March 3, 2017; and
 - **Metropolitan Planning Area Boundary**; Approved by the MPO and WisDOT on August 14, 2017.

In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 USC 7504, 7506 (c) and (d)) and 40 CFR part 93

- This requirement does not directly apply to the Janesville Area MPO as the MPA is not located in a non-attainment or maintenance area.

Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21

- The MPO complies with this requirement through policies identified in the *Public Participation Plan* adopted on November 29, 2017, *Environmental Consultation Plan* adopted in November 2007, and the *Janesville Area MPO Title VI Agreement* between the MPO and WisDOT.

49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity

- The MPO complies with this requirement through policies identified in the *Public Participation Plan* adopted on November 29, 2017, *Environmental Consultation Plan* adopted in November 2007, and the *Janesville Area MPO Title VI Agreement* between the MPO and WisDOT.

Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects

- The Janesville Area MPO will follow WisDOT's federal approved Disadvantaged Business Enterprises (DBE) program when soliciting contractors to complete MPO projects using federal MPO planning funds.

23 CFR part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts

- This requirement does not directly apply to the Janesville Area MPO as the MPO is not involved in federal or federal-aid highway construction contracts. The Janesville Area MPO does operate under the City of Janesville's *Equal Opportunity in Employment and Service Delivery*.

The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance

- The Janesville Area MPO complies with this requirement through policies identified in the *Public Participation Plan* adopted on November 29, 2017, *Environmental Consultation Plan* adopted in November 2007, and the *Janesville Area MPO Title VI Agreement* between the MPO and WisDOT, and through the City of Janesville's *Equal Opportunity in Employment and Service Delivery*.

Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender

- The Janesville Area MPO complies with this requirement through policies identified in the *Public Participation Plan* adopted on November 29, 2017, *Environmental Consultation Plan* adopted in November 2007, and the *Janesville Area MPO Title VI Agreement* between the MPO and WisDOT, and through the City of Janesville's *Equal Opportunity in Employment and Service Delivery*.

Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

- The Janesville Area MPO complies with this federal requirement through the policies and actions identified in the *Public Participation Plan* approved on November 29, 2017. Policies and procedures are posted on the MPO website at <http://www.ci.janesville.wi.us/government/departments-divisions/public-works/planning->

[services/metropolitan-planning-organization-mpo/mpo-document-library](#) and in the City of Janesville Planning Division Office.

Resolution 2021-07, which adopts the *Unified Planning Work Program* for the Janesville Area MPO, is included in **Appendix A**. The signed Self-Certification is located in **Appendix D**.

Equality in Transportation Planning

The Janesville Area MPO is committed to the equal distribution of transportation programs and services. A *Non-Discrimination Agreement between the MPO and WisDOT* was signed in 2021. The agreement assures that no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity conducted by the MPO. The MPO Coordinator is the Title VI Coordinator responsible for initiating and monitoring Title VI activities and preparing required reports. The *Title VI Program and Non-Discrimination Agreement* may be viewed on the City of Janesville's website: <http://www.ci.janesville.wi.us/home/showdocument?id=3201>.

Public Participation

- The MPO published its *Public Participation Plan (PPP)* in 2017. The 2022 *UPWP* was developed according to the *PPP* and all activities will be carried out in accordance with the *PPP*. The *PPP* may be found in the MPO document library here: <http://www.ci.janesville.wi.us/home/showdocument?id=8016>.

Cooperative Agreement

- The *Cooperative Agreement between the State of Wisconsin, Janesville Transit System, and the Janesville Area MPO* was signed in 2017. The signed agreement may be found in the MPO document library at this link: <http://www.ci.janesville.wi.us/home/showdocument?id=8012>.

Work Program Changes & Amendments

If unanticipated changes in funding or work activities occur during the calendar year, the MPO may need to amend the *UPWP*. The magnitude of the change determines the need for an amendment. An amendment to the *UPWP* is required if changes meet any of the following criteria:

- **Funding** – It becomes necessary to 1) add additional funds to perform existing or additional *UPWP* activities; 2) reduce funds or delete *UPWP* activities; and/or 3) transfer funds from one *UPWP* element to another element, in an amount equal to or greater than ten percent of the total *UPWP* programmed budget (i.e., \$21,000 or more).

- **Work Activities** – When there will be a significant change in work activities (e.g., change from having staff perform *UPWP* activities to hiring a consultant to perform *UPWP* activities, or a significant change in scope of work activities within a specific work element).
- **FHWA Approval Letter Contingencies** – Any additional contingencies included in the FHWA *UPWP* approval letter.

