

MEETING ANNOUNCEMENT
Madison Area Transportation Planning Board
A Metropolitan Planning Organization (MPO)

September 2, 2020

Virtual Meeting via Zoom

6:30 p.m.

This meeting is being held virtually to help protect our communities from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to mmpo@cityofmadison.com.
2. **Public Registration:** You can register your support or opposition to an agenda item at <https://www.cityofmadison.com/MeetingRegistration>. If you wish to speak at the virtual meeting on an agenda item, you must register. When you register, you will be sent an email with the information you will need to join the virtual meeting.
3. **Listen to the Meeting:** You can call-in to the **Madison Area Transportation Planning Board** meeting:
 - Listen to audio via phone:
(877) 853-5257 (Toll Free)
Zoom Meeting ID: 960 0996 7134
Password: 158595

If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Madison Planning, Community & Econ. Development Dept. at (608) 266-4635 or TTY/TEXTNET (866) 704-2318.
Please do so at least 72 hours prior to the meeting so that proper arrangements can be made.

Si usted necesita un intérprete, materiales en un formato alternativo u otro tipo de acomodaciones para tener acceso a esta reunión, contacte al Departamento de Desarrollo Comunitario de la ciudad al (608) 266-4635 o TTY/TEXTNET (866) 704-2318.
Por favor contáctenos con al menos 72 horas de anticipación a la reunión, con el fin de hacer a tiempo, los arreglos necesarios.

Yog tias koj xav tau ib tug neeg txhais lus, xav tau cov ntaub ntawv ua lwm hom ntawv, los sis lwm yam kev pab kom koom tau rau lub rooj sib tham no, hu rau Madison Lub Tuam Tsev Xyuas Txog Kev Npaj, Lub Zej Zos thiab Kev Txhim Kho (Madison Planning, Community & Economic Development Dept.) ntawm (608) 266-4635 los sis TTY/TEXTNET (866) 704-2318.
Thov ua qhov no yam tsawg 72 teev ua ntej lub rooj sib tham kom thiaj li npaj tau.

如果您出席会议需要一名口译人员、不同格式的材料，或者其他的方便设施，请与 Madison Planning, Community & Economic Development Dept. 联系，电话是 (608) 266-4635 或 TTY/TEXTNET (866) 704-2318。
请在会议开始前至少 72 小时提出请求，以便我们做出安排。

AGENDA

1. Roll Call
2. Approval of August 5, 2020 Meeting Minutes
3. Communications
4. Public Comment (for items **not** on MPO Agenda)
5. Public Hearing on the Draft 2021-2025 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

Note: Action on the 2021-2025 TIP by MATPB is anticipated at the board's October 7 meeting to be held virtually. Written comments on the TIP are invited through Friday, September 18, and should be sent to the MPO offices at 100 State St., Suite 400, Madison, WI 53703 or e-mailed to mmpo@cityofmadison.com.

6. Review of Section 5310 Program (Enhanced Services for Seniors and Individuals with Disabilities) Grant Project Applications for 2021 and Preliminary Approval of Draft Project Funding Recommendations
7. Presentation on Metro Transit Public Transit Agency Safety Action Plan (Phil Gadke, Metro Transit)
8. Resolution TPB No. 177 Approving Amendment #8 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County
 - WisDOT SW Region Pavement Markings, Replace Pavement Markings on State Trunk Highway Network (Const. in 2021)
 - CTH KP (Black Earth Creek Bridge in V. Cross Plains), Bridge Replacement (Const. in 2023)
 - Valley Road (Sugar River Bridge in T. Verona), Bridge Replacement (Const. in 2022)
 - Windsor Road (Yahara River Bridge in V. Windsor), Bridge Replacement (Const. in 2022)
9. Approval to Release Draft 2020 MATPB Title VI Non-Discrimination Program and Language Assistance Plan for Public Review and Comment
10. Presentation on Greater Madison Remote Work Survey
11. Status Report on Capital Area RPC Activities
12. Announcements and Schedule of Future Meetings
13. Adjournment

Next MPO Board Meeting:

Wednesday, October 7, 2020 at 6:30 p.m.
Virtual Meeting

Madison Area Transportation Planning Board (an MPO)
August 5, 2020 Meeting Minutes
Virtual Meeting hosted via Zoom

Chair Opitz called the meeting to order at 6:32 PM.

1. Roll Call

Members present: Margaret Bergamini, Paul Esser, Patrick Heck, Grant Foster, Dorothy Krause, Jerry Mandli, Ed Minihan (joined during item #8), Mark Opitz, Doug Wood, Steve Flottmeyer

Members absent: Mike Tierney, Samba Baldeh, Tom Lynch

MPO staff present: Bill Schaefer, Ben Lyman

Others present in an official capacity: Diane Paoni, WisDOT; Yogesh Chawla, pending MATPB Board Member

2. Approval of July 1, 2020 Meeting Minutes

Esser moved, Krause seconded, to approve July 1, 2020 meeting minutes. Motion carried.

3. Communications

- MPO staff comment on sewer service area amendment request by the City of Fitchburg for planned residential development in the McGaw Park Neighborhood emailed to board members. Schaefer noted that staff commented on three items that would require attention as development occurs. One was to continue to plan for transit service to the area, another dealt with pedestrian and bike access to a planned school site, and the third asked about a street extension. He stated that the amendment was consistent with RTP 2050 goals and policies.
- Letter from WisDOT approving Amendment #6 to the 2020-2025 TIP.

4. Public Comment (for items *not* on MPO Agenda)

None

5. Public Hearing on Amendment to the Regional Transportation Plan 2050 to Add the East-West Bus Rapid Transit (BRT) Project to the Fiscally Constrained Plan

Opitz opened the hearing. Schaefer referenced the materials in the packet, but said staff did not have a presentation. There were no registrants to speak. Opitz closed the hearing.

6. Resolution TPB No. 175 Approving Amendment #2 to the Regional Transportation Plan 2050 to Add the East-West BRT Project to the Fiscally Constrained Plan

Schaefer noted that the amendment adds the satellite bus facility as well as the East-West BRT project to the fiscally constrained plan. He said the City of Madison is still refining the BRT project costs and funding sources, but the amendment is consistent with the project budget in the Draft TIP to be considered for release for comment later in the meeting. The City is working to get the local match for federal funding up to 50% of project costs; federal rules allow purchase of vehicles and other investments to be considered part of the local match even if other federal funding is used, and the city is trying to maximize this to improve chances of the project being funded. Schaefer stated that a letter from FTA authorizing the city to enter the Project Development process was included in the packet.

Krause pointed out a typo in the 3rd-to-last Whereas clause in the Resolution where no unit was provided with a number; Schaefer confirmed that it was a typo and that it should be millions (of \$).

Bergamini asked if the MPO would need to amend the plan again if the City of Madison budget for the BRT project is revised. Schaefer stated that the figure in the resolution includes all revisions that have been made to date, and for the purposes of the fiscally constrained plan these amounts are close enough. However, the TIP would need to be amended in the future to reflect any project budget changes and federal funding awarded. The final TIP, to be approved in October, will include the costs and funding in the City's Executive budget.

Krause moved, Foster seconded, to approve Resolution TPB No. 175 Approving Amendment #2 to the Regional Transportation Plan 2050 to add the East-West BRT Project to the fiscally constrained plan with the typo correction noted. Motion carried.

7. Approval of Letter of Support for East-West BRT Project

Schaefer explained that the City of Madison is submitting a request for BRT project evaluation and rating to the FTA, and letters of support from local agencies are required to be provided as part of that request submittal. Although the MPO's RTP recommends the project and it has now been added to the fiscally constrained plan, the City of Madison is requesting that the MPO also submit a letter of support for the project.

Foster moved, Esser seconded, to approve the letter of support for the East-West BRT Project. Motion carried.

8. Resolution TPB No. 176 Approving Amendment #7 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

- **USH 14 (North to South C. Fitchburg Limits), Mill & Overlay (Const. in '2025-'27)**

The amendment would add a resurfacing project on USH 14 through Fitchburg. The amendment was requested to allow design to start later this year. Construction wouldn't be until 2025 at the earliest.

Krause noted potential timing conflicts between bridge work and the mill & overlay project and hoped that the bridge work would be completed before the mill & overlay project began.

Krause moved, Wood seconded, to approve Resolution TPB No. 176 approving Amendment #7 to the 2020-2024 Transportation Improvement Program. Motion carried.

9. Approval to Release Draft 2021-2025 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County for Public Review and Comment

Schaefer explained that MATPB is in the process of the annual update of the TIP, which involves soliciting project listings from WisDOT, the county, and local communities, and compiling those listings into a comprehensive listing. A meeting was held with WisDOT, Dane County, and City of Madison staff to go over project submittals and work out issues related to joint and/or federally funded projects. Staff reviews projects to ensure that they are consistent with the RTP. There are no new STBG-Urban projects this year, as funding is awarded bi-annually for that program. The cost and schedule for those projects that were approved by MATPB last year have been updated in the Priority Projects Table included in the packet. The University Avenue project has been moved back from 2021 to 2022. The CTH M and Pleasant View Road projects are scheduled for construction in 2023, with Pleasant View scheduled for the first half of the year and CTH M for the second half of the year, as it cannot start until State Fiscal Year 2024, which begins in July 2023. The Exchange Street project in McFarland is scheduled for 2024 (State Fiscal Year 2025). Estimated costs for all projects increased, so the percent of federal funding has dropped to well below 60% for all projects.

The MPO funded Transportation Alternatives Program projects were selected earlier in 2020 and are included in the Draft TIP. He said MPO staff have been informed that one or more other Madison area TAP projects were likely to be selected for funding with state-wide TAP funding allocation; the announcement is likely to be made later in August. Foster requested that the statewide TAP funding announcement be forwarded to the board when it is received. Schaefer said maps of all major projects were included in the packet, but staff

intends to review those at the next meeting when a hearing on the TIP will be held. Board action on the 2021-2025 TIP is scheduled for the October meeting.

Foster moved, Krause seconded, to approve the release of the Draft 2021-2025 Transportation Improvement Program (TIP) for public review and comment. Motion carried.

10. Presentation on Streetlight Data and Uses of It to Support MPO Planning Activities

Staff provided a Powerpoint presentation. Schaefer provided background information on the StreetLight Data subscription that MATPB is using for updating the travel demand model, as well as for other MPO planning efforts and support for WisDOT and local community projects and planning efforts. Schaefer presented on the evaluation of the accuracy of StreetLight daily traffic volume estimates; use for travel demand model calibration and validation; vehicle miles traveled (VMT) analysis; and roadway segment analysis, including speeds and congestion. He then turned the presentation over to Lyman who discussed the environmental justice priority area and bicycle origin-destination analyses.

Heck asked for clarification about the “binning” of the data by hour. Schaefer confirmed that data was available by hour, allowing the review of data for any particular day, set of days, or times. Heck asked about the meaning of “calibration”. Schaefer said that referred to using travel data to develop the travel model so as to replicate as best possible actual travel patterns. Ideally, separate data is then used to “validate” the model to determine how well it does match existing travel patterns (O/Ds, volumes, speeds, etc.). Krause asked if StreetLight is capable of forecasting traffic; Schaefer responded that is what the travel model would be used for. StreetLight provides data on past travel, but doesn’t forecast future demand. Bergamini asked about the accuracy of the data based on the market saturation of smart phones/devices into different demographic populations. Schaefer stated that this is an issue which has been discussed with StreetLight staff in the past, but that he will follow up and find out how/if any adjustments have been made to the data to address varying saturation rates. Bergamini cautioned that it will be important for MATPB staff to understand any factoring or correcting that StreetLight does to address differing levels of smart device use in different demographic groups; otherwise our own corrections/factoring could cause the data to be over-adjusted.

Foster asked about using StreetLight O-D data to help evaluate the success of Travel Demand Management programs after project development. Schaefer and Lyman discussed the limitations on the size of zones used in StreetLight analyses, but affirmed that the data could be used, with caveats, to analyze mode splits for larger developments. Foster brought up the potential to use StreetLight analyses to investigate the potential impacts of road closures such as Vilas Park Drive. Lyman responded that MPO and City of Madison staff had worked together to analyze the impacts of closing Vilas Park Drive to motor vehicle traffic. Foster asked about follow-up review of the impacts of Vilas Park Drive’s closure. Lyman said that had not been done, but could be. Lyman and Schaefer stated that StreetLight’s data is not released in real time but is delayed by two months and that it would be useful to review the impacts. Krause asked about the availability of StreetLight for planners in other communities. Schaefer stated that other city of Madison staff have access to the platform since the city is the contracting entity. For other communities, MPO staff could run the analyses and provide the data to the requesting community. Foster commented that he thought the data was very valuable and that the MPO was the appropriate entity to subscribe to Streetlight and make the data available to local staff.

11. Discussion on MPO Targets for the Federal Safety Performance Measures

Schaefer discussed the federal Performance Management framework, the goals and performance measures established to meet goals, and the data required to measure progress towards meeting goals. He listed and described the five safety-related performance measures required under this framework: Motor Vehicle Crash Fatalities and Crash Fatality Rate; Motor Vehicle Crash Serious Injuries Serious Injury Rate; and, Non-Motorized Vehicle Crash Fatalities and Serious Injuries. Starting in 2017 WisDOT conducted a historical trend analysis of crashes and established targets representing a state-wide reduction of 2% for motor vehicle fatalities and 5% for motor vehicle serious injuries and non-motorized fatalities and serious injuries. He explained that the reason for the 2% reduction target for fatalities is due to the relatively random nature of

factors affecting fatalities, such as the use of seatbelts or the presence of protective equipment in the vehicle. The number of fatalities is also much smaller than that for injuries, so annual changes in this number can be wide-ranging.

Schaefer explained that MPOs may adopt their own safety targets or choose to support the state targets; so far, MATPB has chosen to support the state targets. However, in 2019 language was added to the MATPB resolution adopting the safety targets encouraging communities to adopt more aspirational goals and supporting programs such as Vision Zero. At the time, there was interest from some board members to adopt our own local targets that better align with local safety initiatives. Adoption of the 2021 safety targets will be on the October board agenda; staff is asking for feedback on whether or not to adopt our own local targets. This would require the development of VMT data for the MPO planning area (WisDOT provides county-level VMT estimates, which the MPO uses currently). Estimating planning area VMT could be accomplished with StreetLight data, but this might not be possible in the future. The MPO would also have to do an analysis and submit a report on the local safety targets to FHWA. Currently, we include county level data in our annual Performance Measures report, but we don't submit a report to FHWA.

The main reason that the MPO has continued to support state goals is that, with the purpose of measuring progress towards achieving the goals, the intent is to affect funding and project programming. Since the MPO does not directly control much funding and doesn't select safety program projects, the MPO has little control over the safety impacts of proposed projects. Accordingly, the best the MPO can do is track trends and communicate progress or lack thereof to funding/implementing agencies. Staff recommends that the MPO continue to support the state targets, but are open to developing local targets if the board desires to move in that direction. Schaefer noted the 2019 safety-related performance measures show the county is currently trending in the wrong direction – that is, all metrics show an increase rather than decrease.

Foster expressed concern about the safety measures trending in the wrong direction, and wondered if setting higher targets would help encourage more attention to improving transportation safety, such as other communities following Madison's lead in adopting Vision Zero policies. He stated that the targets themselves were not as much of a concern for him, since without a plan for making progress towards the targets they are relatively meaningless. He wanted to focus on things the MPO could do to elevate safety as a priority. He suggested the MPO elevate the weight given to safety as a criterion in the selection of STBG Urban projects. Opitz agreed. Schaefer concurred that the particular targets are less important than making progress towards them. He said WisDOT has set more realistic goals because if they don't meet or make progress towards those goals they will be required to increase the amount they are spending on safety projects, though perhaps that would be a good thing. Schaefer discussed the criteria used by WisDOT for safety project funding selection, which are very stringent and are not met by most safety projects. In the interim, the MPO can and does provide analysis and data related to safety to funding agencies, such as the intersection crash analysis, for communities to use in prioritizing projects. Foster suggested that board members should start to spread the word about the crash analysis and to encourage communities to address priority intersections.

12. Status Report on Capital Area RPC Activities

Schaefer said work is ongoing in relation to the Land Use Plan Update and the growth forecasts, which the MPO uses as inputs to the regional travel model.

13. Announcements and Schedule of Future Meetings

The next meeting will be on September 2, 2020.

14. Adjournment

Foster moved, Wood seconded, to adjourn the meeting. Motion carried. The meeting was adjourned at 8:19 p.m.



Wisconsin Department of Transportation
Office of the Secretary
4822 Madison Yards Way, S903
Madison, WI 53705

Governor Tony Evers
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August 19, 2020

Glenn Fulkerson
Division Administrator
Federal Highway Administration
U.S. Department of Transportation
525 Junction Rd., Suite 8000
Madison, Wisconsin 53717

Kelley Brookins
Regional Administrator
Federal Transit Administration
U.S. Department of Transportation
200 W. Adams Street, Suite 320
Chicago, Illinois 60606

Dear Mr. Fulkerson and Ms. Brookins:

Under the authority delegated to me by Governor Tony Evers, I am hereby approving the Madison Area Transportation Planning Board's amendment to the 2020-2024 Transportation Improvement Program (TIP) for the Dane County urbanized area. The amendment was approved and adopted by the Madison Area Transportation Planning Board on August 5, 2020. We will reflect by reference the 2020-2023 federal aid projects covered by this approval in our 2020-2023 Statewide Transportation Improvement Program (STIP).

Copies of the TIP Amendment 6 and Resolution Number 176 for the Madison Area Transportation Planning Board are enclosed. This TIP amendment represents a comprehensive, continuous, and cooperative effort between the MPO, local communities, affected transit operators, and the Wisconsin Department of Transportation (WisDOT), and is designed to meet the objectives of Title 23 USC 134 and 135 and their implementing regulations 23 CFR 450 and the MPO regional transportation system plan.

We have determined that the proposed amendment: 1) is consistent with the adopted Long Range Transportation Plan for the MPO, 2) conforms to this state's approved implementation plan under the federal Clean Air Act and 42 U.S.C. 7504, 7506 (c) and (d) and 40 CFR 93 (23 CFR 450.222(a)(7)), and 3) ensures that the TIP remains fiscally constrained in that federal funding resources are sufficient to support the new or modified projects.

Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Thompson".

Craig Thompson
Secretary

cc: William Schaefer, MPO Director
Mary Forlenza, FHWA
Mitch Batuzich, FHWA
William Wheeler, FTA
Steve Flottmeyer, WisDOT Southwest Region
Charles Wade, WisDOT Bureau of Planning and Economic Development

TPB (MPO) Agenda Cover Sheet
September 2, 2020

Item No. 5

Re:

Public Hearing on the 2021-2025 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County

Staff Comments on Item:

Staff has reviewed the state and local roadway and bicycle/pedestrian projects and transit projects submitted for inclusion in the draft TIP to ensure consistency with the MPO's long-range regional transportation plan. The MPO Board already approved the STBG – Transportation Alternatives Set Aside Program projects using the allocation of funding provided to the MPO. That will become official when WisDOT announces the projects that it will be funding with its statewide funding allocation. Some changes have been made to the estimated costs and schedules of the STBG – Urban projects approved by the MPO Board last year. Staff will review those proposed changes.

The complete draft TIP was released on August 10 for public review and comment along with a public hearing notice. The hearing notice and draft TIP have been posted on the MPO's website.

Comments on the draft TIP will be accepted until September 18 and action anticipated at the board's October 7 meeting.

Materials Presented on Item:

1. [Draft 2021-2025 Transportation Improvement Program](#)

Staff Recommendation/Rationale:

For review and discussion purposes only at this time. Action is anticipated at the board's October meeting.

TPB (MPO) Agenda Cover Sheet

September 2, 2020

Item No. 6

Re:

Review of Section 5310 Program (Enhanced Services for Seniors and Individuals with Disabilities) Grant Project Applications for 2021 and Preliminary Approval of Draft Project Funding Recommendations

Staff Comments on Item:

MATPB receives an annual allocation of Section 5310 (Enhanced Services for Seniors and Individuals with Disabilities) Program funds and selects projects through a competitive process using scoring criteria outlined in the [Section 5310 Program Management and Recipient Coordination Plan](#). The plan was originally approved in 2014, but a revision with updated scoring criteria was approved by MATPB in June 2019. A technical amendment to the plan was approved in January 2020. Under the plan, Metro Transit is the designated funding recipient and responsible for administering grant agreements with subrecipients, applying for the federal funds, and satisfying documentation and reporting requirements while the MPO is responsible for prioritizing and selecting projects and preparing and maintaining the program management plan.

The MPO received applications for six (6) projects from five (5) applicants, totaling \$424,843 in requested federal funding. The total funding available for the 2021 application cycle is \$313,332. The projects include two continuing Mobility Management projects – Dane County’s one-call center and mobility training projects and Metro Transit’s paratransit eligibility assessment and mobility coordinator project – and four new projects. The new projects include two accessible minivan purchases for use as shared-ride taxis - one by the City of Stoughton and the other by Capitol Express – and two Mobility Management software development projects submitted by Carepool. See the attached descriptions of the projects.

A 3-person committee consisting of MPO staff, WisDOT Transit Bureau staff, and a member of the MPO’s Citizen Advisory Committee with expertise in specialized transportation scored the projects and made the funding recommendations. Staff is seeking preliminary approval of the project funding recommendations. As with STBG Urban projects, final approval of the projects for funding is done as part of approval of the TIP. Action on the TIP is expected at the October meeting.

Materials Presented on Item:

1. Description of Section 5310 Program Project Applications for 2020 Funding
2. Draft Scoring and Funding Table and Draft Program of Projects Table

Staff Recommendation/Rationale:

Staff recommends acceptance (preliminary approval) of the funding recommendations in the Draft Program of Projects. Final action to approve is anticipated at the board’s October 7 meeting as part of approval of the 2021-2025 TIP.

Madison Area Transportation Planning Board (MPO)

Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) Program

Descriptions of Projects Applying for 2021 Funding

Subrecipient:	Dane County Department of Human Services
Project:	One-Call Center, Mobility Training, and Bus Buddy Program (Traditional – Mobility Management)
FTA Amount:	\$124,225

The Mobility Management project has two components: Transportation Call Center (CC) and Travel Training (TT).

1. The CC is staffed by a Mobility Manager and is a single point-of-entry for transportation information in Dane County. Information on all available transportation resources is provided, including public transit, human services programs and volunteer driver programs, vehicle acquisition and repair loans, ride sharing, and other programs. Services provided include identification of transportation availability; options counseling; introduction and referral to public transit and individual/group ride services; assessment, eligibility determination and ride authorization for specialized transportation and related programs; enrollment in travel training programs and follow-up assistance in maintaining mobility. The Dane County Call Center is the only Transportation Resource Center in the region.
2. Dane County offers two TT Programs: Bus Buddy Program (BB) and Mobility Training Program (MT). The BB Program utilizes qualified volunteers to train and accompany passengers on mainline routes or other public transportation to familiarize them with transit usage. The BB program offers individual one-on one training and group transit familiarization trips. BB training includes using the RideGuide, Metro website and trip planning. There is no fare during training. Participants receive a 10-ride senior/disabled pass upon completion. The Mobility Training Program (MT) is staffed by Certified Occupational Therapists to provide in depth instruction in the skills necessary to access mainline services. If eligible passengers of ADA complementary paratransit graduate from the BB or MT program and migrate a sufficient number of trips from paratransit to fixed-route services, Metro Transit will provide a free annual bus pass.

Subrecipient:	Madison Metro
Project:	Paratransit Eligibility & Mobility Coordinator (Traditional – Mobility Management)
FTA Amount:	\$79,040

Metro's Mobility Management Project proposal is for the funding of a Paratransit Eligibility & Mobility Coordinator (PE/MC) position. PE/MC activities include: conduct In-Person Assessments (IPA) to determine ADA paratransit eligibility; provide Transit Orientation (TO) to paratransit applicants and others interested in using fixed route services; refer candidates for Travel Training (TT) to Dane County's mobility training programs and monitor results, and; identify Designated Paratransit Stops (DPS) at frequent paratransit destinations.

The IPA, TO, and TT referrals are office based activities in which participants are interviewed and advised on appropriate transportation resources, service hours, routes, fares, reservations, and expectations in utilizing the services. The DPS involves collaborative office based activities and field observation to identify, assess and designate appropriate safe locations for pick-up and drop-off.

Subrecipient:	Capitol Express Transportation
Project:	Replacement Accessible Van [Vehicle Purchase] (Traditional)
FTA Amount:	\$31,847
Vehicle Description:	Minivan, Accessible, Rear Load (3/2)

Capitol Express Transportation is looking to improve rides for seniors and people with disabilities. This project will be a replacement of an older vehicle. We have many newer vehicles that provide comfortable rides, but there are also a few that are older and takes a lot more money to keep it running at an acceptable level. The vehicle we are looking to replace had over 575,000 miles and was frequently in the shop with multiple issues like A/C doesn't work or engine overheating. The struggles with running a full schedule being down a vehicle puts a lot of strain on drivers and the company as the dispatcher tries to cover rides of a vehicle that breaks down on a daily basis. Not to mention the driver is not working when his/her van is down. With this project, we would be able to replace an older vehicle and provide more and comfortable rides for the seniors and people with disabilities in the community. This project will replace an accessible 2008 Chrysler Town & Country taxi cab with an accessible minivan.

Subrecipient:	City of Stoughton
Project:	Purchase an Accessible Vehicle (Stoughton Public Transit Accessible Van) (Traditional)
FTA Amount:	\$31,847
Vehicle Description:	Minivan, Accessible, Rear Load (3/2)

Stoughton Public Transit, owned by the City of Stoughton, is applying for grant funding to purchase an accessible shared-ride taxi minivan to replace a 2012 non-accessible taxi cab. Stoughton Transit operates in the City of Stoughton limits and within a three-mile radius of city limits. This project will replace a non-accessible 2012 Dodge Caravan taxi cab with an accessible minivan.

Subrecipient:	Carepool Innovation, Inc.
Project:	Specialized Transportation as a Service Project [Mobility Management] (Traditional)
FTA Amount:	\$148,884

Carepool increases independence by the way of mobility. Perhaps no other barrier inhibits community inclusion more than the lack of appropriate, accessible, and available transportation. The ideal transportation system will take a person served wherever he or she wants to go, whenever she or he wants to go. Carepool Innovation, Inc. is a rideshare transportation company which provides rides via a transportation network company license as well as software to transportation providers. Our platform is focused on providing solutions to transportation providers that serve people with disabilities and aging populations. In addition to coordinating rides among transportation providers, Carepool leverages its own transportation network company (TNC) license to fill gaps and fulfill a portion of the rides requested through the software platform. Carepool seeks to provide near on-demand transportation services as market demand supports. Carepool was founded based on an idea expressed by Dawn Wians and Doug Hunt at the 5 Year Dane County Transportation Planning Meeting.

The Carepool Specialized Transportation as a Service 2021 Project will increase transportation coordination, transparency, and accessibility through software enhancements to the existing platform. In addition to access to the new enhancements, completion of the project will enable all willing transportation providers to leverage existing benefits of the software platform such as simplified ride request and scheduling processes, improved communication through estimated time of arrival (ETA) and ride notifications via SMS text messages, and streamlined billing processes. Carepool aims to collaborate with at least 3 organizations providing mobility management and 7 transportation providers to increase coordination and accessibility to rides for more than 70,000 rides by 2022.

Subrecipient:	Carepool Innovation, Inc.
Project:	Provider Partnership Program Project [Mobility Management] (Traditional)
FTA Amount:	\$9,000

Carepool increases independence by the way of mobility. Perhaps no other barrier inhibits community inclusion more than the lack of appropriate, accessible, and available transportation. Carepool Innovation, Inc. is a rideshare transportation company which provides rides via a transportation network company license as well as software to transportation providers. Our platform is focused on providing solutions to transportation providers that serve people with disabilities and aging populations. Carepool seeks to provide near on-demand transportation services as market demand supports. Carepool was founded based on an idea expressed by Dawn Wians and Doug Hunt at the 5 Year Dane County Transportation Planning Meeting.

The Carepool Specialized Transportation as a Service 2021 Project will increase transportation coordination, transparency, and accessibility through software enhancements to the existing platform. In addition to access to the new enhancements, completion of the project will enable all willing transportation providers to leverage existing benefits of the software platform such as simplified ride request and scheduling processes, improved communication through estimated time of arrival (ETA) and ride notifications via SMS text messages, and streamlined billing processes. The 2021 Provider Partnership Program Project specifically funds the recruiting, setup, and training for transportation providers to join the platform. Carepool aims to collaborate with at least 3 organizations providing mobility management and 7 transportation providers to increase coordination and accessibility to rides for more than 70,000 rides by 2022.

2021 Section 5310 Program Grant Applications

Name of Agency	Type of Project	Average Score	Description	Amount	Proposed
Madison Metro	Mobility Management	93	Funding for Paratransit Eligibility and Mobility Coordinator	\$79,040	\$ 79,040
Dane County Call Center	Mobility Management	90	Funding for Call Center, Mobility Training, Bus Buddies	\$124,225	\$ 124,225
Capitol Express	Capital Purchase	79	Funding for an accessible vehicle	\$31,847	\$ 31,847
City of Stoughton	Capital Purchase	88	Funding for an accessible vehicle	\$31,847	\$ 31,847
Carepool	Mobility Management	60	Transportation as a Service Program - Develop Shared-Ride Dispatch & Ride Booking Software for multiple providers and payee programs	\$148,884	\$ -
Carepool	Mobility Management	59	Partnership Program - Increase number and % of transportation providers utilizing software	\$9,000	\$ -
			Subtotal	\$424,843	\$ 266,959
			Grant Administration	\$42,484	\$ 26,696
			Available funding	\$313,332	\$ 313,332
			Difference	(\$153,995)	\$19,677

PRELIMINARY - Section 5310 Program of Projects for the Madison Urbanized Area - 2021										
Subrecipient	Service Area	Service Area Urban/Rural	Sub Type¹	Project Type	Project Description/ALI	FTA Amount	Local Amount	Total Amount	Coordination Plan Page	Project Type²
Category A Projects - Certified as having met federal requirements and approved for funding.										
Dane County DHS	Dane County	Urban/Rural	LG	Capital	One-Call Center, Mobility Training, and Bus Buddy Program (Traditional)	\$124,225	\$30,975	\$155,200	17, 20, 25, 27 - 29, 33	14f
City of Madison - Metro Transit	Madison Area	Urban	DR	Capital	Paratransit Eligibility & Mobility Coordinator (Traditional)	\$79,040	\$19,760	\$98,800	27, 28, 33, 34	14f
Capitol Express	Madison Area	Urban	PO	Capital	Accessible Vehicle (Traditional)	\$31,847	\$7,962	\$39,809	33	14a
City of Stoughton	City of Stoughton & Three-Mile Radius	Urban/Rural	LG	Capital	Accessible Vehicle (Traditional)	\$31,847	\$7,962	\$39,809	33	14a
City of Madison - Metro Transit			DR		Grant Administration	\$26,696		\$26,696		12
Total						\$293,655	\$66,659	\$360,314		
Category B Projects - Pending federal requirements and/or pending approval for funding.										
Total						\$0	\$0	\$0		

¹ DR - Direct Recipient, PNP - Private Non-Profit, LG - Local Government, PO - Private Operator receiving indirect funds

² Project type defined in FTA C 9070.1G:

- 12 - Administration expenses
- 14a - Rolling stock and related activities (meeting the 55% requirement)
- 14b - Passenger facilities (meeting the 55% requirement)
- 14c - Support facilities and equipment (meeting the 55% requirement)
- 14d - Lease of equipment (meeting the 55% requirement)
- 14e - Acquisition of transportation services under a contract, lease, or other arrangement, including user-side subsidies (meeting the 55% requirement)
- 14f - Support for mobility management and coordination programs (meeting the 55% requirement)
- 15a - Public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities
- 15b - Public transportation projects that exceed the requirements of the ADA
- 15c - Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service
- 15d - Alternatives to public transportation that assist seniors and individuals with disabilities with transportation

All projects are within Dane County, Madison, WI; Wisconsin Congressional District 2; and consistent with the [2019 Coordinated Public Transit-Human Services Transportation Plan for Dane County](#).

TPB (MPO) Agenda Cover Sheet

September 2, 2020

Item No. 7

Re:

Presentation on Metro Transit Public Transit Agency Safety Action Plan

Staff Comments on Item:

As part of the performance management framework established by the two most recent federal transportation bills, MAP-21 and the FAST Act, the Federal Transit Administration (FTA) has adopted rules with requirements and performance measures related to transit asset management and safety. The rule on transit asset management was published in 2016 and requires transit agencies that receive FTA grant funds to develop transit asset management (TAM) plans and adhere to specified asset management practices, including establishing and reporting results on the federal TAM performance measures. The Public Transportation Agency Safety Plan rule was adopted in 2018 with an effective date of July 2019 and requires transit agencies to develop safety plans that include processes and procedures necessary for implementing Safety Management Systems (SMS). Metro Transit completed its TAM plan in late 2018. Metro recently completed its required safety plan and it was approved by the Madison Transportation Commission in July.

Federal planning rules require MPOs to integrate roadway and transit performance measures into their planning processes. This includes setting performance targets for the measures in coordination with transit agencies and the state. New and amended long-range plans and TIPs need to document the strategies and investments planned and programmed to help achieve the performance measure targets. MATPB has adopted Metro's annual TAM performance measure targets for the past two years and staff will also recommend that MATPB adopt the safety performance targets that Metro has established in its safety plan. Attachment E of the Draft 2021-2025 TIP includes the required analysis of how the planned strategies and programmed investments in the TIP will help achieve the performance measure targets, including the transit safety performance targets.

MPO staff asked Metro Transit staff to provide a brief presentation on its safety plan in advance of the MPO consideration of the transit safety performance targets, which will be on the agenda at the October meeting, along with other required performance targets. A memo with some background information and three pages from the safety plan are attached. A link to the complete Metro Transit Safety Plan is [here](#).

Materials Presented on Item:

1. Memo to MPO regarding the safety plan
2. Selected pages from the safety plan, including the safety management policy statement and safety performance targets

Staff Recommendation/Rationale:

For review and discussion purposes only. The MPO will need to adopt the safety performance targets. That will be on the agenda of the October meeting.



Department of Transportation

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Date: August 25th, 2020

Subject: Mandated Public Transportation Agency Safety Plan (PTASP)

To: Madison Area Transportation Planning Board – An MPO

From: Crystal Martin, Deputy General Manager, PTASP Accountable Executive

The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires operators of public transportation systems that are recipients or sub-recipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS).

Metro Transit is required to certify that it has completed the accompanying safety plan meeting the requirements of the rule by December 31st, 2020. Metro's plan has been approved by the City of Madison Transportation Committee, July, 2020.

Part 673 elevates accountability for the PTASP to the Accountable Executive and Transportation Commission or equivalent authority. Therefore, the PTASP and any subsequent updates must be signed by the Accountable Executive and approved by the Transportation Commission or equivalent authority. Approval of the PTASP means that the Transportation Commission or equivalent authority accepts the PTASP as satisfactory, the PTASP complies with each requirement of Part 673, and the PTASP effectively will guide the transit agency to manage safety risk.

The MPO is responsible for integrating performance measures from the approved in Metro's PTASP into their planning processes: 23 CFR § 450.306(d)(4). As part of this performance-based approach, recipients of federal highway and transit funds are required to link investment priorities from their Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) to achieve performance targets. Metro looks forward to working with the MPO in achieving these goals.

Executive Summary

Fixing America's Surface Transportation Act (FAST Act) grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. As a component of the safety oversight framework, the FAST Act requires recipients of FTA funding to develop and implement a Public Transit Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities.

The FAST Act expands the regulatory authority of the FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving toward a performance based approach in Safety Management Systems (SMS). The FAST Act puts the FTA in a position to provide guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks.

The PTASP for Metro Transit is consistent with and supports a SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors that ensure a formalized proactive and data-driven approach to safety risk management. The aim of SMS to increase the safety of transit systems by proactively identifying, assessing and controlling safety risks. The approach is flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of the FAST Act. The PTASP for Metro Transit addresses the following elements:

- **Policy Statement** – Establishing commitment to continual safety improvement
- **Document revision and control** – Description of the regular annual review processes and updates
- **Description of core safety responsibilities** – Accountabilities and authority of the accountable executive, chief safety officer, and key members of the safety management team
- **Safety Promotion** – Training and communication methods/objectives
- **Safety Risk Management** – Processes utilized to identify hazards, risk analysis, and evaluation
- **Prioritized Safety Risks** – Description of the most serious safety risks to the public, personnel, and property
- **Risk Control Strategies** – Strategies and actions utilized to minimize exposure of the public, personnel, and property to hazards
- **Safety Assurance** – Safety performance monitoring and measurement through performance indicators and targets. Management of change and continuous improvement

Appendix D	Key Staff
Appendix E	Safety Assessment and System Review
Appendix F	Facility Safety and Security Assessment
Appendix G	Safety Risk Management Workbook
Appendix H	Safety Performance Outline
Appendix I	Safety Performance Matrix
Appendix J	Safety Roundabout
Appendix K	Maintenance Safety Manual

Section 1 – Safety Policy

1.1 - Safety Management Policy Statement

Metro Transit is committed to the implementation and continuous improvement of an effective safety management system (SMS) aligned with applicable transit standards. The primary objectives of the Metro Transit SMS are to:

- Promote early identification of safety hazards and risks
- Take proactive steps to reduce identified safety hazards and risks
- Promote and enhance our safety culture to support the SMS
- Establish and continuously maintain an acceptable level of safety throughout Metro Transit

Metro Transit will promote safety as a critical component of the SMS and safety culture development. Positive safety culture must be generated from the top down. The actions, attitudes, and decisions at the executive level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility resting with the General Manager and governing board of Metro Transit.

This policy will be promoted agency wide utilizing promotional events such as the annual safety banquet, mailings, postings, display boards, internal mail, and email.

Metro Transit will provide the necessary resources to implement, control, and oversee the SMS. Metro Transit will implement safety risk reduction practices into management decisions modeled throughout the entire agency.

Metro Transit is committed to safety as a top priority in transit operations. To achieve this, Metro Transit encourages reporting of incidents and occurrences that may compromise the safe conduct of operations. Every employee and contract service provider is responsible for the communication of information that may affect the integrity of transit safety.

Crystal Martin, Deputy General Manager
Accountable Executive, PTASP

Date

1.5 - Plan Approval

Metro Transit’s PTASP plan approval was a process consisting of Metro team approvals, concurrence from the Madison Area Transportation Planning Board and Wisconsin Department of Transportation, and approval of the City of Madison’s Transportation Commission.

MPO Approval Date: , See Appendix X

Transportation Commission Approval Date: , See Appendix X

Certification of Compliance with Part 673 Date: , See Page ____

1.6 - Plan Updates and Process

Metro Transit’s agency safety plan will be updated annually by July 31 of each year. The SPT will initiate any review and updates. CUSS, SDC, MMT, and OMT will review and concur or recommend modifications to annual updates from SPT. SMT will have the final authority prior to signature by the Chief Safety Officer and Accountable Executive. Updates will include performance reporting on safety targets, safety assessments and system reviews, facility safety and security assessments; completed risk assessment matrices, identified hazards and mitigation efforts, annual completed safety risk log, completed safety performance matrices.

Safety target performance and updates will be communicated annually by July 31 to the MPO, Wisconsin Department of Transportation and stakeholders.

Every four years, the entire agency safety plan will be updated and reviewed for approval using the process for initial plan approval: Approval by the City of Madison Transportation Commission.

1.7 - Safety Performance Targets

Metro Transit has established Safety Performance Targets. To arrive at these targets, Metro Transit inventoried its current safety measures to identify which were aligned with the Public Transportation Agency Safety Plan (PTASP) and then identified areas where performance indicators needed additional measures to fulfill the objectives above. Metro Transit’s PTASP long range goal is to attain the established targets for each safety performance indicator. With these objectives in mind, the following safety performance indicators have been established. Each safety performance target will be evaluated annually over a one-year period beginning July 1 through June 30 the following year.

2020 Annual Safety Performance Targets							
Mode of Service	Fatalities (total)	Fatalities (per 100000 VRM)	Injuries (total)	Injuries (per 100000 VRM)	Safety Events (total)	Safety Events (per 100000 VRM)	System Reliability/State of Good Repair (VRM/Failures)
Bus Transit	0	0	15	0.23	340	5.46	65000/failure
ADA/Paratransit	0	0	1	0.15	20	3.07	54000/failure

- *Fatalities = Any fatal accident involving a Metro Transit vehicle regardless of fault*
- *Injuries = Any occurrence resulting in a passenger transported from the vehicle via ambulance*
- *Safety Events = any accident, incident, or occurrence.*
- *VRM = vehicle revenue miles*
- *System Reliability/State of Good Repair = VRM between on-road, mechanical failure.*

Performance targets have been shared with the Wisconsin Department of Transportation, the MPO, and coordinated with the State and MPO in the selection of safety performance targets to the extent practicable. See Appendix XX for correspondence to the State and MPO. See Appendix XX for State concurrence. See Appendix XY for MPO concurrence.

TPB (MPO) Agenda Cover Sheet
September 2, 2020

Item No. 8

Re:

Resolution TPB No. 177 Approving Amendment #8 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

The TIP amendment adds a new federally funded SW Region-wide state trunk highway pavement marking project that WisDOT would like to let in early January 2021, thus requiring an amendment vs. adding as part of the annual TIP update. The amendment also adds three recently approved federally funded local bridge replacement projects on CTH KP, Windsor Road, and Valley Road. The amendment was sought so that design on two of the three could begin before the end of the year. All three bridges are in poor condition with two rated 4 and one (CTH KP) rated 3 on a scale of 0-9 for the deck, superstructure, and culvert.

Materials Presented on Item:

1. Resolution TPB No. 177 (including attachments)

Staff Recommendation/Rationale:

Staff recommends approval.

Resolution TPB No. 177

Amendment No. 8 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

WHEREAS, the Madison Area Transportation Planning Board (MATPB) – An MPO approved the *2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County* on October 2, 2019; and

WHEREAS, MATPB adopted TPB Resolution No. 161 on December 4, 2019, approving Amendment No. 1, adopted TPB Resolution No. 167 on January 8, 2020, approving Amendment No. 2, adopted TPB Resolution No. 170 on February 5, 2020, approving Amendment No. 3, adopted TPB Resolution No. 171 on March 4, 2020, approving Amendment No. 4, adopted TPB Resolution No. 172 on May 6, 2020, approving TIP Amendment No. 5, adopted TPB Resolution No. 174 on July 1, 2020, approving TIP Amendment No. 6, and adopted TPB Resolution No. 176 on August 5, 2020, approving TIP Amendment No. 7; and

WHEREAS, Madison Metropolitan Planning Area transportation projects and certain transportation planning activities to be undertaken using Federal funding in 2020–2023 must be included in the effective TIP; and

WHEREAS, an amendment has been requested by WisDOT SW Region to add one federally funded state highway network pavement markings project and three recently approved federally funded bridge replacement projects; and

WHEREAS, the TIP amendment will not affect the timing of any other programmed projects in the TIP and the TIP remains financially constrained as shown in the attached revised TIP financial table (Table B-2); and

WHEREAS, MATPB’s public participation procedures for minor TIP amendments such as this have been followed, including listing the projects on the MATPB meeting agenda; and

WHEREAS, the new projects are consistent with the *Regional Transportation Plan 2050 for the Madison Metropolitan Area*, the long-range plan for the Madison Metropolitan Area as adopted in April 2017 and amended in December 2019 and August 2020.

NOW, THEREFORE, BE IT RESOLVED that MATPB approves Amendment No. 8 to the *2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County*, making the following project additions and revisions as shown on the attached project listing table:

1. **ADD** the Southwest Region Pavement Markings project to Page 32 of the Street/Roadway Projects section.
2. **ADD** the CTH KP (Black Earth Creek Bridge) Bridge Replacement project to Page 34 of the Street/Roadway Projects section.
3. **REVISE** the Windsor Road (Yahara River Bridge) Bridge Replacement project listing on Page 49 of the Street/Roadway Projects section, changing it from an illustrative, non-programmed project, adding federal design funding in 2020, and adding federal & local construction funding in 2022.
4. **ADD** the Valley Road (Sugar River Bridge) Bridge Replacement project to Page 50 of the Street/Roadway Projects section.

Date Adopted

Mark Opitz, Chair
Madison Area Transportation Planning Board

PROJECT LISTINGS FOR AMENDMENT NO. 8 TO THE 2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM

(Cost in \$000s)

Primary Jurisdiction/ Project Sponsor	Project Description	Cost/ Type	Jan-Dec 2020				Jan-Dec 2021				Jan-Dec 2022				Jan-Dec 2023				Jan-Dec 2024				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
STREET/ROADWAY PROJECTS																							
WisDOT NEW * 111-20-012	SW REGION PAVEMENT MARKINGS Replace worn epoxy markings on STH network per annual plan for 2021.	PE ROW CONST TOTAL					840	210		1,050													1009-12-95 61.05 net centerline miles for all counties with 50% in Dane County
DANE COUNTY NEW * 111-20-013	CTH KP Black Earth Creek Bridge Replacement Located between Bourban Road and USH 14 in Village of Cross Plains. B-13-0215	PE ROW CONST TOTAL	106		27	133				Continuing				Continuing					832		209	1,041	5572-00-02, -72
VILLAGE OF WINDSOR * - 111-20-014	WINDSOR ROAD Yahara River Bridge Replacement .05 miles west of CTH CV in Village of Windsor. Bike Path will be provided on north side; sidewalk will be provided on south side. B-13-0234	PE ROW CONST TOTAL					83		21	104					676		169	845					6992-00-05, -75 Joint project with Village of DeForest- Local cost share agreement needed- Seeking federal BR funding- Not programmed-
TOWN OF VERONA NEW * 111-20-015	VALLEY ROAD Sugar River Bridge Replacement Located 1.0 miles west of STH 69 in Town of Verona. B-13-0346	PE ROW CONST TOTAL	75		19	94				Continuing					652		163	815					5796-00-04, -74
			75		19	94					652		163	815	652		163	815					
			BR		TV						BR		TV		BR		TV						

Table B-2
Summary of Federal Funds Programmed (\$000s) and Those Available in Year of Expenditure Dollars
in the Madison Metropolitan Planning Area

Funding Source		Programmed Expenditures					Estimated Available Funding				
Agency	Program	2020	2021	2022	2023	2024*	2020	2021	2022	2023	2024*
Federal Highway Administration	National Highway Performance Program	65,098	14,487	4,611	17,623	0	65,098	14,487	4,611	17,623	0
	Bridge Replacement and Rehabilitation	264	0	1,370	872	0	264	0	1,370	872	0
	Surface Transp. Block Grant Program - Madison Urban Area	171	12,886	181	23,558	1,369	171	12,886	181	23,558	1,369
	Surface Transp. Block Grant Program - State Flexibility	1,103	853	2,570	0	13,842	1,103	853	2,570	0	13,842
	Surface Transp. Block Grant Program - Transp. Alternatives	675	1,364	0	0	0	675	1,364	0	unknown	unknown
	Highway Safety Improvement Program	0	3,894	7,798	2,592	0	0	3,894	7,798	2,592	0
Federal Transit Administration	Section 5307 Urbanized Area Formula Program	6,777	8,008	8,249	8,499	8,759	6,777	8,008	8,249	8,499	8,759
	Sec. 5339 Bus & Bus Facilities	0	939	954	969	984	0	939	954	969	984
	Sec. 5337 State of Good Repair	0	955	970	985	1,000	0	955	970	985	1,000
	Sec. 5310 E/D Enhanced Mobility Program	332	0	0	0	0	365	0	0	0	0
	Sec. 5311 Rural Area Formula Program	1,555	1,075	1,091	1,108	1,126	1,555	1,075	1,091	1,108	1,126
	Sec. 5314 NRP, Sec. 5339 Alt. Analysis Program	0	0	0	0	0	0	0	0	0	0

* Fifth year of funding (2024) is informational only.

** Funding shown in calendar year versus state fiscal year.

Note: All state roadway projects using applicable funding sources (e.g., NHPP, STBG State Flexible, BR) are programmed through 2024. Local BR, STBG (BR), and STBG Rural projects are programmed through 2023. HSIP (other than annual small HES program) projects are programmed through 2023. Local STBG -Transp. Alternatives projects are programmed through 2022. Local STBG-Urban (Madison Urban Area) projects are programmed through 2024. Transit funding is not yet programmed and is based on needs and anticipated future funding levels (See also Table B-4 Metro Transit System Projected Expenses and Revenues). Programmed transit funding for 2020 excludes carryover projects for which the Federal funding is already obligated. Roadway and transit inflation rate @ 1.56% per year applied to expenses, except for the STBG-Urban program. The Interstate 39/90 (S. Beltline to Rock County Line) Reconstruction and Capacity Expansion project is not included in the table since it is primarily located in Rock County and/or outer Dane County. Fiscal constraint for this project is being handled at the state level.

TPB (MPO) Agenda Cover Sheet

September 2, 2020

Item No. 9

Re:

Approval to Release Draft 2020 MATPB Title VI Non-Discrimination Program and Language Assistance Plan for Public Review and Comment

Staff Comments on Item:

All recipients of federal funding must comply with Title VI of the Civil Rights Act of 1964 and related laws and regulations. This includes sub-recipients of funding such as the MPO, which receives FTA and FHWA funding administered by WisDOT. The purpose of Title VI is to ensure that no person or groups of persons are, on the grounds of race, color, or national origin, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under programs and activities of agencies etc. receiving federal funding. Until 2014, the MPO had simply relied on the Title VI compliance plan of the City of Madison, which is the MPO's fiscal and administrative agent. With new Title VI requirements and guidelines for FTA recipients published in late 2012, including requirements specifically for MPOs, it was decided the MPO should create its own Title VI program. The Title VI Program must be updated every three years. This document updates the 2017 program. The MPO still relies on support from the City of Madison Civil Rights Department such as for translations, language assistance services, and responding to complaints, if needed. The City of Madison adopted a new Language Access Plan in 2018 that is referenced in the MATPB Plan.

The Title VI document outlines how the MPO meets or plans to meet all Title VI requirements, including notice to the public, complaint procedures, procedures to ensure the needs of minority populations are considered, and language assistance services.

Staff is simply looking for approval to release draft document for review at this time. MPO staff has been working with WisDOT and City of Madison Civil Rights Department staff on developing the draft plan, and will be sending the draft document to WisDOT Planning and City of Madison Civil Rights Department staff for review and comment. As the recipient of funds passed through to the MPOs, WisDOT is ultimately responsible for ensuring compliance by MPOs with Title VI requirements. Any comments or suggested changes by WisDOT or city staff will be reviewed with the board at the next meeting when action is anticipated.

Materials Presented on Item:

1. Draft 2020 MATPB Title VI Non-Discrimination Program/Language Assistance Plan

Staff Recommendation/Rationale:

Staff recommends approval to release draft document for public review and comment. Action on the draft plan is scheduled for the October meeting.



Madison Area Transportation Planning Board
**Title VI Non-Discrimination Program
and Language Assistance Plan 2020**



Madison Area Transportation Planning Board

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The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code, and by the Wisconsin Department of Transportation (WisDOT).

The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation or WisDOT.

Reserved for Resolution

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Overview

Purpose

The U.S Department of Transportation's (USDOT) Title VI regulations¹ require that all programs which receive funding from the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) must be compliant with Section 601 of Title VI of the Civil Rights Act of 1964, which states:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. – Title 42 USC Section 2000d

Furthermore, Title II of the Americans with Disabilities Act (ADA) protects individuals with disabilities from discrimination on the basis of disability in services, programs and activities provided by State and local government entities.

Recipients of USDOT financial assistance are required to prepare a Title VI Program in accordance with the guidance contained in FTA Circular 4702.1B, with the objectives to:

- *Ensure that the level and quality of transportation facilities and services are planned for and provided in a nondiscriminatory manner;*
- *Promote full and fair participation in transportation decision-making without regard to race, color, or nation origin;*
- *Ensure meaningful access to transportation planning-related programs and activities by person with limited English proficiency.*

The Madison Area Transportation Planning Board (MATPB) is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the MATPB in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. As a subrecipient of USDOT funding, the Madison Area Transportation Planning Board (MATPB) is required to prepare a Title VI Program containing:

1. *Evidence of Policy Approval (Section 1), Log of Policy Updates (Section 2), Contact Information/ Program Administration (Section 2)*
2. *Notice of Nondiscrimination (Appendix B)*
3. *Complaint Procedure (Appendix C)*
4. *Complaint Form (Appendix D)*
5. *List of Complaints, Investigations and Lawsuits (Appendix H)*
6. *Public Participation Plan (Appendix E)*
7. *Language Assistance Plan (Appendix F)*
8. *Minority Representation Table and Description (Section 4)*

Additionally, as a Metropolitan Planning Organization (MPO) MATPB is required to include a demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate, a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process, demographic maps that overlay the percent minority and non-minority populations and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, and an analysis of any actions that could result in a disparate impacts on the basis of race, color, or national origin. (Appendix G)

¹ 49 CFR Part 21

The Title VI program must be approved by MATPB and submitted to the Wisconsin Department of Transportation (WisDOT) every three years.

MATPB will review its policy on an annual basis to determine if modifications are necessary.

MATPB will use the table in Section 2 to record reviews/revisions made to the plan.

MATPB is committed to preventing discrimination and to fostering a just and equitable society, and recognizes the key role that transportation facilities and services provide to the community. The following Title VI program was approved by the MATPB on October 7, 2020.

Definitions

The following are a selection of definitions applicable to the Title VI Program, which can be found in Chapter 1 of FTA Circular 4702.1B:

Discrimination: Refers to any action, or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

Limited English Proficiency (LEP) Person: Refers to person for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Low-Income Person: Means a person whose median household income is at or below the U.S. Department of Health and Human Service poverty guidelines.