Work Program Amendment Process

Similar to the annual *UPWP*, a draft copy of the *UPWP* Amendment should be sent to the following individuals for comment:

- MPO Planning Liaison (WisDOT)
- Travel Forecasting Liaison (WisDOT)
- Regional MPO Liaison (WisDOT)
- MPO/RPC Statewide Coordinator (WisDOT)
- Division Planning Representative (FHWA)
- Regional Representative (FTA)

After the MPO addresses review comments within the amendment, the MPO will obtain Policy Board approval through resolution and forward the amendment and resolution to WisDOT, FTA, and FHWA requesting final approval. *UPWP* amendments shall be forwarded to and approved by FHWA prior to incurring expenses subject to approval of the amendment.

The MPO will follow the *PPP* for public notice procedures prior to the Policy Board meeting. Notices in the local newspaper, website, and libraries will be distributed at least one week prior to the meeting.

MPO Staff

The City of Janesville Public Works Department coordinates the functions of the Janesville Area MPO. **Table 1** details staff responsibilities and workloads anticipated for 2022.

Table 1: 2022 MPO Projected Staff Hours & Responsibilities

MPO Staff	Title	Planning Tasks	Percent of Hours devoted to MPO
Alexander Brown	MPO Coordinator	Short & Long range planning, Administration, TIP	90%
Duane Cherek	Planning Director (MPO Director)	Short & Long Range Planning, Administrative oversight and management, Intergovernmental Coordination	15%
Ahna Bizjak	Senior Engineer (Traffic)	Short & Long Range Planning, Intergovernmental Coordination, TIP	10%
Mike Payne	City Engineer	Short & Long Range Planning, Intergovernmental Coordination, TIP	6%
Paul Woodard	Public Works Director	Short & Long Range Planning, Administrative oversight and management, Intergovernmental Coordination	3%
Matt McGrath	Senior Engineer	Short Range Planning	5%
Lisa Wolf	Senior Engineer	Short Range Planning	1%
Karissa Chapman	Engineer	Short Range Planning	1%
Rebecca Smith	Transit Director	Transit Service Planning, TIP	5%
Michael Bachmeyer	Assistant Transit Director	Transit Service Planning, TIP	5%
Tera Barnett	Secretary	GIS (long-range), Administrative Support	3%
Brian Schweigl	Senior Planner	Short Range Planning	2%
Jon Wolfrath	Associate Planner	Short-Range Planning	2%
Kirby Benz	GIS Coordinator	GIS (long-range)	3%

Table 1: 2022 MPO Projected Staff Hours & Responsibilities

MPO Staff	Title	Planning Tasks	Percent of Hours devoted to MPO
Zach Pennycook	GIS Specialist	GIS (long-range)	6%
Seasonal Intern	MPO Intern	Short & Long Range Planning, TIP	600 Hours
Seasonal Intern	ADA Evaluation Unspecified Seasonal	Short Range Planning	600 Hours

Janesville Area MPO Meeting Schedule

Table 2: Tentative MPO Meeting Dates

January	April	July	October
WisDOT MPO/RPC Directors Meeting	WisDOT MPO/RPC Directors Meeting	WisDOT MPO/RPC Directors Meeting	WisDOT/MPO/RPC Conference
MPO Technical Advisory Committee Meeting	MPO Technical Advisory Committee Meeting	MPO Policy Board Meeting	MPO Technical Advisory Committee Meeting
February	May	August	November
MPO Policy Board Meeting	MPO Policy Board Meeting		MPO Policy Board Meeting
March	June	September	December
		Fall Work Program	Fall Work Program

Table 2: Tentative MPO Meeting Dates

		Meeting	Meeting
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All TAC meetings are tentatively scheduled for 10:00 A.M. in Room 416 in Janesville City Hall. MPO Policy Board meetings, correspondingly, are tentatively held in Room 416, twenty or more days after the corresponding TAC meeting. Meetings will continue to be held in an entirely virtual or hybrid format for an undetermined period of time, depending on the status of the Covid-19 Pandemic.

All meetings hosted by the MPO are tentatively scheduled. To confirm the meeting date, time, and location, agendas and information packets will be sent out to all members of the TAC and Policy Board at least one week prior to the meeting.

Planning Priorities, Metropolitan Planning Factors & Planning Emphasis Areas

The Federal *FAST Act* establishes the planning factors that MPOs must consider when developing transportation plans and programs. The ten metropolitan planning factors include the following:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the security of the transportation system for motorized and non-motorized users.
3. Increase the safety aspects of the transportation system for its users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism.