Metropolitan Planning Organization (MPO): The organization created and designated to carry out the federal required metropolitan transportation planning process.

Minority Person: Includes the following:

1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black, or African American, which refers to peoples having origins in any of the Black racial groups of Africa.
4. Hispanic, or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Relationship between Title VI and Environmental Justice

President Clinton issued Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” in 1994, which builds upon Title VI principles by including the consideration of low-income populations in addition to minority populations into the transportation planning and decision-making process. The principles of environmental justice (EJ) are to:

1. Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations.
2. Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Although Title VI and EJ intersect and are closely related, they each have their own distinct authorities and requirements. Title VI prohibits intentional discrimination or disparate treatment on the basis of race, color, and national origin and is enforceable in court, whereas environmental justice policies require that in addition to intentional discrimination disproportionately high and adverse effects of proposed decisions on low-income and minority populations must be considered, but it provides no legal rights or remedies. A series of orders have been issued by Federal agencies, including USDOT, requiring the incorporation of Environmental Justice principles into Federal programs and policies. FTA issued Circular 4703.1 in 2012 containing the EJ requirements and guidelines for MPOs.

MATPB is committed to achieving the broader goal of environmental justice as part of its mission. While this program primarily focuses on meeting the statutory requirements for Title VI and its prohibition of discrimination on the basis of race, color, and national origin, EJ considerations are also integrated in this program in order to promote equity and inclusion within the Madison region.

About The Madison Area Transportation Planning Board

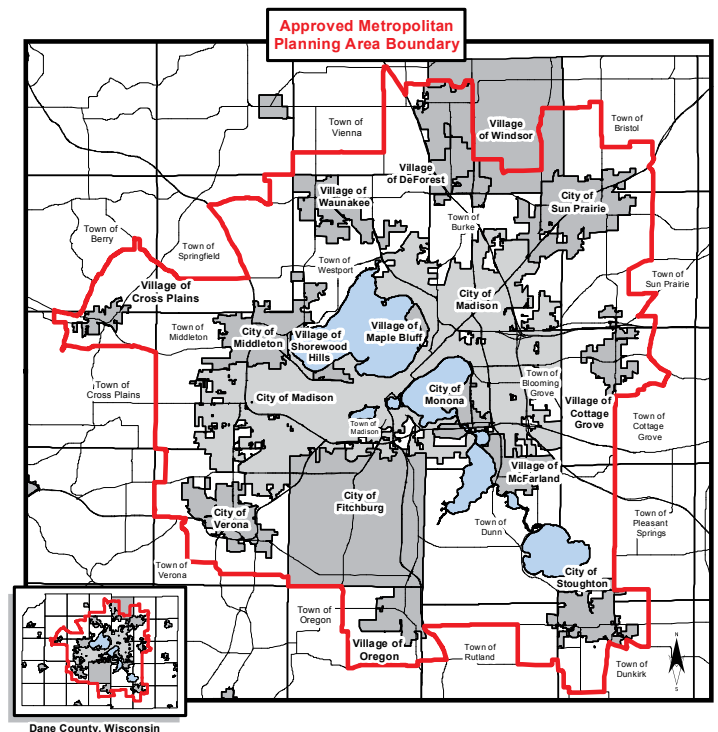
The Madison Area Transportation Planning Board (MATPB) is the designated metropolitan planning organization (MPO) responsible for overseeing the continuous, comprehensive, and cooperative (3-C) transportation planning decision-making process for the Madison Metropolitan Planning Area. MPOs are federally designated decision-making bodies for metropolitan areas with a population greater than 50,000, which guide decisions about how federal transportation funds for planning studies and capital projects will be programed in the region. MPOs help facilitate implementing agencies (including municipal public works departments, county highway departments, and state departments of transportation) to prioritize their transportation investments in a coordinated way consistent with regional needs, as outlined in a long-range regional transportation plan.

MATPB was created through an agreement between the City of Madison, other units of government having more than 75% of the population in the MPO Planning Area, and the Governor effective May 2, 2007. MATPB assumed the responsibility to conduct transportation planning and programming for the metropolitan area from the previous MPO, the Madison Area MPO, following the MPO's reorganization. MPOs have served the Madison Urban Area since 1973.

MATPB is comprised of all the major regional transportation stakeholders and continuously plans and coordinates decisions regarding the region's transportation system, taking into consideration the effects of population and economic growth, changes to the built environment, advances in technology and more, on the transportation system. As shown in Figure 1, MATPB is responsible for the oversight of transportation planning and programming within the Madison Metropolitan Planning Area, encompassing 36% of the land area of Dane County and 89% (2015 5-year ACS) of the population of Dane County, including:

- The cities of Madison, Fitchburg, Middleton, Monona, Stoughton, Sun Prairie, and Verona
- The villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Oregon, Shorewood Hills, Waunakee, and Windsor
- The towns of Blooming Grove, Burke, Dunn, Madison, Middleton, Westport, and a portion of the towns of Berry, Bristol, Cottage Grove, Cross Plains, Dunkirk, Oregon, Pleasant Springs, Rutland, Springfield, Sun Prairie, Verona, and Vienna.

Map 1: MATPB Planning Area Boundaries



The primary responsibilities of MATPB include:

- Preparing and maintaining a long-range multi-modal transportation plan.
- Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
- Other duties as required to comply with state and federal regulations.

Governance and Organizational Structure

MATPB is governed by a 14-member Policy Board appointed by the local units of government within the Metropolitan Planning Area, Dane County, and Wisconsin Department of Transportation. Federal law requires that the Policy Board shall consist of:

- Elected officials;
- Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- Appropriate State officials

In addition, appointees must reside within the Metropolitan Planning Area.

The appointments to the MPO Policy Board serve two-year terms and are made as follows:

- The Mayor of Madison appoints six members. Four of the six appointees must be elected officials. One must be an official representative of Metro Transit. This can be the Madison Transportation Department Director, Metro Transit General Manager, or a non-elected citizen member of Madison's Transportation Commission.
- The Dane County Executive appoints three members. Two of the three appointees must be elected officials.
- Three members are appointed to represent other cities and villages in the Metropolitan Area. Appointment is by a simple majority vote of the chief elected officials of these cities and villages. Two of the three appointees must be elected officials.
- One member is appointed to represent the towns. Appointment is made by a simple majority vote of the Chairpersons of the towns with land area within the Metropolitan Planning Area. The appointee must be an elected official.
- The WisDOT Secretary appoints one member to represent the department.

The Policy Board is advised by a 21-member Technical Coordinating Committee (TCC) (including 5 alternates and 2 non-voting members) made up of representatives from WisDOT, USDOT, Dane County, and local planning and engineering staff. It reviews, coordinates, and counsels the MPO Policy Board on transportation planning matters and makes recommendations to the board on all plans and TIPs.

The City of Madison serves as MATPB's fiscal and administrative agent. MPO staff is provided by the City of Madison with the staff located in the city's Planning Division within the Planning & Community & Economic Development Department.

The management of the existing transportation system is vested with the governing bodies of each local unit of government within the metropolitan area, and WisDOT. Coordination efforts are achieved through the MATPB organizational structure, through the annually prepared Transportation Improvement Program, and other means. Coordination in the City of Madison is through its Transportation Commission and Transportation Policy and Planning Board, which have responsibility for roadways, transit, parking, bicycle and pedestrian facilities, traffic engineering activities, and long-range transportation planning. Coordination in the 3rd/4th class cities within the metropolitan planning area is by their appropriate city committees, such as planning commissions, public works committees, and transportation committees. Coordination within the governmental structure of Dane County is through the County Public Works and Transportation Committee, which in turn coordinates many of the town government transportation

improvements. While MATPB provides regional coordination and approves the use of federal transportation funds within the metropolitan planning area, responsibility for the implementation of specific transportation projects lies with WisDOT, Dane County, City of Madison, and other local units of government as transportation providers.

Board and Committees Composition

MATPB understands that diverse representation on the MPO Policy Board and its committees helps result in sound policy reflective of the needs of the entire population. FTA Title VI Circular 4702.1B requires that for any recipients which have transportation-related, non-elected planning boards, advisory council or committees, or similar bodies, membership of these committees must be broken down by race and accompanied by a description of efforts made to encourage the participation of minorities on these committees. The 2007 MPO re-designation agreement includes the following statement regarding MPO Board appointments:

When making appointments, the appointing authorities are encouraged to keep in mind the MPO's commitment to meeting the transportation needs of all citizens, particularly those who have traditionally been under-represented in the transportation planning process. These include the transit dependent, low-income and minority populations, and persons with disabilities.

This language is also included in the [MPO's Rules and Operating Procedures](#). Appointing authorities are reminded of this directive when appointments are made. The City of Madison Mayor appoints six of the 14 members on the MPO Policy Board. The City of Madison's Civil Rights Director participates in the Mayor's review and decisions on all board and committee appointments, including those to the MPO Board. The Madison Mayor and Mayor's staff encourage city staff and others in the community to recommend city residents for appointment to boards and committees and recommendation of minority residents are strongly encouraged.

MATPB has established two standing advisory committees – an intergovernmental Technical Coordinating Committee (TCC) and a Citizen Advisory Committee (CAC). The CAC includes representatives from local government, community organizations, interest groups, businesses, and the general public. In addition to providing advice and serving as a sounding board on transportation planning issues, the CAC also provides liaison with other groups and the public. Table 1 depicts the racial and ethnic makeup of the Madison Metropolitan Planning Area and the MPO Policy Board and its two main advisory committees, the Technical Coordinating Committee and the Citizen Advisory Committee. In addition, ad hoc advisory committees are created for major plans such as the Regional Transportation Plan, Transit Development Plan, and Bicycle Transportation Plan. MATPB also makes use of other county and local transportation committees as part of its public involvement process.

The MPO Board encourages MPO staff to seek out Citizen Advisory Committee members that are representative of the diverse population in the Madison area; although the composition of this committee is currently entirely Caucasian, staff continue to try to recruit new members from diverse racial and ethnic backgrounds to this committee. Staff plan to reach out and try to forge partnerships with local organizations who primarily work with under-represented populations as one strategy for diversifying the committee membership. It is important to note that as the MPO Technical Committee membership consists of state and local planning and engineering staff, and is based on the person's title or position, the MPO does not have any control over the racial and ethnic composition of that committee.

MATPB encourages participation of all citizens in the regional transportation planning and programming process. The MPO will continue to make efforts to encourage and promote diversity. To encourage participation on its citizen advisory committee and any other ad hoc advisory committees, the MATPB will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the MPO strives to find ways to make participating on its committees convenient. This includes scheduling in-person meetings after traditional weekday daytime work hours and in locations with good transit service (e.g., downtown) and in or near neighborhoods with a high concentration of minority and low-income populations. When determined to be an important means of reaching hard-to-engage

populations, meetings may be held at alternative times to accommodate populations working swing or graveyard shifts. Daytime or weekend meetings, recorded and available on-demand presentations/ meetings, and on-line engagement tools are conducted or made available as appropriate to further the reach of opportunities for public input and engagement. MATPB uses the data available through contracts with private providers (e.g. StreetLight Data) to analyze and understand the travel patterns and transportation needs of minority, low-income, and other EJ populations. Further goals and strategies to actively engage minority populations are included in the Public Participation Plan, which is in the process of being updated.

**Table 1:
Racial and Ethnic Composition of MPO Policy Board and MPO Technical and Citizen Advisory Committees**

Body	Caucasian	Hispanic	African American	Asian American	Native American
MPO Policy Board	86%	0%	7%	7%	0%
MPO Technical Coordinating Committee	86%	0%	7%	7%	0%
MPO Citizen Advisory Committee	100%	0%	0%	0%	0%
Madison Metropolitan Planning Area ¹	83%	6%	6%	5%	0.4%

MATPB Staff Racial Equity and Social Justice Training

As employees of the City of Madison, MATPB staff have access to the educational resources offered through the City of Madison’s Racial Equity and Social Justice Initiative (RESJI); RESJI Trainings I and II are required for all employees, and Training III is encouraged for all staff and especially supervisors. Employees are encouraged to re-take these trainings every few years. Additionally, the City of Madison’s Equitable Hiring Tool is used when considering applicants for positions with the MPO.

MATPB staff, in cooperation with partner agency Capital Area Regional Planning Commission (CARPC) staff, began holding regular discussions on issues related to conducting anti-racist planning work in 2020, as systemic institutionalized racism was thrust into the mainstream by protests following the killing of George Floyd by Minneapolis Police. MATPB staff also follow and learn from the equity-related planning initiatives undertaken by the City of Madison and other regional and national cities, MPOs, RPCs, and DOTs.

(Footnotes)

1 2010 Census, based upon 2013 MPO Planning Area; Percentages will exceed 100% as race and ethnicity are counted separately.

MATPB Nondiscrimination Policy

MATPB is committed to preventing discrimination and to fostering a just and equitable society, and recognizes the key role that transportation facilities and services provide to the community. MATPB assures that no person shall on the grounds of race, color, national origin, disability, sex, age, religion, income status, or limited English proficiency (LEP) as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MATPB further assures that every effort will be made to ensure nondiscrimination in all of its federally funded program activities. The following are some basic principles that serve as overall objectives in implementing this Title VI program:

- Make transportation planning and investment decisions that strive to meet the needs of all people.
- Enhance the public involvement process to reach all segments of the population and ensure that all groups have an opportunity to have a voice in the metropolitan transportation planning process regardless of race, color, and national origin, as well as income status, sex, age, religion, disability, and level of English proficiency.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

MATPB adopted its first Title VI Non-Discrimination Program in 2014; prior to that the MPO had its own Language Assistance Plan for persons with limited English proficiency, but relied upon the City of Madison’s Title VI program. MPOs are required to update their Title VI program every three years.

To view the MATPB Title VI Assurances, please see Appendix A.

Title VI Notice to the Public

Information must be provided to the public regarding the recipient’s obligations under U.S. DOT Title VI regulations and members of the public must be apprised of the protections against discrimination afforded to them by Title VI.

MATPB’s Title VI notice to the public is posted under the [Civil Rights/Title VI](#) link on the agency’s website in English, with language-specific links to [Spanish](#), [Hmong](#), and [Traditional Chinese](#) translations. The notice is also posted on the bulletin board in the agency office near the conference room. On English versions of Title VI Vital Documents, a sentence is included at the end in Spanish, Hmong, Traditional Chinese to contact the City of Madison Civil Rights Department at (608) 266-4910 if additional information is needed in another language.

To view a copy of MATPB’s Title VI notice to the public, please see Appendix B.

How to File a Title VI Complaint

Recipients are required to develop procedures for investigating and tracking VI complaints filed against them and to make the procedures available to the public upon request. They must also develop a Title VI complaint form.

Any person(s) or organization(s) believing they have been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status, or limited English proficiency by MATPB may file a Title VI complaint by completing and submitting MATPB’s Title VI Complaint Form or by sending an email or letter with the necessary information to MATPB or City of Madison Department of Civil Rights:

Madison Area Transportation Planning Board
 Attn: Title VI Complaint
 100 State St., #400
 Madison, WI 53703
 PH: (608) 266-4336
 Email: mpo@cityofmadison.com

City of Madison Dept. of Civil Rights
 Attn: Title VI Complaint
 210 Martin Luther King Jr. Blvd., #523
 Madison, WI 53703
 PH: (608) 266-4910
 Email: dcrc@cityofmadison.com

A person may also file a complaint directly with the Federal Transit Administration (FTA), at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

MATPB investigates complaints received no more than 180 days after the alleged incident. Filing times may be extended if deemed necessary. MATPB will only process complaints that are complete.

Once the complaint is received, MATPB will review it to determine if our agency has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our agency within ten (10) business days. Once the complaint is received and it is determined that the MATPB has jurisdiction, MATPB will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, MATPB will follow the steps listed in this complaint procedure. MATPB may also use this formal procedure to address general complaints.

Complaints will be investigated within thirty (30) calendar days from the date the original complaint was received. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has ten (10) business days from the date of the acknowledgement letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, MATPB and City of Madison can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

Once the complaint is investigated, the investigator will issue either a letter of finding if a case of discrimination is found, or a closure letter if no discrimination is found. A copy of the letter will be sent to the U.S. Department of Transportation and Wisconsin Department of Transportation. Every effort will be made to complete the investigation process and issue a letter within sixty (60) days of the complaint.

If the complainant wishes to appeal the decision, she/he has thirty (30) days after the date of the letter to do so.

MATPB's complaint form and detailed procedures for investigating a complaint are posted under the [Civil Rights/ Title VI](#) link on the agency's website in [English](#), [Spanish](#), [Hmong](#), and [Traditional Chinese](#), and also posted on the bulletin board in the agency office.

To view a copy of MATPB's detailed complaint investigation procedures please see Appendix C. To view a copy of MATPB's Complaint Form please see Appendix D.

Title VI Investigations

All recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination on the basis of race, color, or national origin. There have been no Title VI investigations, complaints, or lawsuits filed with the MPO or City of Madison on behalf of the MPO.

MATPB Title VI Coordinator

MATPB's Transportation Planning Manager is responsible for ensuring the implementation of the MPO's overall Title VI Program. This includes responsibility for ensuring compliance, program monitoring, reporting, and education on Title VI issues within the MPO.

Madison Area Transportation Planning Board
Transportation Planning Manager
William Schaefer
(608) 266-9115
wschaefer@cityofmadison.com

Title VI and Environmental Justice Considerations in the Planning and Programming Process

Procedures by which mobility needs of minority populations are identified and considered

MATPB seeks to identify the mobility needs of minority populations during the transportation planning and programming process through early and continuing public outreach to minority populations to obtain their input, and through data and GIS analysis of the location of minority population concentrations relative to existing and planned jobs and services and their travel patterns. The following sections outline in more detail how Title VI and environmental justice considerations are incorporated into MATPB's planning and programming process.