Table 3: Janesville Area MPO Activities in Relation to FAST Act Planning Factors

MPO Elements and Activities	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
L RTP FAST Act Compliance	✓	✓	✓	✓	✓	✓	✓	✓	✓	
L RTP Implementation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bicycle & Pedestrian Plan Implementation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Urbanized Area & Planning Boundary Maps						✓	✓	✓		
Performance Measures	✓	✓	✓			✓	✓	✓	✓	
State Highway Safety Planning	✓		✓		✓	✓	✓	✓	✓	✓
Standardizing Operations and Maintenance Issues	✓	✓	✓		✓	✓	✓	✓	✓	✓
Janesville Area MPO Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Transportation Improvement Program	✓				✓	✓	✓	✓	✓	
Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓		
Administration and Outreach	✓	✓	✓	✓	✓	✓	✓			✓

In March 2015, FHWA and FTA jointly issued Planning Emphasis Areas (PEAs). The PEAs are planning topical areas that should be emphasized as MPOs develop Unified Planning Work Programs. Tasks that meet the PEAs are indicated appropriately in the *UPWP*. The PEAs for Federal FY 2022 include the following:

MAP-21 Implementation

Transition to Performance Based Planning and Programming – The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Regional Models of Cooperation

Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning – This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated,

through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity

Access to essential services – As part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measure and analytical methods to measure the transportation system’s connectivity to essential services and the use of this information to identify gaps in the transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

2022 UPWP Activities

Summary of Major 2021 Accomplishments

- Completed the *2022-2027 TIP* and the *2022 UPWP*
- Processed three amendments to the *2021-2026 TIP*
- Completed and adopted the *Janesville Area 2020-2050 Long-Range Transportation Plan*
- Attended WisDOT directors' meetings
- Began updating Public Participation Plan to account for virtual public engagement efforts during the COVID-19 pandemic.
- Prepared and submitted grant application for the development of a portion of the Fisher Creek Trail along Janesville's west side.
- Collected and analyzed performance data for indicators with updated data.
- Participated in I-39/90 Reconstruction Meetings
- Participated in Rock County Transportation Coordinating Committee Meetings.
- Participated in Rock County Traffic Safety Committee Meetings
- Completed inventory of bicycle parking facilities within the MPA
- Evaluated transportation facilities for ADA compliance within the public right-of-way in the City of Janesville (ongoing).
- Provided GIS and other planning technical assistance to the City of Milton.
- Title VI and Environmental Justice Accomplishments:
- Mapped locations of minority and low-income populations in relation to TIP Projects
- Mapped locations of minority and low-income populations in relation to proposals in the Long-Range Transportation Plan
- Held public information meetings in relation to TIP and Work Program
- Environmental Consultation Efforts for update of LRTP.
- Completed an Environmental Justice Analysis as part of the LRTP update.
- Completed Road Safety Management Initiative (contract service)
- Completed ESRI MPO software group (contract service)

All current 2021 work activities per the *2021 UPWP* will be completed by December 31, 2021.

Key Components of the 2022 UPWP

- Implementation of *2020-2050 LRTP* policies and projects
- Implementation of *2017 Transit Development Plan*
- Conduct *2022 Trail User Count & Survey* in the City of Janesville.
- Continue bicycle/pedestrian facility planning, including planning for the Ice Age Trail and WDNR applications.
- Complete amendment to the MPO *Public Participation Plan* to account for virtual opportunities for participation.
- Provide technical assistance to members of the MPO.²
- Continue to gather and update information needed for GIS system
- Continue to track and evaluate performance measures for those indicators that will be updated in 2022
- Assist participating communities in identifying and seeking funding for eligible projects.
- Work with Janesville and Beloit Transit System to identify solutions for maintaining of Beloit-Janesville Express.
- Participate in quarterly MPO/FHWA/WisDOT Director meetings to discuss planning, policy, financial, and technical issues and concerns.
- Prepare *2023-2028 TIP*
- Prepare *2023 UPWP* and Budget
- Work with WisDOT to implement *Connections 2030*, Wisconsin's comprehensive long-range multimodal transportation plan.³
- Work with WisDOT to implement *State Freight Plan* and *State Highway Plan*.⁴
- Work with WisDOT on development of statewide transportation plans including *Connect 2050*, *Wisconsin Rail Plan 2050*, and other planning efforts such as Transportation Demand Management.
- Assist WisDOT with grant applications, if needed.
- Participate in Rock County Transportation Coordination Committee meetings.
- Assist with update to and implementation of recommendations of the *Rock County Coordinated Transportation Plan*.
- Set and adopt 2022 Public Transportation Agency Safety Target.
- Participate in planning for I-39/90 expansion, including public participation, alternatives routes, interchanges, etc.
- Studying local transportation issues such as unsafe intersections, evaluating alternative solutions, and making related recommendation to the Janesville City Council.
- Participate in quarterly meetings of the Rock County Traffic Safety Commission, which reviews crashes and considers safety improvements.

² Planning Emphasis Area

³ Ibid.

⁴ Ibid.

- Attend applicable conferences and webinars, including the annual MPO/RPC conference.
- Continue self-evaluation of transportation facilities in the City of

- Janesville for ADA Compliance, including off-road facilities.
- Milton Avenue Bicycle Accommodation Alternatives Study (contract services)
- Road Safety Management Evaluation Update (contract services)

Table 4: 2022 Janesville Area MPO Budget Summary

Budget			Funding Source					
	Total Dollars	Percent of Budget	FHWA	80%	WisDOT	3.9%	Local	16.1%
100 Program Administration	\$41,501	20%	\$33,201	80%	\$1,611	3.9%	\$6,689	16.1%
200 Long-Range Transportation Planning	\$40,536	19%	\$32,429	80%	\$1,574	3.9%	\$6,533	16.1%
300 Short Range Transportation Planning	\$121,207	58%	\$96,966	80%	\$4,706	3.9%	\$19,535	16.1%
400 Transportation Improvement Program	\$6,756	3%	\$5,405	80%	\$8,154	3.9%	\$33,846	16.1%
Total	\$210,000	100%	\$168,000	80%	\$8,154	\$3.9%	\$33,846	16.1%

Transit Development Plan Consultant Contract (funds not included in overall MPO Budget illustrated above)

<i>Section 5304</i>	<i>\$64,000</i>	<i>Local</i>	<i>\$16,000</i>	Total	\$80,000
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Contracted consultant funded 80 percent through Section 5304. City of Janesville funding local 20 percent share through General Fund

MPO to provide staff support. This cost is included in Table 7.

Program Element 100: Program Administration

Objective

Administrative activities include support to the Technical Advisory Committee and Policy Board, interagency coordination, professional training, *UPWP* and quarterly financial report development, technical support/local assistance, and general administration related to all projects (except *TIP* administration).

Table 5: 100 Program Administration				
Activity	Outcome	Budget	Staff Hours	Schedule
Coordination	Prepare agendas and minutes for TAC and Policy Board meetings	\$15,809	418	Jan – Dec
	Meeting preparation and coordination			
	Distribute public notice/public information			
	Attend MPO Director meetings			
	Assist WisDOT with grant applications			
	Information & outreach			
	Complete update to <i>Public Participation Plan</i>			
Attend adjoining municipalities' meetings				
Unified Planning Work Program	Prepare four quarterly reports & invoices	\$9,121	241	Jan – Dec
	Prepare draft <i>UPWP</i>			Aug – Nov
	Attend meeting with WisDOT to review <i>UPWP</i>			Sept/Oct
Travel & Training	Attend planning workshops & training	\$5,472	145	Jan – Dec
	Professional memberships, registration fees, and certifications			
	Attend GIS training & Workshops			
Program Expense	MPO supplies, telephone, software, postage, printing, etc. Training fees and memberships dues. This is direct non-labor cost	\$11,099	Expense Only	Jan-Dec
Total		\$41,501	804	

Program Element 200: Long-Range Transportation Planning

Objective

The Long-Range Transportation Planning element covers preparation and distribution of data and reports related to the *Janesville Area Long Range Transportation Plan*, critical area planning, local staff support for highway & interstate corridor studies, further development of the GIS system, and other long range planning efforts including projects relating to items such as the riverfront, downtown, transit, and environmental justice.

Table 6: 200 Long-Range Transportation Planning				
Activity	Outcome	Budget	Staff Hours	Schedule
Long-Range Planning	Land use planning & forecasting	\$40,536	1,072	Jan – Dec
	Provide the members of the MPO with technical assistance as needed (i.e., map creation, data collection, data maintenance, document summarization, etc.)			
	Coordinate with WisDOT on FAST Act performance measurements and establishment of State and MPO Performance Targets			
	Collect performance measure data, analyze trends, evaluate policies and strategies to meet targets			
	Provide assistance to City of Janesville on Comprehensive Plan update as needed.			
GIS Management	Develop & maintain data layers pertinent to the MPO (i.e. urbanized areas, etc.)	\$40,536	1,072	Jan – Dec
	Create base maps to be used in current and future MPO projects			
	Maintain MPO online presence and track performance measures through ArcGIS online hub			