MATPB also monitors the Title VI analysis of transit service standards, policies, and the facility location equity analysis conducted by Metro Transit as part of its Title VI compliance efforts and references this analysis in its analysis for the TIP. The most recent analysis is included in Metro Transit's [July 2017 Title VI Program](#) report; an updated analysis is underway and will be completed in 2020. The plan highlights Metro's current fixed-route service standards, service quality/policies, and fare equity policy and equity analyses of service and fare changes since the last plan was adopted. The policies and analysis help ensure that the level of service and location of routes, age/quality of vehicles assigned to routes, and stop and other facilities are being provided in a non-discriminatory manner, and that the fare structure is also equitable.

Evaluating the environmental justice (EJ) impacts of transportation infrastructure and policies is a critical part of MATPB's planning activities. Mapping EJ populations in relation to existing and planned transportation infrastructure, jobs, and other destinations is one of the primary screening tools that planning agencies use to assess whether the transportation needs of EJ residents are being adequately served, and whether the costs and benefits of transportation projects and policies are fairly distributed. However, because EJ populations include a wide variety of potentially vulnerable groups—racial and ethnic minorities, people with low incomes, people with disabilities or other health-related challenges, zero-car households, etc.—they can be hard to map. Data about these populations can be unreliable or unavailable, and different data types and sources makes them difficult to combine.

Planning agencies often display different EJ population data separately, either by showing available race, income, and other measures overlaid on a single map or individually across a series of maps. This is how MATPB has mapped EJ populations in the past. It is difficult, however, for readers to discern the highest priority EJ areas when viewing several different types of demographic information. In order to simplify EJ analysis, MATPB has defined a set of EJ Priority Areas based on the concentration of low-income and racial/ethnic minority residents. While these two measures do not encompass the full range of potential EJ populations, they include the largest EJ categories and data about minority and low-income populations is widely available and relatively reliable. Furthermore, there is a high degree of correlation between minority and low-income populations and other EJ indicators, including Limited English Proficient (LEP) and zero-car households, so the EJ Priority Areas correspond to concentrations of those populations as well.

MATPB's EJ Priority Areas were first identified based on their concentration of minority (non-White and/or Hispanic) and low-income residents (those with household incomes below 150% of the federal poverty level). Each 2010 block group in the MPO area received an EJ index score of up to 8 points; block groups could receive up to 4 points each for their concentration of minority and low-income residents, according to the scoring system below.

Minority Score: Points were awarded based on percentage of minority (Hispanic and/or non-white) residents in 2010 Census block group. 23.5%–31% (1.5–2x MPO Average) = 2 pts; 31–38.75% (2–2.5x MPO Average) = 3 pts; 38.75%+ (>2.5x MPO Average) = 4 pts.

Poverty score: Points were awarded based on the percentage of residents with household incomes below 150% of poverty level based on American Community Survey (ACS) 2013–2017 block group data. 28.5%–38% (1.5–2x MPO Average) = 2 pts; 38–47.5% (2–2.5x MPO Average) = 3 pts; 47.5%+ (>2.5x MPO Average) = 4 pts.

Because of the large margin of error in the ACS household income data, some block groups were awarded additional points to correct what MPO staff believed to be underestimates of their low-income population. Adjustments were only made to zones that initially scored below six - the minimum threshold for designation as an EJ Priority Area - in cases where a higher estimate within the margin of error would result in a score of at least six. Additional points were only awarded to zones with a high proportion of students eligible for free and reduced price school lunch. Zones receiving additional points in their adjusted index score were awarded the minimum number of points to reach a score of six. No scores were adjusted downward. Because of the imprecision inherent in the estimates and adjustments used to define EJ Priority Areas, it is advised that they not be compared to one another based on their index scores.

After the EJ Priority Areas were identified, block group geographies were adjusted to generally exclude non-residential land uses, with the exception of some schools and parks. EJ Priority Areas do not necessarily encompass all residential portions of their 2010 census block group. In one case, the residential portion of a block group has been divided between two separate EJ Priority Areas. In other cases, where higher income residential areas are located within the same block group but are not contiguous with lower income areas, EJ Priority Areas include only the lower income areas.

Promoting Inclusive Public Participation and Providing Meaningful Access to Limited English Proficient Persons

Public Participation Plan (PPP)

MATPB's Public Participation Plan, approved in September 2015, provides a framework for engaging the public in the regional transportation planning and programming process. MATPB recognizes that effective public involvement is inclusive of the needs of all transportation system users with an emphasis on traditionally underserved populations. MATPB is currently in the process of updating this plan to reflect lessons learned over the past five years, the impact of the COVID-19 pandemic, which has necessitated and highlighted the benefits of virtual public engagement, and planned new strategies. As part of the PPP update, the goals have been simplified. The new draft PPP goals are:

- Inform- Provide timely, objective information to keep the public informed about Greater Madison MPO's ongoing transportation planning and programming processes throughout the region.
- Involve- Create inclusive opportunities for the public to provide comments and feedback for consideration at key decision-making points in the transportation planning and programming process, with an emphasis on actively seeking out input from traditionally underserved populations.
- Comprehend- Broaden the mutual understanding of priorities and concerns of all involved and impacted by planning and programming activities.
- Engage- Collaborate with communities and stakeholders in an interactive process to develop a transportation system reflective of the values of the region.
- Improve- Continuously seek ways to improve information, involvement, and engagement through annual evaluation of the public participation process.

The PPP identifies multiple stakeholders that are important participants in the transportation planning process, including but not limited to:

- minority and low-income populations,
- those that speak English less than very well,
- the elderly,
- persons with disabilities,
- autoless persons/households,
- transportation providers,
- local jurisdictions and public agencies,
- businesses, and
- various special interest groups.

The MPO relies on the distribution of printed and electronic materials, electronic communications, MPO website and social media, and staff presentations to keep stakeholders informed about its activities and

programs. Public involvement is an ongoing activity. It is also an integral part of one-time activities such as corridor studies and regularly repeated activities, including the long-range Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). Other strategies that the MATPB will use to promote inclusive public participation include:

- Public information meetings and hearings, held throughout the metro area at various stages of plan development with different meeting sizes and formats considered,
- Coordination with other state and local planning efforts and public involvement activities,
- Use of advisory committees, and
- Employment of special efforts to ensure meaningful opportunities for participation by minority and low-income populations and those with a disability or language barrier, and to address environmental justice issues at all stages of the planning process.
 - These include holding meetings in places convenient to EJ population groups, seeking representation on advisory committees, making translators available if requested, providing meeting notices and plan information to minority news media, and utilizing available resources such as neighborhood associations and organizations working with these populations.

At the completion of the 2050 Regional Transportation Plan planning process an evaluation was done of the current PPP. The findings and recommendations from this evaluation have helped shape the update of the PPP, which is in the final draft stage.

The new, updated Public Participation Plan will be included in Appendix E.

Language Assistance Plan (LAP)

Under Title VI of the Civil Rights Act of 1964, individuals who do not speak English as their primary language and have a limited ability to read, write, or speak English are entitled to language assistance where language barriers may otherwise prohibit people who are Limited English Proficient (LEP) from obtaining service or information relating to service and programs, and may limit participation in the transportation planning process. MATPB's LAP includes a Four-Factor Analysis as required by Federal guidelines to identify LEP populations within the Madison Metropolitan Planning Area and the ways in which translation services and assistance may be provided to those that may otherwise have a difficult time participating in the transportation planning and programming process.

Typical measures to assist those needing language assistance include but are not limited to providing translated documents, opportunities to have interpreters present at MATPB meetings and public hearings, and supporting continuing education and training for MATPB employees.

The LAP is included in Appendix F.

Procedure for Conducting an Environmental Justice Analysis

The MPO is committed to continuing efforts to enhance the analytical capability for assessing impact distributions of transportation programs, policies, and projects in its transportation plans and the TIP. The object of Executive Order 12898 on Environmental Justice is to ensure that Federal agencies and programs that receive Federal funding promote and enforce nondiscrimination as one way of achieving the overarching objective of environmental justice. FTA issued FTA Circular 4703.1 in 2012 to provide guidance on how recipients of Federal funding can integrate environmental justice principles into the transportation planning and programming process. This section provides a brief overview of the process that MATPB follows to identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations.

An equity or environmental justice analysis is conducted for the Regional Transportation Plan (RTP) (including stand-alone plans incorporated into the RTP such as the Bicycle Plan) and the Transportation Improvement Program (TIP). This includes a qualitative analysis in which planned or programmed roadway, transit, and bicycle projects are overlaid or superimposed on a map highlighting the EJ Priority Areas established by MATPB to determine the extent to which these areas are negatively or positively impacted by the projects. It also includes an assessment of how well recent and any planned Metro Transit bus service

improvements have benefitted these areas. The EJ analyses of the RTP and TIP are conducted at the draft stage before they are finalized in order to inform the final plan and TIP and address any disproportionate impacts, if discovered.

These analyses for the 2030 RTP, 2035 RTP Update, 2050 RTP, and annual TIP updates have concluded that the planned and programmed projects do not impose disproportionately high and adverse impacts on minority and other EJ population groups and that the benefits of the recommended and programmed transportation projects and services are reasonably distributed to meet the needs of all populations in the MPO planning area.

In 2019, the scoring criteria used for evaluating and selecting projects for funding through the Surface Transportation Block Grant (STBG) - Transportation Alternatives (TA) Set Aside program were revised to increase the weight (now 12% of total) given to projects benefitting EJ areas. MATPB will be reviewing and considering potential revisions to its scoring criteria for STBG-Urban project this year. A similar revision to increase the weight for projects benefitting areas with EJ population concentrations will be considered, and if adopted, incorporated into the criteria used for the 2021 STBG-Urban application cycle.

MATPB plans to attempt to collect demographic data from participants in public outreach efforts in order to measure involvement of minority and low-income populations with the update to RTP 2050. This feedback will help inform both EJ Analyses and public engagement strategies.

Title VI and Environmental Justice in MATPB Planning Documents

Federal regulations require the formation of an MPO for each urbanized area with a population over 50,000 people to facilitate a 3-C (Comprehensive, Coordinated, and Continuing) transportation planning process. Listed in this section are some of the major MATPB planning efforts that reflect Title VI and EJ issues most closely.

Regional Transportation Plan (RTP)

The purpose of regional transportation plans (RTP) is to set a policy direction and identify how the region intends to invest in the transportation system across all modes. RTPs ensure that transportation projects are coordinated between the various levels of government (municipal, county, state, and federal). The Madison Area RTP 2050 contains the coordinated vision for our region. RTPs must:

- Forecast for demand for transportation facilities and services for 20 or more years
- Identify policies, strategies, and projects that are recommended for the future
- Include both short-range and long-range strategies and actions that lead to the development of an integrated multi-modal transportation system
- Contain reasonable cost estimates for identified capital investments and operations and maintenance
- Be updated every five years in air quality attainment areas (such as the Madison Metropolitan Area).




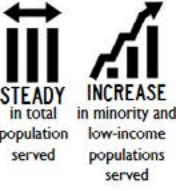
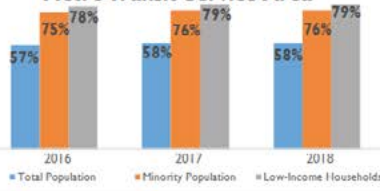
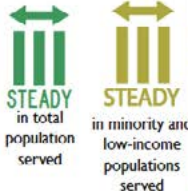
One of the RTP 2050's goals is to improve equity for all users of the transportation system by seeking to:

- Provide convenient, affordable transportation options that enable people of all ages and abilities to access jobs, services, and other destinations to meet their daily needs;
- Improve transit accessibility to jobs in areas with concentrations of transit-dependent populations and support provision of affordable housing in areas with high transit accessibility to jobs;
- Ensure that the interests of underrepresented populations, including minority, low-income, seniors and those with disabilities, are considered in the transportation planning process;
- Ensure that the benefits of regional transportation system investments, in terms of improved accessibility, mobility, and quality of life, are fairly distributed and that adverse public health and environmental impacts from transportation facilities do not disproportionately impact minority and low-income populations; and
- Retrofit existing transportation facilities to make them ADA compliant.

MATPB has begun an update of the RTP with public involvement activities beginning in 2021.

In 2016 MATPB began issuing an annual *Performance Measures Report* to track the region's progress towards achieving the goals and systems plan of the RTP, including measures to track the equity of transportation investments and access to the transportation system. The 2018 *Performance Measures Report* measures for improving equity in the transportation system are shown in Table 2:

Table 2

Improve Equity for Users of the Transportation System				
Performance Measure	Target	Data and Trends	Current Status	Analysis
Metro Transit Ridership <i>The total annual fixed-route ridership (in unlinked passenger trips)</i>		Metro Fixed-Route Ridership <i>(in Millions)</i> 		Efficient, well-used public transit service is a key part of a well-balanced transportation system that serves all users. After three years of declines, ridership increased to 13.2 million trips in 2018 from its 2017 low of 12.8 million trips.
Metro Transit Service Area <i>The percentage of the MPO area population living with 1/4 mile of transit service</i>		Percent of Population within Metro Transit Service Area 		People need to live within 1/4 mile of a transit stop in order for it to be a viable mode of transportation. The all-day transit service area remains unchanged since 2017, at 55.8 square mile, encompassing 58% of the MPO area total population, 76% of minority populations, and 79% of low-income households. See Maps 6-9 in Map Book.

The COVID-19 pandemic, which struck the United States in March 2020, resulted in a state-wide “Safer-at-Home” order and subsequent county-specific limits on gatherings and places of employment. The resulting precipitous decline in travel and transit ridership resulted in drastic transit service reductions, both in terms of bus capacity restrictions and a reduced schedule through the spring and summer of 2020. In August 2020 service was increased from its initial COVID response system to better serve low-income riders and people of color. Capacity was also added in the downtown area and core sections of the system, with buses running more frequently to allow people more options to travel during rush hour times. This service increase amounted to a return to 85% of pre-COVID service levels.

Metro’s Equity Review of these changes identified two areas of equity concern: “Tree Ln. on the west side and Thompson Rd on the east side. Thompson Rd. typically saw very few boardings (less than 10 per day) pre-COVID and is within a relatively easy walk (1/3 of a mile) of Swanton Rd. or Milwaukee St., where service remains. Tree Ln. is similar, but is a bit further (1/2 mile) from service on Mineral Point Rd. In both cases, it appears that people are already walking a bit to get better service further away.”

The MPO conducted an independent EJ Analysis of the proposed August 2020 service improvements, using the EJ Priority Areas described above. The MPO analysis identified four EJ Priority Areas where the August 2020 service improvement plan initially raised equity concerns: Wexford Ridge-Walnut Grove (Tree Ln. area in Metro equity review); Jamestown; Arbor Hills; and Swanton (Thompson Rd. area in Metro equity review). The south end of Jamestown is nearly 9/10 of a mile from 30-minute service, with direct service every 60 minutes; however, this level of service is unchanged from 2019’s Route 52 and is not a service change. Portions of Arbor Hills are as far as ½ mile from 30-minute service, with direct service every 60 minutes; however, this area was served by peak-only 30-minute Route 47 and 60-minute Route 40 under the August 2019 route structure – the change to service is a reduction from 30- to 60-minute peak period service. The few stops affected by this change had 1.5-2 average weekday boardings in 2018. Given the reductions to service experienced by many non-EJ Priority Areas under this service plan, this is not a disproportionate reduction in service to the Arbor Hills EJ Priority Area. MPO staff concur with Metro’s equity review findings regarding service impacts to the Wexford Ridge-Walnut Grove and Swanton neighborhoods. While 60-minute service is not frequent enough to be practical for many trips, and will result in overall longer travel times compared to 30-minute headways due to increases in potential wait times, the average number of boardings at affected stops in these areas are so low that they do not justify higher service frequencies.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP), which MATPB updates annually, is a coordinated listing of short-range transportation improvement projects anticipated to be undertaken in the next five-year period. The TIP is the mechanism by which the long-range RTP is implemented, and represents the transportation improvement priorities of the region.

Projects within the MATPB Planning Area must be included in the TIP in order to be eligible to receive federal funding assistance. To be included, projects must be included in the RTP or determined to be consistent with the RTP. The TIP project list is multi-modal. In addition to streets/roadways, it includes transit, pedestrian, bicycle, parking, and rideshare/transportation demand management projects. The coordinated listing of projects in the TIP is a cooperative effort by state and local implementing agencies and the staff of MATPB, and is primarily based upon state and local capital improvement programs and budgets. Implementing agencies submit their lists of proposed projects to MATPB staff to coordinate into a comprehensive list of proposed transportation improvements, with information about project scope, cost, timing, etc. The listing is subject to review by local units of government, MATPB Technical Coordinating Committee (TCC) and Citizen Advisory Committee (CAC), and MATPB. Opportunities are also provided for public comments; the Draft 2020 TIP was forwarded to organizations involved in equity and racial justice work with an invitation to provide comments on the EJ Analysis section, as well as on projects or other portions of the TIP

Unified Planning Work Program (UPWP)

The MATPB work program is an annual publication that outlines major transportation planning issues, describes the planning activities the MPO will undertake and be involved in during the following year, summarizes the MPO's recent planning activities and accomplishments, and identifies how federal, state, and local transportation funding will be spent on the different planning activities. The publication of an MPO work program is required by federal law as a condition of receiving federal transportation funding.

MATPB includes a report on Title VI activities as an appendix to the UPWP, which lists accomplishments from the prior year and anticipates work program activities for the coming year. The UPWP also includes a self-certification summary that details how the MATPB complies with applicable federal laws, including Title VI.

Transit Development Plan (TDP)

The Transit Development Plan (TDP) for the Madison Urban Area is a short- to medium range strategic plan intended to identify transit needs and proposed improvements and studies over a five-year planning horizon. MATPB is responsible for developing and maintaining the TDP. MATPB works in close cooperation with Metro Transit and other transit providers, funding partners, and jurisdictions in the Madison area to develop the plan. The TDP is developed within the overall framework of the long-range RTP. An EJ analysis is typically conducted for the TDP and will be done as part of the next update, which is currently underway.

Coordinated Public Transit – Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation. Plans include:

- An assessment of available services;
- An assessment of transportation needs, strategies, activities, and/or projects to address identified gaps between current services and needs and to improve efficiencies in service delivery; and
- Priorities for implementation based upon available resources, time, and feasibility.

Bicycle Transportation Plan

The Bicycle Transportation Plan for the Madison Metropolitan Area and Dane County is a comprehensive bicycle plan to serve as a blueprint for continuing to improve bicycling conditions and increase bicycle riding throughout Dane County. The planning horizon is 2050. It provides a framework for cooperation between state agencies, Dane County, and local governments in planning for and developing bicycle facilities and programs. It is also intended to educate citizens and policy makers on bicycle transportation issues and the needs of bicyclists as well as present resources for planning, designing, and maintaining bicycle facilities. The plan is a component of MATPB's RTP. Providing equitable access to the benefits of bicycling is one of six plan goals. Performance measures – including equity – were developed for each goal, and the plan includes strategies and recommendations to increase participation in bicycling and facilities planning

by EJ populations. An EJ analysis was conducted of the distribution of premium facilities in relation to EJ population concentration areas, and projects were highlighted that will improve bike access to these areas.

Title VI and Environmental Justice in MATPB Programming

WisDOT and Metro Transit select the projects for the federal program funds that they control. For WisDOT this includes programs that fund state highway projects (e.g., National Highway Performance Program) and programs that fund local projects which WisDOT administers (e.g., Local Bridge, Highway Safety Improvement Program). These projects are submitted to the MPO for inclusion in the TIP. As a large MPO (urbanized area population over 200,000), MATPB receives its own allocation of federal highway funding under the Surface Transportation Block Grant (STBG) program, which includes the Urban program and the Transportation Alternatives (TA) program set aside used to fund bicycle/pedestrian projects. The MPO scores and selects projects for funding under these two programs using a set of approved screening and scoring criteria, which include an environmental justice and health equity category. As mentioned, the weight of the EJ criterion was increased for the TA program and a similar change will be considered for the STBG-Urban program criteria. Eligible applicants are Dane County and local units of government.

Surface Transportation Block Grant Program

The Surface Transportation Block Grant (STBG) Program provides flexible funding that may be used by states and localities for transportation projects. The intent of these projects is to preserve and improve the conditions and performance on any federal-aid highway, bridge, public road, pedestrian and bicycle infrastructure, and transit capital projects.

Currently, MATPB's annual allocation of funding is \$6.86 million per year. MATPB received an additional \$3.4 million in supplemental funding for the 2020-2025 program cycle. Most of the MPO's STBG – Urban funding has historically been used for local arterial street (re)construction projects, but STBG – Urban funding can be used for a wide variety of capital projects such as transit vehicles, bicycle/pedestrian projects, and Travel Demand Management (TDM) programs such as the MPO's Rideshare Etc. program (to be called RoundTrip starting in 2021).

MATPB completed a major revision to its scoring criteria for STBG-Urban projects in 2015. Eligible projects are required to be consistent with the MPO's RTP, compliant with its Complete Streets Policy and Title VI/ environmental justice requirements:

- All projects must be included in or consistent with the Regional Transportation Plan (RTP) 2050 for the Madison Metropolitan Area, including the Congestion Management Process (CMP) for the Madison Metropolitan Area, Regional Intelligent Transportation Systems (ITS) Strategic Plan, and other separate mode-specific elements of the plan such as the five-year Transit Development Plan and the Bicycle Transportation Plan.
- All major roadway and transit capacity expansion projects must be listed by reference in the financially constrained Regional Transportation Plan (RTP) 2050 for the Madison Metropolitan Area.
- All roadway projects must comply with the MPO's Complete Streets Policy. The State of Wisconsin's Pedestrian and Bicycle Accommodations law and associated rules in effect in May 2015 are used as a guide in determining compliance with the policy.
- For bus purchase projects, the transit agency shall maintain a maximum spare ratio of 20% of vehicles operated in peak or maximum fixed-route service after acquisition of the new buses. Any new buses resulting in that ratio being exceeded would not be eligible for funding.
- Projects shall not create significant adverse human health, environmental, social, or economic impacts on Title VI/environmental justice population groups or fail to avoid those impacts that could be avoided or mitigate unavoidable impacts on these groups.

MATPB established five project type categories eligible to apply for STBG funding: roadway, bicycle and pedestrian, transit buses, transit infrastructure, and ITS. While the weighting varies somewhat by project category, all projects are scored by the following categories with specific criteria tailored to each type of project:

- Importance to Regional Transportation System
- System Preservation
- Congestion Mitigation & TSM
- Safety Enhancement
- Enhancement of Multi-modal options/service

- Supports transportation efficient land use, livability, and economic prosperity
- Environment
- Environmental Justice and Health Equity
- Cost/Benefit

Recipients of STBG funding through MATPB are required to follow all Title VI requirements. The criteria are included as Attachment A of the Transportation Improvement Program.

Transportation Alternatives Program

The Transportation Alternatives Program (TAP) is a legislative program that is authorized in the "FAST" Act to provide funding for projects that meet eligibility criteria for the Safe Routes to School Program, Transportation Enhancements, and/or the Bicycle & Pedestrian Facilities Program. As a large MPO, MATPB receives a sub-allocation of TAP project funding. MATPB ranking criteria include points awarded to projects which would improve pedestrian/bicycle access for environmental justice areas, as well as projects which would be located in areas with health disparities and limited access to active transportation options. In 2019, the MPO amended the scoring criteria for the TA program to increase the weight of scores related to Title VI, EJ, and health disparity criteria from 4% to 12% for infrastructure projects and from 25% to 35% for Safe Routes to School Non-Infrastructure Projects.

Section 5310 Grant Program

The Section 5310 Program provides formula funding to states and large MPOs to improve mobility for seniors and individuals with disabilities. Grant recipients in the Madison area are selected through a competitive process by MATPB as laid out in the [Section 5310 Program Management and Recipient Coordination Plan](#). The Madison Urban Area’s funding allocation for the 2020 calendar year is \$313,332.

The Federal Transit Administration (FTA) requires that projects funded under Section 5310 are included in a “locally developed coordinated public transit-human services transportation plan”. This ensures that applicants are coordinating services with other private, public, and non-profit transportation providers. Proposed Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county, or regional plan. The locally developed coordinated public transit-human services transportation plan in the Madison metropolitan area is the [2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County](#). Applications must identify which strategy(ies) identified in the plan are supported by the project.

Recipients of 5310 funding through MATPB are required to follow all Title VI requirements.

Distribution of State and Federal Funds for Public Transportation

Table 3 illustrates the distribution of federal and state funds for public transportation for the years 2020–2024 as programmed in the MATPB Transportation Improvement Plan. A little under one quarter (22.7%) of all federal transportation funding programmed in the Madison Metropolitan Area is allocated for public transportation, while over 3/4ths (77.5%) of statetransportation funding is allocated for public transportation.

Table 3

2020-2024 Distribution of Federal and State Funds for Public Transportation (In Thousands)		
Program	Federal	State
Transit Sec. 5307 Urbanized Area Program	39,006	
Transit Sec. 5310 E/D Enhanced Mobility Program	1,641	
Transit Sec. 5311 Non-Urbanized Area Program	5,290	
Transit Sec. 5337 State of Good Repair	3,700	
Transit Sec. 5339 Bus & Bus Facilities	3,760	
Transit Sec. 85.20 Operating Assistance Madison Metro Area		97,692
Transit Sec. 85.21 Senior/Disabled Transp. Assistance		5,186
Total Public Transportation Funds	53,397	102,878
Total TIP Funds	235,380	132,721
Percent of TIP for Public Transportation	22.7%	77.5%

Source: 2020-2024 Madison Metropolitan Area & Dane County TIP, adopted October 2019

Appendix A - Title VI Assurances

The Madison Area Transportation Planning Board (hereinafter referred to as the Recipient) HEREBY AGREES THAT, as a condition of receiving Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives to the end that, in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance through the Wisconsin Department of Transportation or the U.S. Department of Transportation; and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-Aid Highway or Transit Programs:

1. That the Recipient agrees that each "program" and each "facility," as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or materials subject to the regulations and made in connection with the Federal-Aid Highway or Transit Programs and, in adapted form, in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, and national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A in every contract subject to the Act and the Regulations.
4. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations, and this assurance.
5. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal-Aid Highway or Transit Programs and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal-Aid or Transit Programs.

Date Adopted

Mark Opitz, Chair

Madison Area Transportation Planning Board
DRAFT- MATPB Title VI Non-Discrimination Program & Language Assistance Plan

A-1

Appendix B – Title VI Notice

Notifying the Public of Rights Under Title VI

Madison Area Transportation Planning Board and City of Madison

The Madison Area Transportation Planning Board (MATPB) – an MPO and City of Madison, as its administrative and fiscal agent, assure that no person shall on the grounds of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MATPB and City of Madison further assure every effort will be made to ensure nondiscrimination in all of its federally funded program activities.

Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the MATPB (PH: 608/266-4336; Email: mpo@cityofmadison.com) or with the City of Madison Department of Civil Rights (PH: 608/266-4910; Email: dcr@cityofmadison.com). For more information, visit www.MadisonAreaMPO.org.

A complainant may file a complaint directly with the Federal Transit Administration (FTA) by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, FTA, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact the City of Madison Civil Rights Department at (608) 266-4910.

Si se necesita información en otro idioma, póngase en contacto con la Ciudad de Departamento de Derechos Civiles de Madison al (608) 266-4190. (<http://www.madisonareampo.org/about/civilrightseseanol.cfm>)

Yog tias cov lus qhia uas yuav tsum tau nyob rau hauv lwmm yam lus, ces hu mus rau lub nroog ntawm Madison lub Civil Rights Department ntawm (608) 266-4190. (<http://www.madisonareampo.org/about/civil-rightshmn.cfm>)

如果信息是需要另一种语言 · 然后致电 (608) 266-4190 市的麦迪逊民权处 (<http://www.madisonareampo.org/about/chinese.cfm>)

MATPB's Notice to the Public, information about the MATPB's Title VI and ADA obligations, complaint procedure, and complaint form are posted on the agency's Website (<http://www.MadisonAreaMPO.org/about/civilrights.cfm>) and on the bulletin board in the agency office reception area.

Appendix C – Title VI Complaint Procedure

The Madison Area Transportation Planning Board (MATPB) – An MPO and the City of Madison, as its administrative and fiscal agent, assure that no person or groups of persons shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100-259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs, services, or activities. Furthermore, Madison General Ordinance (M.G.O.) Section 39.02(8) mandates the execution of this operational requirement. MATPB and City of Madison further assure every effort will be made to ensure nondiscrimination in all of its federally funded program activities.

Any person(s) or organization(s) believing they have been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) by MATPB may file a Title VI complaint by completing and submitting MATPB's Title VI Complaint Form or by sending an email or letter with the necessary information to MATPB or City of Madison Department of Civil Rights (see contact information below).

Madison Area Transportation Planning Board
Attn: Title VI Complaint
100 State St., #400
Madison, WI 53703
PH: (608) 266-4336
Email: mpo@cityofmadison.com

City of Madison Dept. of Civil Rights
Attn: Title VI Complaint
210 Martin Luther King Jr. Blvd., #523
Madison, WI 53703
PH: (608) 266-4910
Email: dcr@cityofmadison.com

MATPB investigates complaints received no more than 180 days after the alleged incident. Filing times may be extended if deemed necessary. MATPB will only process complaints that are complete.

Once the complaint is received, MATPB will review it to determine if our agency has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our agency within ten (10) business days. Once the complaint is received and it is determined that MATPB has jurisdiction, MATPB will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, MATPB will follow the steps listed in this complaint procedure. MATPB may also use this formal procedure to address general complaints.

Complaints will be investigated within thirty (30) calendar days from the date the original complaint was received. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has ten (10) business days from the date of the acknowledgement letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, MATPB and City of Madison can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF). A copy of the letter will be sent to the U.S. Department of Transportation and Wisconsin Department of Transportation. Every effort will be made to complete the investigation process and issue a letter within sixty (60) days of the complaint.

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has thirty (30) days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration (FTA), at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact the City of Madison's Civil Rights Department at (608) 266-4910.

Si se necesita información en otro idioma, póngase en contacto con la Ciudad de Departamento de Derechos Civiles de Madison al (608) 266-4190. (<http://www.madisonareampo.org/about/civilrightseseanol.cfm>)

Yog tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm yam lus, ces hu mus rau lub nroog ntawm Madison lub Civil Rights Department ntawm (608) 266-4190. (<http://www.madisonareampo.org/about/civilrightshmn.cfm>)

如果信息是需要另一种语言，然后致电 (608) 266-4190 市的麦迪逊民权处 (<http://www.madisonareampo.org/about/chinese.cfm>)

MATPB's Notice to the Public, information about the MATPB's Title VI and ADA obligations, complaint procedure, and complaint form are posted on the agency's Website (<http://www.MadisonAreaMPO.org/about/civilrights.cfm>) in English or at the web addresses above for Spanish, Hmong, and Traditional Chinese, and on the bulletin board in the agency office reception area.

Appendix D - Title VI Complaint Form

The Madison Area Transportation Planning Board (MATPB) – An MPO and the City of Madison, as its administrative and fiscal agent, assure that no person shall on the grounds of race, color, national origin, disability, sex, age, religion, income status, or limited English proficiency (LEP) as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Furthermore, Madison General Ordinance (M.G.O.) Sec. 39.02(8) mandates the execution of this operational requirement. MATPB and the City of Madison further assure every effort will be made to ensure nondiscrimination in all of its federally funded program activities.

Any person(s) or organization(s) believing they have been a victim of discrimination based on race, color, or national origin may file a complaint with MATPB or with the City of Madison Department of Civil Rights.

The purpose of this form is to assist persons in filing a complaint. Use of this form is not required. A letter or e-mail with the same information is sufficient.

Letters or completed complaint forms can be mailed to:

Madison Area Transportation Planning Board
Attn: Title VI Complaint
100 State Street, Suite 400
Madison, WI 53703

City of Madison Department of Civil Rights
Attn: Title VI Complaint
210 Martin Luther King, Jr. Blvd., Room 523
Madison, WI 53703

Complaints can also be e-mailed to the Madison Area Transportation Planning Board at mpo@cityofmadison.com or to the City of Madison Department of Civil Rights at dcr@cityofmadison.com.

Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
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Click or tap here to enter text.

Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>
Email Address <input type="text"/>	

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Click or tap here to enter text.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

Section D: Comment Details

Please answer the questions below regarding your comment

What was the date of the occurrence?	Click to add date in the following format: Day, month, year	
What was the time of the occurrence?	Click to add the time	
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.	
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.	
Where was the location of the occurrence?	Click or tap here to enter text.	
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please add any additional descriptive details about the incident.	Click or tap here to enter text.	

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, how would you best liked to be reached? Please select your preferred form of contact below

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
--------------------------------	--------------------------------	-------------------------------

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

You may attach additional written materials or other information that may be relevant to your complaint.

Section G: Previous Title VI Complaints

Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you filed a complaint with any other federal, state, or local agencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If so, list agency/agencies and contact information below.

Contact Name: _____
Agency: _____
Street Address: _____
Phone: _____

Contact Name: _____
Agency: _____
Street Address: _____
Phone: _____

Section H: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the Madison Area Transportation Planning Board.

Name

Date:

Signature

A person may also file a complaint directly with the Federal Transit Administration (FTA), at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact the City of Madison's Civil Rights Department at (608) 266-4910.

Si se necesita información en otro idioma, póngase en contacto con la Ciudad de Departamento de Derechos Civiles de Madison al (608) 266-4190.

<http://www.madisonareampo.org/about/civilrightsespanol.cfm>

Yog tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm yam lus, ces hu mus rau lub nroog ntawm Madison lub Civil Rights Department ntawm (608) 266-4190.

<http://www.madisonareampo.org/about/civilrightshmn.cfm>

如果信息是需要另一种语言，然后致电 (608) 266-4190 市的麦迪逊民权处

<http://www.madisonareampo.org/about/chinese.cfm>

MATPB's Notice to the Public, information about MATPB's Title VI and ADA obligations, complaint procedure, and complaint form are posted on the agency's Website

<http://www.MadisonAreaMPO.org/about/civilrights.cfm> in English or at the web addresses above for Spanish, Hmong, and Traditional Chinese, and on the bulletin board in the agency office reception area.

Office use

Date Received:

Received By:

Appendix E - Public Participation Plan

The 2015 MATPB Public Participation Plan can be found at http://madisonareampo.org/planning/documents/Final_PPP_2015_web.pdf

The plan is in the process of being updated. The draft document can be found at [link]

Appendix F - Language Assistance Plan (LAP)

Introduction and Legal Basis for Language Assistance Requirements

The Madison Area Transportation Planning Board (MATPB) is the designated Metropolitan Planning Organization (MPO) responsible for ongoing, cooperative, comprehensive transportation planning and decision making in the Madison metropolitan area. As a recipient of federal financial assistance, the MPO is obligated under Title VI of the Civil Rights Act of 1964 and Executive Order 13166 to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English language.



This language assistance plan outlines the policies and procedures that the MPO will use in addressing the needs of persons with limited English proficiency (LEP) that wish to access or participate in MPO programs and planning activities. This plan updates the previous one adopted in August 2017.

The MPO relies in large part on the City of Madison's Language Access Plan as the city staffs the MPO and is the MPO's fiscal and administrative agent. The City of Madison developed and adopted a new comprehensive Language Access Plan in December 2017 and has been implementing it over the past 3 years.

Executive Order 13166: *Improving Access to Service for Persons with Limited English Proficiency*, issued in 2000, clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. It directed federal agencies to prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons consistent with LEP guidelines. Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. The U.S. Department of Transportation published guidance in December 2005 concerning recipients' responsibilities to LEP persons. The guidance specifically identifies MPOs as organizations that must follow the guidance. The Federal Transit Administration (FTA) published Title VI Requirements and Guidance for FTA Recipients, FTA Circular 4702.1B in October 2012. It provides guidance and instructions for carrying out U.S. DOT Title VI regulations and integrating into FTA recipients' programs and activities the considerations expressed in the U.S. DOT's 2005 policy guidance. It specifies requirements for MPOs.

The MPO seeks to ensure access to the regional transportation planning process, information published by the MPO, and MPO programs like Rideshare Etc. (to be called "RoundTrip" starting in 2021) to area residents who do not speak or read English proficiently. It is the MPO policy to inform residents with LEP of the right to free language assistance and interpreter services at no cost to them. This plan outlines the procedures and practices the MPO will use to provide meaningful access to its programs and activities for LEP populations.