Table 6: 200 Long-Range Transportation Planning

Activity	Outcome	Budget	Staff Hours	Schedule
	Update data and maps as needed (i.e., centerline files, city boundaries, town parcels, transit routes, sidewalk, trail, etc.)			
Environmental Justice	Map locations of minority, low-income, elderly, and disabled groups of the metropolitan planning area. *			
	Continue to develop and/or enhance the MPO's capability for assessing impact distributions of transportation programs, policies, and activities established in the LRTP and TIP.			
	Develop and implement improved strategies for engaging minority, low-income, elderly, and disabled populations through public involvement.			
	Maintain DBE and Title VI Program as required by FTA			
Total		\$40,536	1,072	
* Indicates designated Planning Emphasis Area				

Program Element 300: Short-Range Transportation Planning

Objective

The Short-Range Transportation Planning element entails implementation of the *Long Range Transportation Plan*, including activities such as data collection, traffic counts, surveys, research, graphic design for MPO reports and meetings, transportation report preparation, transit marketing consultation, and traffic studies. Short-Range Planning activities may be conducted by interns, temporary staff, or consulting firms.

Table 7: 300 Short-Range Transportation Planning

Activity	Outcome	Budget	Staff Hours	Schedule
Bike/Pedestrian	Bicycle & pedestrian education and encouragement efforts	\$13,681	362	Jan – Dec
	Assist in bike trail planning and scoping			
	Prepare grant funding requests for off-road trails			
Traffic, Intersection, Parking, Corridor Studies, State Projects, and Technical Assistance	Conduct, coordinate, and review traffic and intersection studies related to development and redevelopment	\$50,164	1,327	Jan – Dec
	Participate in Rock County Safety Committee			
	Conduct Off-road Trail User Count and Survey			
	Participate in Rock County Transportation Coordinating Committee (TCC)*			
	Provide assistance to WisDOT regarding state projects*			
	Prepare funding information and grant applications			
	Provide plan assistance in low-income and minority areas*			
	Prepare and/or assist with miscellaneous studies and other activities			
	Continue ADA Self-evaluation of the City of Janesville			
	Milton Avenue Bicycle Accommodation Alternatives Study	\$15,000	Contract services	

Table 7: 300 Short-Range Transportation Planning

Activity	Outcome	Budget	Staff Hours	Schedule
	Road Safety Management Evaluation Supplement	\$15,000		
Transit	Assist with grant preparation	\$7,297	193	Jan – Dec
	Assist with planning for maintenance of the Beloit-Janesville Express			
	Assist with developing public information materials such as maps for route detours			
	Assist with development of Rock County <i>Coordinated Public Transit Human Service Plan</i> .			
TDP	Staff assistance with Transit Development Plan (TDP) Development	\$20,065	531	Jan - Dec
Total		\$121,207	2,412	
* Indicates designated Planning Emphasis Area				

Program Element 400: Transportation Improvement Program

Objective

The *Transportation Improvement Program (TIP)* is a six-year list of highway, transit, bicycle, and pedestrian projects in the Janesville MPA. All transportation projects receiving federal funding within the MPA must be included within the *TIP*. Projects are solicited from MPO member jurisdictions and incorporated into the document. The draft *TIP* is reviewed by the MPO TAC and private transportation providers, and the general public is invited to offer comments on the projects. The *TIP* is then forwarded to the Policy Board for final approval.

Table 8: 400 Transportation Improvement Program

Activity	Outcome	Budget	Staff Hours	Schedule
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Table 8: 400 Transportation Improvement Program

Activity	Outcome	Budget	Staff Hours	Schedule
TIP	Request projects and project changes from jurisdictions	\$6,756	179	Jul
	Prepare Draft TIP in compliance with <i>FAST Act</i>			Aug
	Review Draft TIP with WisDOT, FHWA, TAC & Policy Board			Aug – Oct
	Complete public participation requirements as outlined in the <i>PPP</i>			Jan – Dec
	Prepare Final <i>TIP</i>			Oct – Nov
	Amend <i>TIP</i> as needed			Jan – Dec
	Evaluate and adjust <i>TIP Prioritization Process</i> as needed			
Total		\$6,748	183	

Program Element 500: Special Projects

MPO special projects and studies consist of activities conducted outside of the MPO’s base budget and use discretionary funding, or alternative funding sources. These projects may require consultant services. The 2022 Transit Development Plan will utilize a combination of MPO staff support (costs listed in Table 7) and Section 5304 funds to assist 80 percent of the cost of a transit consultant. The 20 percent local of the consultant will be funded through the City of Janesville General Fund.