The plan includes the following elements:

1. An LEP assessment that includes the results of the Four Factor Analysis, including a description of the LEP populations served;
2. A description of how language assistance services provided, by language;
3. A description of public outreach efforts to inform LEP persons of the availability of language assistance services;
4. A description of how the language assistance plan is monitored and updated;
5. A description of how employees are trained to provide language assistance to LEP persons; and,
6. Additional information deemed necessary.

LEP Assessment (Four Factor Analysis) for the Madison Urbanized Area

Factor 1: Number and proportion of LEP persons who may be served or are likely to encounter an MPO planning activity or service

According to 2014–2018 American Community Survey (ACS) Census data, approximately 52,616 (15.7%) persons aged five years and over in the Madison urbanized area population speak a language other than English at home. Table F-1 illustrates that of those that speak a language other than English at home, Spanish is the most common (5.3% of total population). Language-specific data other than Spanish is not available for all ACS data sets or for Urban Area geographies; the most recent estimates for other languages are from the 2009–2013 ACS and are for all of Dane County; although somewhat outdated and of a larger geographic area than the Madison urban area, this data set indicates that Spanish (2.16% of county population) is followed by Chinese (0.48%), Hmong (0.29%), Korean (0.22%), Laotian (0.10%), and German (0.9%). In the Urban Area, of those who speak another language at home, a total of about 19,807 (4.8% of total population) reported they speak English less than very well and are therefore considered LEP; of those, by far the highest number, 8,660 (40.1% of LEP persons) speak Spanish (2018 ACS).

Table F-1
Language Spoken at Home for Madison Urbanized Area Population Aged 5 and Over

Language	Number	Percent
English Only	340,787	86.6%
Spanish	22,488	5.7%
<i>Speaks English less than very well</i>	10,019	2.5%
Chinese	5,274	1.3%
<i>Speaks English less than very well</i>	2,531	0.6%
Hmong	5,054	1.3%
<i>Speaks English less than very well</i>	1,789	0.5%
Korean	1,706	0.4%
<i>Speaks English less than very well</i>	1,108	0.3%
French	1,568	0.4%
<i>Speaks English less than very well</i>	224	0.1%
German	1,912	0.5%
<i>Speaks English less than very well</i>	271	0.1%
Hindi	1,219	0.3%
<i>Speaks English less than very well</i>	273	0.1%
Other Languages	13,395	3.4%
<i>Speaks English less than very well</i>	4,014	1.0%
Total- Population 5 years and older	393,403	100.0%
Total-Speaks English less than very well	20,229	5.1%

Source: 2011-2015 American Community Survey (ACS)

USDOT has adopted the Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision applies to eligible LEP language groups that constitute five percent (5%) or 1,000 persons, whichever is less of the total population of persons eligible to be served or likely to be affected or encountered. Under the 5% threshold, only Spanish falls under the Safe Harbor Provision in Dane County. Based on the 1,000 person threshold, however, language groups which may fall under the Safe Harbor Provision in the Madison area include Spanish, Traditional Chinese, Hmong, and Korean. The City of Madison used data from the past four years of language assistance provided by the city to determine the primary non-English language groups in need of language services. This included information on documents translated, interpreters requested, and languages utilized via telephone interpreter services. Based on this, Spanish, Traditional Chinese, and Hmong were identified as the target language groups for language services. The MPO intends to follow this determination, but this may change in the future as new data is collected.

Table F-2 shows the population that speaks another language at home and the percentage of those who are LEP for selected communities in the Madison urbanized area. The cities of Madison and Fitchburg have by far the largest numbers of LEP persons. The town of Madison (which has the highest percent of population that is LEP) and the cities of Middleton and Sun Prairie also have a significant number of LEP persons.

Table F-2

LEP Populations by Community for the Madison Urbanized Area Population Aged 5 and Older

Community	Total Population	Number Who Speak English Less Than "Very Well"	Percent of Total Population
Cottage Grove, Village	6,195	319	5.1%
Cross Plains, Village	3,576	7	0.2%
DeForest, Village	8,660	160	1.8%
Fitchburg, City	24,667	2,661	10.8%
McFarland, Village	7,706	77	1.0%
Madison, City	229,416	13,790	6.0%
Madison, Town	6,230	1,100	17.7%
Maple Bluff, Village	1,435	12	0.8%
Middleton, City	17,536	611	3.5%
Monona, City	7,336	73	1.0%
Shorewood Hills, Village	1,739	40	2.3%
Stoughton, City	11,987	105	0.9%
Sun Prairie, City	28,720	724	2.5%
Verona, City	10,823	61	0.6%
Waunakee, Village	12,017	66	0.5%
Westport, Town	3,990	74	1.9%
Windsor, Village	6,152	249	4.0%
Remainder of Madison Urbanized Area	5,218	100	1.9%
Total	393,403	20,229	5.1%

Source: 2011-2015 American Community Survey (ACS)

Factor 2: Frequency of contact with LEP persons

To date, MPO staff has never received a request for language assistance services such as a request for translation services at a meeting or a request to have a document translated. MPO staff is housed within the Planning Division of the City of Madison Planning & Community & Economic Development Department. The most frequent non-English language encountered by Department staff is Spanish, followed by Hmong. The growing minority and LEP population in the Madison area increases the probability of future contact of LEP persons with the MPO.

Agendas for all MPO Policy Board meetings include a notice about the availability of an interpreter or materials in alternative formats if requested 48 hours in advance of the meeting. The MPO has not had a request for interpreter services at any of its meetings, but budgets funding each year for such services.

Factor 3: The nature and importance of the services and programs provided by the MPO to the LEP population

The MPO plans and programs the use of federal funds for future transportation projects. The MPO also administers the Rideshare Etc. program, which provides ride-matching services for persons interested in carpooling and provides information on other alternative transportation options to driving alone. However, the MPO does not provide a direct service or program that requires vital, immediate, or emergency assistance. The MPO also does not conduct required activities such as permit applications or interviews. Involvement by citizens with the MPO or its committees is voluntary.

While the MPO does not provide an essential service directly to the public, the MPO is committed to ensuring that all segments of the population, including LEP persons, are involved or at the very least have

the opportunity to be involved in the transportation planning process and benefit from programs such as Rideshare Etc. Special efforts are made to involve LEP persons and other traditionally under-represented populations in the planning process. The MPO also evaluates the impact of proposed transportation investments on under-served and under-represented population groups as part of the planning and programming process consistent with Title VI, Executive Order 12898, and other federal guidance.

Factor 4: Resources available and overall MPO cost to provide LEP assistance

Given the size of the LEP population in the Madison Metropolitan Planning Area, the nature of the MPO's services, and financial constraints, full multi-language translation of large transportation plan documents is not considered warranted or feasible. However, the MPO has created a Spanish webpage with information on the MPO translated in Spanish. Links to Spanish versions of the MPO Profile and the Executive Summary of Regional Transportation Plan are also available. The Spanish page makes sense because the Spanish speaking population makes up the great bulk of the LEP population. The 2020 Dane County Bicycle Map was published with both English and Spanish text.

In 2020 the MPO added web pages in Hmong and Traditional Chinese; these pages currently only contain the Title VI Vital Documents (Policy, Complaint Procedure, and Complaint Form) in the appropriate language. Going forward, the MPO will consider summaries of other plans or study documents that might be able to be translated into Spanish, Hmong, and/or Traditional Chinese as well. If requested, the MPO will attempt to provide verbal and/or written translation of other documents or key portions of them within a reasonable time and within available resources.

The MPO will also work with the City of Madison Department of Civil Rights and the City IT Department to have the same documents now translated in Spanish also translated into Traditional Chinese and Hmong and the same website information translated in those languages. The MPO will also follow the city's standards for translation services and interpretation procedures outlined in the city's Language Access Plan. This includes use of only city-approved vendors available through the city's Language Access Program for translation and interpretation services, where needed. City approved vendors or providers must meet a standard of competency and cultural sensitivity for interpretation and translators must have a high level of fluency and fundamental knowledge of the target group's vocabulary and phraseology. For documents such as the Dane County Bike map, the MPO will work with native-language speakers who are also technically proficient with the subject of the document to ensure that translations are contextually correct and not simply literal translations, which may miss the intent of the original language. Substantial recommended changes will be forwarded to the city's Language Access Program for review and approval.

Language Assistance Services Provided

Oral Interpretation

MATPB currently includes a notice on all MPO Policy Board agendas and public meeting notices in English, Spanish, Hmong, and Traditional Chinese providing information on how individuals can request interpretation services or materials in alternative format for the meeting. MATPB maintains "I Speak" Language Chart cards in the office and brings them to all in-person meetings.

Members of the public do not regularly stop by the MATPB office, but if it were necessary to respond to an LEP individual at the front desk, MATPB staff have access to City of Madison Department of Civil Rights resources, including interpretation vendors, and are trained to follow city interpretation procedures. This includes use of a Language Chart and language service under contract to the city. The same holds true for phone calls to or from LEP individuals. MATPB staff have access to the city's interpretation vendor. An offer of assistance log will be kept and provided to the Department of Civil Rights for any language assistance services provided or offered.

Written Translation

At this time, MATPB has translated the MPO profile, the Regional Transportation Plan Summary, and the Dane County Bicycle Map (2020) into Spanish. The Title VI notice, complaint procedures, and form have all been translated into Spanish, Hmong, and Traditional Chinese. These are the documents that the MPO has determined to be vital documents at this time. The MPO will continue to evaluate other potential documents for translation in the future. The MPO will also seek to translate any documents or parts of documents upon request. In conjunction with the city's implementation of its Language Access Plan, the MPO will continue translating selected documents (e.g. Plan Summaries) into the languages (Spanish, Hmong, and Traditional Chinese) deemed to fall under the Safe Harbor Threshold.

The MPO maintains a Spanish-language page on its webpage with an easy-to-see link from the home page. The Spanish-language page features information about the MPO, including responsibilities, planning area, MPO facts, and staff contacts, and a link to .pdf documents of the MPO profile and Executive Summary of the *Regional Transportation Plan 2050* in Spanish. The MPO also intends to add translated information on the Rideshare Etc. program to that page. There is also a link to Metro Transit's Spanish page. As part of implementation of the city's Language Access Plan, the MPO will continue to work with the city IT Department to expand the content on the Traditional Chinese and Hmong pages, or otherwise post translated information on the MPO's website. The IT Department has a website content management system with multilingual feature that provides the ability to associate English pages to multiple translated pages that are associated with the "parent page."

Public Outreach Regarding Language Assistance Services

The MPO posts the Title VI Program/LAP Plan on its website via a "Civil Rights/Title VI" link on the MPO homepage. That link also provides the Title VI notice, complaint procedure, and complaint form, with links to the same documents in Spanish, Hmong, and Traditional Chinese. A statement regarding the availability of translation services at MPO Board and other major public meetings upon request is included in all meeting notices in English, Spanish, Hmong, and Traditional Chinese. Additional tools will be considered as appropriate, including use of community-based organizations.

Monitoring, Evaluating and Updating the Plan

The MPO will review the LAP Plan annually as part of its self-certification procedure per 23 CFR 450.334 and document the review in its annual Unified Planning Work Program. The annual review and update, if necessary, will include:

1. The number of documented LEP person contacts, if any;
2. Any complaints received regarding the MPO's failure to meet the needs of LEP persons;
3. How the needs of LEP persons have been addressed;
4. Regular update of the information on the LEP population in the MPO planning area, as updated data is available, and how it affects the Four Factor Analysis;
5. Assessment of need to revise translation service policies or methods;
6. Assessment of whether language assistance services have been sufficient to meet needs;
7. Sufficiency of staff training;
8. Review of any new opportunities for LEP communication; and,
9. Assessment of whether the MPO's financial resources are sufficient to fund current or possible enhanced language assistance services.

Updates to the LAP will be logged and tracked in the Title VI Plan Policy Updates – Activity Log.

Training of Staff on Language Assistance Services

MPO staff, including the Transportation Planning Manager (the LAP designee) and the Administrative Clerk, will be made aware of the MPO's Title VI Program and LAP, including services provided, resources available, and how to process a Title VI/LEP complaint. New employees will be made aware of the MPO's Title VI program and LAP as part of new employee orientation. The Madison Department of Civil Rights has developed a training for front-line staff regarding language access services, including interpretation procedures. Training is provided for all new city staff at orientation. As city staff, MPO staff have access to this training. Self-guided training and resources are also available at LEP.gov, an inter-agency website. The posting of the Title VI Program/LAP on the MPO website under the Civil Rights/Title VI link is also a reminder to staff about the MPO Title VI policy and LAP resources and protocols.

Appendix G - Demographic Profile

Between 2000 and 2010, over 31% of the state of Wisconsin's population growth occurred within Dane County. That rate accelerated between 2010 and 2018, when it is estimated Dane County saw more than 45% of the state's population growth. A highly urban county, 82% of the county population lived in the Census' Madison Urban Area in 2018; nearly 90% of the county population lived in the MATPB planning area in 2010.¹ As the region grows and evolves, it will need an efficient, safe, and integrated transportation system. The system must provide a mix of transportation choices – walking, biking, transit, and driving – that provide a variety of ways to access jobs, recreational facilities, shops, restaurants, and other communities for all users of the transportation system.

Minority Populations

In recent trends, the minority population groups have been growing at a much faster rate than the White population. Although decennial Census data for 2020 will not be available for several years, the American Community Survey (ACS) 5-year estimates for 2014–2018 indicate that the trends seen between 2000 and 2010 have continued between 2010 and 2020. From 2000 to 2010, the populations of Black, Asian, Other Race, and Two or More Race groups in Dane County all grew by approximately 50% or more. Between 2010 and 2018 major population growth occurred in American Indian and Alaska Native, Asian, Native Hawaiian and Other Pacific Islander, Other Race, and Two or More Race groups, with each of these groups growing by at least 29%. The Native Hawaiian and Other Pacific Islander population, while still very small overall at just 0.03% of the county's population, grew by over 334% in this eight-year period. The Black population grew more slowly than other minority groups between 2010 and 2018 at 17.93%; the Hispanic population grew by 25.99% during the same period. Combined, these changes resulted in the minority population in Dane County increasing from 11.0% of the total population in 2000 to 15.2% in 2010, and to an estimated total of 20.2% in 2018. The Hispanic population nearly doubled in that timeframe, increasing from 3.4% to 5.9% and to an estimated 6.3% of the total county population in 2000, 2010, and 2018 respectively.

Within the Madison Metropolitan Planning Area, 22.6% of the population belongs to a minority group, according to the 2014–2018 ACS estimates. Figure G-1 shows the distribution of minority population groups within the Madison Metropolitan Planning Area overlaid with the Metro Transit bus service and Sun Prairie and Stoughton shared ride taxi service areas. The data is shown at the block group level using the 2011–2015 ACS. Minority population groups are defined to include non-White Alone and/or Hispanic (i.e., excludes non-Hispanic White Alone). The percentage of minority and non-minority populations by municipality is listed in Table G-1.

Minority populations are generally concentrated mostly in the City of Madison's South, Southwest (Gammon Rd., McKenna Blvd., Allied Dr.), and North (Northport Dr.) sides with some other areas on the East side (Stoughton Road and East Washington Avenue, N. Thompson Dr.), West side (Eagle Heights, Sheboygan Ave., Tree Ln.), and in the Cities of Sun Prairie and Fitchburg.

Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." To further amplify Title VI, President Clinton issued Executive Order 12898 in 1994, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. The purpose of the order is to make achieving environmental justice part of each Federal agency's mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of government programs, policies, and investments, such as transportation facilities, on minority and low-income populations. The goal is to ensure that the benefits and burdens of all government actions and investments are fairly distributed, and that minority and low-income populations are not disproportionately affected in an adverse way.

¹ 2000 and 2010 figures from decennial Census; 2018 figures from 2014-2018 5-year ACS. MPO Planning Area figures calculated from 2010 decennial Census Block data; Urban Area figures are for Census Urban Area (2010), not MPO-adopted urban area (2013).

In 1997, the U.S. Department of Transportation (USDOT) issued an order to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. The Order generally describes the process for incorporating environmental justice principles into all DOT existing programs, policies, and activities.

Title VI, Executive Order 12898, the USDOT order, and other USDOT guidance do not contain specific requirements in terms of evaluating the impacts of transportation plans and programs on environmental justice populations. As part of its efforts to address environmental justice, the Madison Area Transportation Planning Board (MATPB) conducts a qualitative transportation project analysis of the TIP, comparing the location of transit services and programmed projects in relationship to areas with concentrations of environmental justice (EJ) populations.

Evaluating the environmental justice (EJ) impacts of transportation infrastructure and policies is a critical part of MATPB's planning activities. Mapping EJ populations in relation to existing and planned transportation infrastructure, jobs, and other destinations is

one of the primary screening tools that planning agencies use to assess whether the transportation needs of EJ residents are being adequately served, and whether the costs and benefits of transportation projects and policies are fairly distributed. However, because EJ populations include a wide variety of potentially vulnerable groups—racial and ethnic minorities, people with low incomes, people with disabilities or other health-related challenges, zero-car households, etc.—they can be hard to map. Data about these populations can be unreliable or unavailable, and different data types and sources makes them difficult to combine. Methodology for Identifying Environmental Justice Priority Areas is discussed in the Title VI and EJ Considerations section of this plan.