Table 9: 500 Special Projects

Activity	Outcome	Budget	Staff Hours	Schedule
Transit	Contracted Consultant (section 5304)	\$80,000	Consultant	Jan –

Table 9: 500 Special Projects

Activity	Outcome	Budget	Staff Hours	Schedule
Development Plan			Services	Dec
	MPO Staff Support	See Table 7	See Table 7	Jan – Dec
Total		\$80,000		

Performance Management

The *FAST Act* requires that states and MPOs coordinate in establishing specific performance targets and collaboratively work toward meeting these established targets. To date, WisDOT has set, and the MPO has agreed to targets for safety, transit asset management, reliability, pavement, and bridge conditions.

All other performance and indicators below are set in the *2020-2050 Long Range Transportation Plan (LRTP)*. These measures are subject to change based on future targets that may be set by WisDOT and the MPO. Underlined items are targets established by FHWA, FTA, and WisDOT, and all other targets/objectives are established in the *LRTP*.

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

FAST Act Goal: *Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency*

Target/Objective	Mode Type	Indicator	Data Source	Data Frequency	Status
Increase in freight tonnage	Freight	Tons of freight shipped	Commodity Flow survey; Rock County Airport	Five years (LRTP)	Nothing to report
Increase in visitors using trail systems	Bicycle & Pedestrian	Number of Trips per Year	MPO Trail User Surveys and Counts	Three Years (Next: 2022)	Increase from 2016 to 2019
Increase in total trail usage	Bicycle & Pedestrian	Number of Trips per	MPO Trail User Surveys	Three Years (Next:	Increase from 2016 to

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

		Year	and Counts	2022)	2019
Increase in annual ridership	Transit	Number of annual unlinked passenger trips	Janesville Transit System	Annual	Significant dip experiences in 2020

FAST Act Goal: *Emphasize the preservation of the existing transportation system*

Target/Objective	Mode Type	Indicator	Data Source	Data Frequency	Status
Decrease number of miles of street in poor or failed condition	All	PASER Ratings	WisDOT	Two Years (Next: 2023)	Decrease recorded
Maintain and preserve rail corridors	Freight	Number of miles of active and inactive rail	Janesville Area MPO	Five years (LRTP)	Nothing to report
Maintain the majority of trail mileage in fair or better condition	Bicycle & Pedestrian	Internal Ratings	City of Janesville DPW	TBD	To be determined
Average age of fleet less than ten years	Transit	Average age of bus fleet	Janesville Transit System	Ad hoc	Majority of fleet replaced in the last three years
Replace structures rated below 50 within five years	Structure sufficiency ratings	WisDOT/FHWA/municipalities	WisDOT	LRTP (Five Years)	One bridge outstanding

FAST Act Goal: *Promote efficient system management and operations*

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Justification
Maintain acceptable levels of service (LOS)	Freight, Streets, and Highways	LOS for designated truck routes and NHS routes	WisDOT travel model	Five Years (LRTP)	LOS maintained
Ensure acceptable levels of traffic congestion	Streets and Highways	LOS D or higher	WisDOT travel model	Five Years (LRTP)	Programmed and Planned projects expected to reduce or eliminate anticipated "E" and "F" LOS

FAST Act Goal: *Increase the safety aspects of the transportation system for its users.*

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Status
Decrease rail collisions and derailments	Freight	Railroad-involved collisions and derailments	FRA, Office of Safety Analysis	Five Years (LRTP)	Goal Met
Reduction in injury crashes	Bicycle & Pedestrian	Number of crashes per year	TOPS Lab WisTransP ortal	Annual	Overall decrease over the past ten years.
Two percent reduction in fatal crashes					

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

Five or fewer preventable accidents per year	Transit	Number of preventable accidents per year	Janesville Transit System	Annual	Target exceeded in 2019
Zero Fatalities	Transit	Number of Fatalities in a year	Janesville Transit System	Annual	Target met
Five or fewer safety events per year	Transit	Number of Safety Events in a Year	Janesville Transit System	Annual	Target exceeded in 2019
Reduce total motorized crashes	Streets & Highway	Number of total crashes	TOPS Lab WisTransP ortal	Annual	Reduction recorded
Reduce fatal motorized crashes	Streets & Highway	Number of total crashes	TOPS Lab WisTransP ortal	Annual	Reduction recorded
Reduce motorized crashes resulting in injury	Streets & Highway	Number of total crashes	TOPS Lab WisTransP ortal	Annual	Reduction Recorded

FAST Act Goal: *Increase the security of the transportation system for motorized and non-motorized users.*

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Status
Perception of Safety on Trails	Bicycle & Pedestrian	Survey of Users	MPO Trail User counts and surveys	Three years (upcoming: 2022)	Increase from 2016 to 2019

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

Secure Park & Ride locations	Streets & Highway	Number of calls for police service	JPD	Variable	No activity of note
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FAST Act Goal: *Increase the accessibility and mobility options available to people and for freight.*

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Status
Five percent reduction in sidewalk gaps every five years	Bicycle & Pedestrian	Miles of planned or recommended sidewalk	MPO	Every LRTP (Five Years)	Over Five percent increase in sidewalk mileage
0.86 miles/year of new trail	Bicycle & Pedestrian	Number of miles and trails	MPO	Every LRTP (Five Years)	Over 0.86 miles/year of new trail construction completed
Service within ¼ miles of at least 90 percent of the populated areas within JTS service area	Transit	GIS, Census Black Data	U.S. Census Bureau	Ten Years	Transit stops accommodate 71% of the population of the JTS Service area under the quarter-mile metric
Service 6:15 AM – 6:15 PM M-F; 8:45 AM – 6:15 PM	Transit	Revenue hours of service	Janesville Transit System	Every Five Years (TDP)	Standard Achieved
Headways 60 minutes or less for regular service	Transit	Revenue hours of service	Janesville Transit System	Every Five Years (TDP)	Standard Achieved

Table 9: Adopted Performance Measures and Performance Indicators, Janesville Area MPO

0.4 miles/year of new bike lanes	Streets & Highway/Bicycle & Pedestrian	Number of miles in bike lanes	MPO	As constructed	This target has been met or exceeded consistently across the past five years
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FAST Act Goal: *Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight*

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Status
All public transit buses equipped with bike racks in ten years	Transit; Bicycle & Pedestrian	Percentage of buses with bike racks	Janesville Transit System	Variable	All buses equipped with bike racks
Encourage Park-and-Ride locations	Streets & Highways	Number of Park and Ride Locations	WisDOT/MPO	Variable	One Park-and-Ride Location within the MPA

FAST Act Goal: *Protect and enhance the environment, promote energy conservation, and improve quality of life.*

Target/Objective	Facility Type	Indicator	Data Source	Data Frequency	Status
Minimize the adverse impacts of freight impacts of freight projects on Environmental Justice	Freight	Railroad crashes; proximately active rail traffic	U.S. Census Bureau	Annual	N/A

populations					
Increase biking and walking as mode to work over ten years	Bicycle & Pedestrian	ACS/U.S. Census	U.S. Census/FHWA	Annual	No change in biking or walking as mode to work over ten years
All public transit buses using clean diesel fuel	Transit	Percentage of buses using Clean Diesel Fuel	Janesville Transit System	Annual	All buses to use clean diesel fuel by 2022
Improve Air Quality	Streets & Highways	Air Quality Index	U.S. EPA	Annual	Air quality remains at a healthy level in Rock County
Ensure acceptable levels of traffic congestion	Streets & Highways	LOS "D" or higher	WisDOT Travel Demand Model	Five Years (LRTP)	Programmed and planned roadway projects projected to reduce/eliminate "E" and "F" LOS

Appendix A: Resolution Adopting the 2022 UPWP

Resolution 2021-07

A Resolution Adopting the 2022 Unified Planning Work Program for the Janesville Metropolitan Planning Area

WHEREAS, the Janesville Area Metropolitan Planning Organization Policy Board is recognized by the Governor of Wisconsin, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as the urban transportation planning policy body with responsibility for carrying out the urban transportation planning process in accordance with federal regulations.

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the Janesville Area Metropolitan Planning Organization adopts the *2021 Unified Planning Work Program* for the Janesville Metropolitan Planning area as being consistent with the *Janesville Area 2020-2050 Long-Range Transportation Plan*; and the Janesville Transit System's *Transit Development Plan* of 2018.

BE IT FURTHER RESOLVED, that the Policy Board certifies that the requirements of Section 134 of Title 23, CFR 450 (the Federal Transit Administration's and Federal Highway Administration's regulations for urban transportation planning), Title VI of the *Civil Rights Act* of 1964 and the Title VI assurance executed by the State of Wisconsin under 23 U.S.C. 140 and 29 U.S.C. 794, the *Fixing America's Surface Transportation (FAST) Act* (P.L. 114-94), and all applicable ADA requirements are met.

AND BE IT FURTHER RESOLVED, that the Janesville Area Metropolitan Planning Organization Policy Board approves the *2022 Unified Planning Work Program*.

ADOPTED: _____

APPROVED: _____
(Chair, MPO Policy Board)

ATTEST: _____
(MPO Director)

Appendix B: Janesville Area MPO Cost Allocation Plan

This Plan describes how costs incurred by the City of Janesville are charged to the MPO. The MPO is housed within the Public Works Department of the City of Janesville. The MPO is located on the third floor of Janesville City Hall, and City employees carry out the planning activities of the MPO. MPO Costs include salary and benefits of city employees, telephone, printing, supplies, software, postage, and building costs. The City of Janesville seeks reimbursement for MPO related costs on a quarterly basis.

Personnel

Personnel charges are directly applied to the MPO based on actual hours worked at each employee's fully burdened (salary & benefits) pay rate. Hours charged to the MPO are tracked using itemized timesheets.

Postage

All postal charges are attributed to the designated accounts at the time of mailing. This is accomplished using paper tags attached to each mailing that assign the costs to the appropriate department.

Telephone

Telephone expenses are directly allocated based on the number of lines. The MPO has two lines, therefore the MPO is charged for the actual costs of the two lines. There is also an allocation of Yellow Pages costs based on two lines out of a total of 163 lines.

Copier

Colored copier costs are allocated to each department based on a past use study that estimated the per copy fee structure. The study indicated 11.53% of colored copies were attributable to the MPO.

Software

All software charges are directly connected to a UPWP work activity illustrated in this document. If the use of the software is to be used for non-MPO related functions, the cost of the item would be allocated to the MPO on a percentage basis it contributes to MPO planning functions.

Other Supply Costs

Small supply costs such as pens, paper, folders, etc. are not charged to the MPO. The City of Janesville provides these supplies. Larger supply items, such as a new computer, may be charged to the MPO only if the use of the item is directly related to the MPO. One example would be the MPO Coordinator's computer. If the use of the supply item is to be used for non-MPO related functions, the cost of the item would be allocated to the MPO on a percentage basis it contributes to MPO planning functions.

Indirect Costs

MPO 2022 detailed staff wages are *estimated* as follows:

- **Wages:** \$121,268 (71.8%)
- **Wisconsin Retirement System (WRS):** \$7,313 (4.3%)
- **Federal Insurance Contributions Act (FICA):** \$9,278 (5.5%)
- **Health Insurance:** \$30,717 (18.2%)
- **Life Insurance:** \$325 (0.2%)
- **Total: \$168,901**

Appendix C: Janesville Area MPO UPWP Checklist

Cover PAGE

1. Name of MPO agency & area represented

2. FY of UPWP

3. Contact Information for MPO

TITLE PAGE

4. Name of MPO Agency & area represented

5. Contact person & information

6. FY of UPWP

7. Agencies providing funds or support – including agencies' logos

8. USDOT Disclaimer

Introduction/preface

9. Table of Contents

10. MPO Approval Resolution-signed

11. Self-Certification (signed)

12. Prospectus

13. Committee Lists (responsibilities, meetings)

14. Staff: names, positions, and responsibilities with percentage of time they will spend on MPO work activities

15. Map: Regional MPO Coverage Area

15a. Planning Boundary

- 15b. Urbanized Area Boundary
- 16. Ten Planning Factors
- 17. UPWP
 - 17a. Definition of UPWP purpose
 - 17b. Summary of previous Year's accomplishments
 - 17c. Status of current activities
- 18. Work Elements (description of major work products & tasks)
 - 18a. UPWP
 - 18b. Administration
 - 18c. TIP: Development/Maintenance
 - 18d. LRTP – Development/Maintenance
 - 18g. Multimodal Planning
 - 18gi. Bicycle/Pedestrian
 - 18i. Public Involvement Plan – Update
 - 18j. Surveillance (Data Collection)
 - 18k. Project/Corridor Studies
 - 18l. Special Studies
 - 18m. TSM/TDM Planning
 - 18n. TE Planning
- 19. Performance Management
- 20. Summary of Budget Revenues
 - Budget Summary
 - Funding Sources
- 21. Indirect Cost Allocation Plan

Direct Costs

Indirect Costs

Indirect Cost Rate Proposal

22. Carry-over of unspent funds

23. Current Signed Title VI Nondiscrimination Agreement

24. Link to current Title VI Program

25. Annual Meeting Schedule

Appendix D: Signed Self-Certification

RESOLUTION 2021-07

A Resolution Adopting the 2022 Unified Planning Work Program for the Janesville Metropolitan Planning Area

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AND BE IT FURTHER RESOLVED, that the Janesville Area Metropolitan Planning Organization Policy Board approves the *2022 Unified Planning Work Program*.

ADOPTED:

_____ 10/25/21 _____

APPROVED:

_____  _____
(Chair, MPO Policy Board)

ATTEST:

_____  _____
(MPO Director)



JANESVILLE AREA

Metropolitan Planning Organization (MPO)

2022 Janesville Area MPO Unified Planning Work Program (UPWP)

Janesville, WI

Autumn 2021

Janesville Area Metropolitan Planning Organization (MPO)