Planning agencies often display different EJ population data separately, either by showing available race, income, and other measures overlaid on a single map or individually across a series of maps. This is how MATPB has mapped EJ populations in the past. It is difficult, however, for readers to discern the highest

Table G-1: Percentage of Minority and Non-Minority Populations by Municipality within the Metropolitan Planning Area (2013)

Community	Non-Hispanic White Population	Minority Population	Total Population	Percent Minority
<i>Cities</i>				
Fitchburg	16,367	10,249	26,616	38.5%
Madison	181,439	61,683	243,122	25.4%
Middleton	15,038	3,440	18,478	18.6%
Monona	7,096	739	7,835	9.4%
Sun Prairie	25,879	5,295	31,174	17.0%
Verona	10,954	769	11,723	6.6%
<i>Villages</i>				
Cottage Grove	5,049	1,590	6,639	23.9%
Cross Plains	3,716	118	3,834	3.1%
DeForest	8,487	860	9,347	9.2%
Maple Bluff	1,379	99	1,478	6.7%
McFarland	7,524	568	8,092	7.0%
Oregon	9,042	727	9,769	7.4%
Shorewood Hills	1,590	249	1,839	13.5%
Stoughton	11,820	1,156	12,976	8.9%
Waunakee	11,755	1,091	12,846	8.5%
<i>Towns</i>				
Berry ¹	1,179	21	1,200	1.8%
Blooming Grove	1,653	172	1,825	9.4%
Bristol ¹	3,424	417	3,841	10.9%
Burke	3,227	117	3,344	3.5%
Cottage Grove ¹	3,750	128	3,878	3.3%
Cross Plains ¹	1,465	70	1,535	4.6%
Dunkirk ¹	2,000	93	2,093	4.4%
Dunn	4,984	128	5,112	2.5%
Madison	3,474	3,228	6,702	48.2%
Middleton	5,527	556	6,083	9.1%
Oregon ¹	3,169	63	3,232	1.9%
Pleasant Springs ¹	3,083	206	3,289	6.3%
Rutland ¹	1,928	120	2,048	5.9%
Springfield ¹	2,648	190	2,838	6.7%
Sun Prairie ¹	2,159	434	2,593	16.7%
Verona ¹	1,630	92	1,722	5.3%
Vienna ¹	1,581	47	1,628	2.9%
Westport	3,936	171	4,107	4.2%
Windsor ^{1,2}	6,030	578	6,608	8.7%
Planning Area Total	356,042	94,459	450,501	21.0%

¹Only portions of these towns are within the Planning Area Boundary; only the portion of these towns within the Planning Area Boundary are included in the Planning Area Total.

²The town of Windsor voted to become a village in 2015.

priority EJ areas when viewing several different types of demographic information. In order to simplify EJ analysis, MATPB defined a set of EJ Priority Areas based on the concentration of low-income and racial/ethnic minority residents in 2020. While these two measures do not encompass the full range of potential EJ populations, they include the largest EJ categories and data about minority and low-income populations is widely available and relatively reliable. Furthermore, there is a high degree of correlation between minority and low-income populations and other EJ indicators, including Limited English Proficient (LEP) and zero-car households, so the EJ Priority Areas correspond to concentrations of those populations as well.

MATPB's EJ Priority Areas were first identified based on their concentration of minority (non-White and/or Hispanic) and low-income residents (those with household incomes below 150% of the federal poverty level). Each 2010 block group in the MPO area received an EJ index score of up to 8 points; block groups could receive up to 4 points each for their concentration of minority and low-income residents, according to the scoring system below.

Minority Score: Points were awarded based on percentage of minority (Hispanic and/or non-white) residents in 2010 Census block group based on 2010 complete US Census data. Scores were assigned as follows: 23.5%-31% (1.5-2x MPO Area Average) = 2 pts; 31-38.75% (2-2.5x MPO Average) = 3 pts; 38.75%+ (>2.5x MPO Average) = 4 pts.

Poverty score: Points were awarded based on the percentage of residents with household incomes below 150% of poverty level based on American Community Survey (ACS) 2013-2017 block group data. Scores were assigned as follows: 28.5%-38% (1.5-2x MPO Average) = 2 pts; 38-47.5% (2-2.5x MPO Average) = 3 pts; 47.5%+ (>2.5x MPO Average) = 4 pts.

Because of the large margin of error in the ACS household income data, some block groups were awarded additional points to correct what MPO staff believed to be underestimates of their low-income population. Adjustments were only made to zones that initially scored below 6 - the minimum threshold for designation as an EJ Priority Area - in cases where a higher estimate within the margin of error would result in a score of at least 6. Additional points were only awarded to zones with a high proportion of students eligible for free and reduced price school lunch. Zones receiving additional points in their adjusted index score were awarded the minimum number of points to reach a score of 6. No scores were adjusted downward. Because of the imprecision inherent in the estimates and adjustments used to define EJ Priority Areas, they should not be compared to one another based on their index scores.

After the EJ Priority Areas were identified, block group geographies were adjusted to generally exclude non-residential land uses, with the exception of some schools and parks. EJ Priority Areas do not necessarily encompass all residential portions of their 2010 census block group. In one case, the residential portion of a block group has been divided between two separate EJ Priority Areas. In other cases, where higher income residential areas are located within the same block group but are not contiguous with lower income areas, EJ Priority Areas include only the lower income areas.

Transit Service Analysis

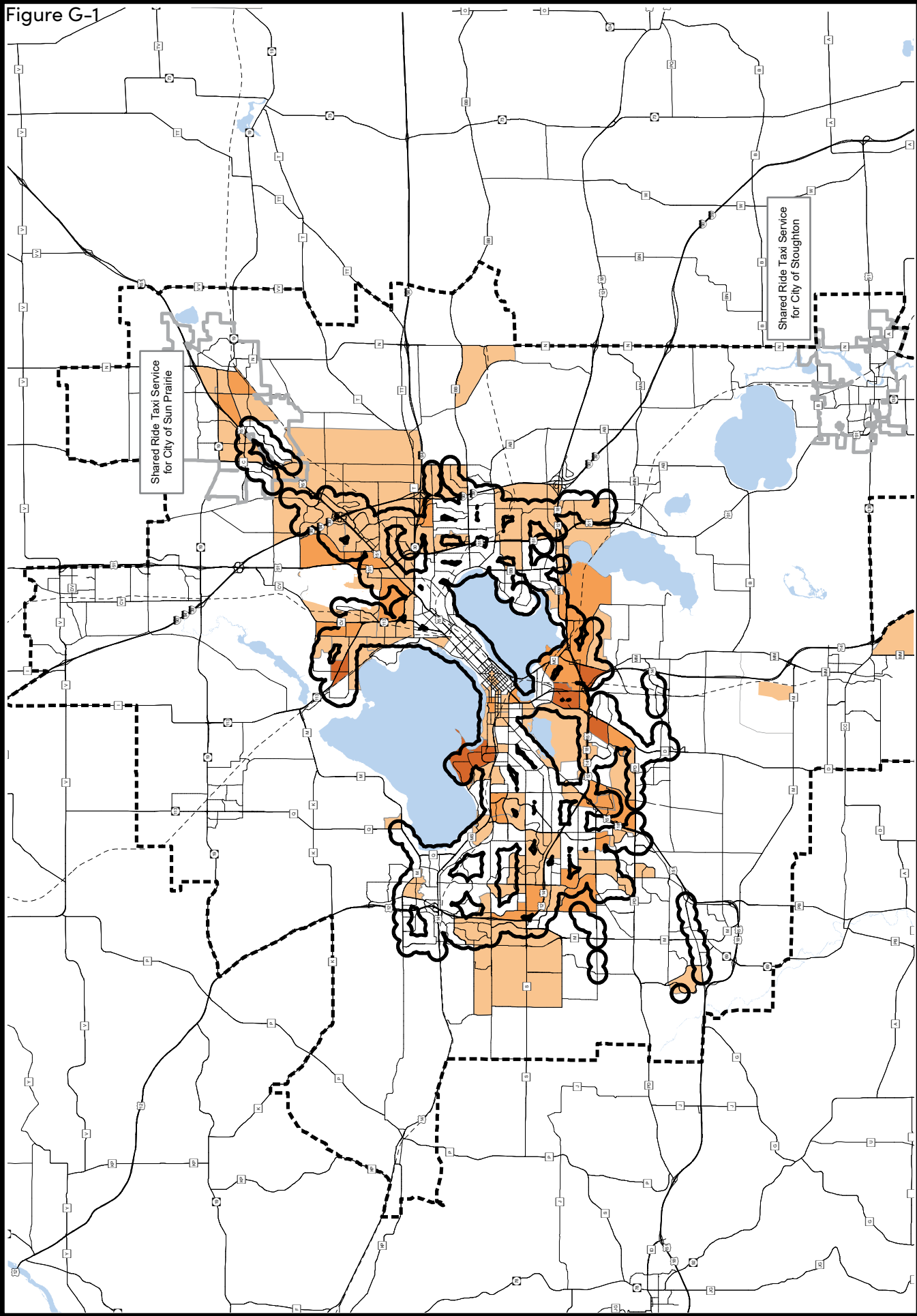
Analysis of the impacts identified in comparing EJ Priority Areas and transit service areas must be conducted to identify any disparate impacts on the basis of race, color, or national origin. If disparate impacts are identified, the analysis must determine whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

Figure G-2 shows the transit service areas for Metro Transit's fixed-route system, the City of Monona's bus route, and the Sun Prairie and Stoughton shared-ride taxi systems. Transit service areas are shown in relationship to the EJ Priority Areas. The map shows that, taken in whole, the transit service areas do not impose disproportionately high and adverse impacts on minority and/or low-income populations. Also, the benefits of the transit service provided are reasonably distributed to serve the needs of all populations in the area.

The transit service areas encompass nearly all of the areas with concentrations of EJ populations, with the notable exception of the Central Sun Prairie EJ Priority Area, which abuts Route 23. Sun Prairie is pursuing the implementation of local bus service, which would connect portions of the community that are not currently served by transit to Route 23, with bus stop improvements for this service programmed for 2025. For those areas outside the transit service area, the number of people or households is relatively small. However, travel times from a number of areas to peripheral job centers, shopping, and other destinations are long due to their locations, which often require 1-2 transfers. Also, while EJ populations in Sun Prairie and Stoughton have local publicly subsidized shared-ride taxi service for local trips, the cost per ride can be prohibitive for some. Stoughton residents also don't have public transit service or affordable taxi service into the Madison area where they could connect to Metro Transit. Sun Prairie implemented weekday peak express bus service to downtown Madison in August 2019; this service is part of Metro Transit's fixed-route service and standard transfers between the Sun Prairie express and Metro fixed route services are available at no additional charge. However, most residents will need to drive or take an expensive taxi to access the route. Sun Prairie also has taxi service to/from East Towne Mall, but at \$5 for a one-way trip it is not inexpensive.

The annual Transportation Improvement Program includes an analysis of the impacts of all programmed projects on EJ Priority Areas; staff consider both potential negative impacts of projects on adjacent or neighboring EJ Priority areas and the equitable distribution of benefits from projects, and draft a written synopsis of potential impacts on EJ Priority areas and other minority or low-income populations. A similar analysis is conducted with other plans and studies to ensure the equitable distribution of benefits from transportation system investments, and to prevent disproportionate negative impacts of transportation systems on disadvantaged communities. These EJ Analyses are made available for public review and comment with the associated draft plan or study. Transit-related project funding sources and amounts for 2020-2024 are shown in Table 3 for state and federal funding programs.

Figure G-1



Prepared by staff to the:



Date Revised: 8/25/2020

Estimated percentage of minority population within Madison Metropolitan Planning Area (MMPA): 22%

-  0 - 1 times MMPA average
-  1 - 2 times MMPA average
-  2 - 3 times MMPA average
-  3+ times MMPA average
-  Transit Service Area Boundary (8/20)
-  Metropolitan Planning Area Boundary

Minority Populations by Census Block Group

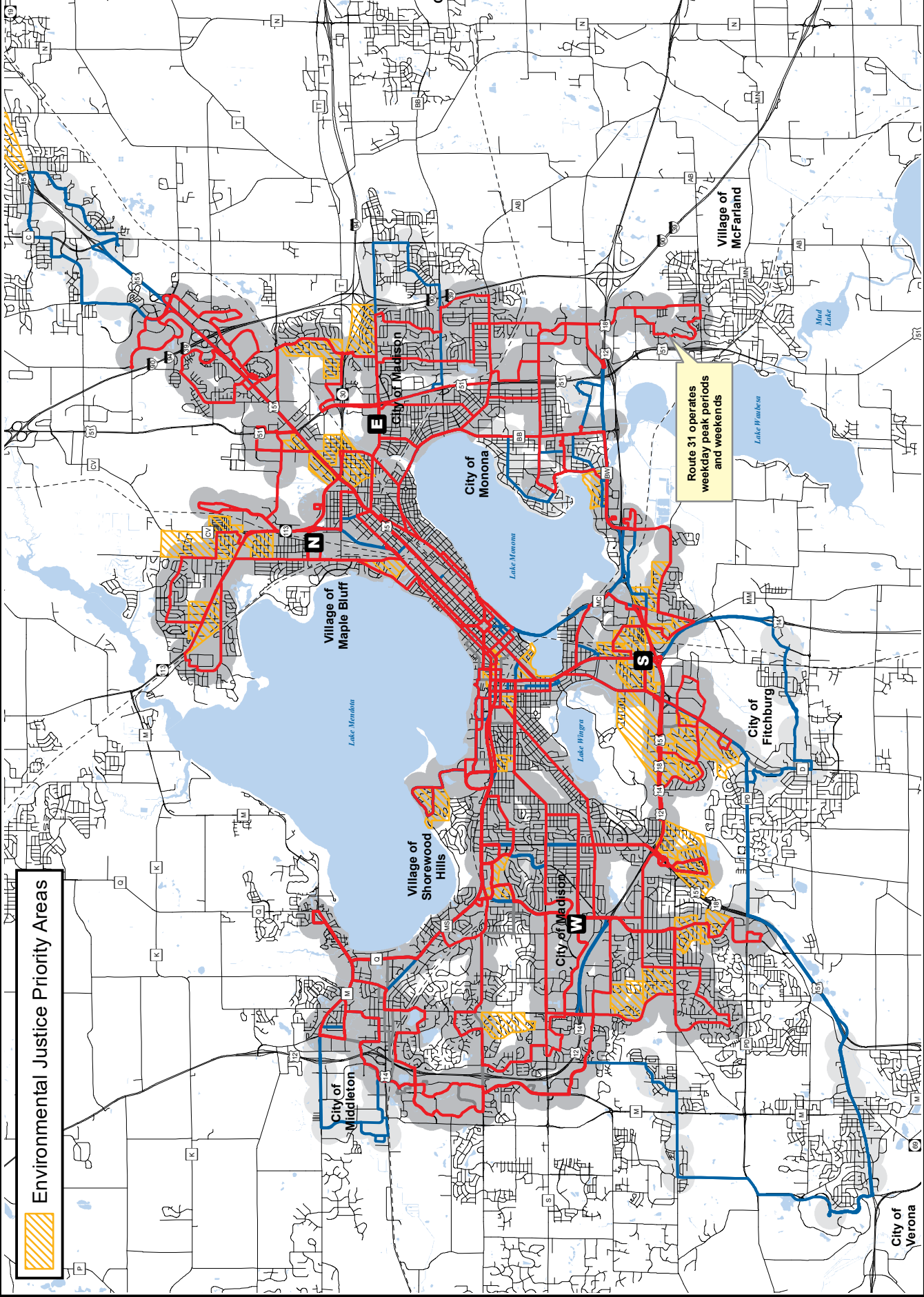
Source: U.S. Census Bureau, 2014-2018 5-Year ACS.

Author: pldm

Path: M:\MPO_GIS\GIS_Users\Dan_S\ArcMapProj\Title\Minority_Populations_2014_2018.mxd

Date Printed: 8/25/2020

Figure G-2



Environmental Justice Priority Areas



Service Areas
Metro Transit and Monona Systems, 8/2020
 Source: GTFS data (Metro Transit)

- Weekday Peak and Off-Peak Service Area*
- Weekday Peak Service Area Only*
- Transfer Point

*1/4 mile buffer of bus stops

- Service Generally Throughout the Day
- Service Peak Periods Only
- Service Limited / Weekends Only

Prepared by staff to the:
T.P.B.
 Transportation Planning Board
 A Metropolitan Planning Organization (MPO)

Date Revised: 8/25/2020

Appendix H - List of Complaints, Investigations and Lawsuits¹

The **Madison Area Transportation Planning Board (MATPB) – An MPO** maintains a log to track and resolve all complaints, investigations and lawsuits, pertaining to its transit-related activities.

Check One:

 X There have been no investigations, complaint and/or lawsuits filed against us during the report period.

 There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

Type Complaint Investigation Lawsuit	Date (Month, Day, Year)		Basis of	Summary Complaint Description	Status	Action(s) Taken/ Final Outcome if Resolved

(Footnotes)

1 Basis of Complaint: Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

1 **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

TPB (MPO) Agenda Cover Sheet

September 2, 2020

Item No. 10

Re:

Presentation on Regional Telework Survey

Staff Comments on Item:

In response to the unprecedented circumstances of the coronavirus pandemic, the MPO conducted a three-week survey in Dane County between June 9-30, 2020, to assess the impact of COVID-19 on remote work trends and attitudes in the greater Madison region. Staff worked with organizational partners, including CARPC, MadREP, UW Small Business Development Center, and many others, to both review and distribute the survey. The survey received 1,881 responses from employees, managers, and executive leaders from a range of organization sizes and types, including private companies and public agencies.

The purpose of the survey was to understand the unique implications of the region's experience with COVID-19 related to future workplace organization and commuter transportation choices, and to identify opportunities to build upon lessons learned in order to support remote work as a viable and widely used option in Dane County both during and after the pandemic. The MPO's Travel Demand Management (TDM) program (currently called Rideshare, Etc.), encourages employers to offer remote work as a way to reduce VMT and improve air quality in the region. Stated goals of the survey were:

1. Understand the number and frequency of employees working remotely prior to COVID-19, during COVID-19, and anticipated to be working remotely after COVID-19.
2. Understand the attitudes of employees, managers, and executives in the Madison region regarding remote work before and after COVID-19.
3. Understand the level of preparedness for remote work among businesses of different sizes in the Madison region prior to COVID-19, including existing policies, technology, employee agreements, and other resources.
4. Understand what resources employees, managers, and executives in the Madison region need in order to support remote work as a regular business strategy post-COVID-19.
5. Identify TDM-related interests and needs of employers that can be met by the MPO or other agencies and organizations in the greater Madison region.

Staff will provide a presentation of the results and takeaways from the survey, including respondent demographics, key challenges and benefits identified, how these results fit into the national context of other regional and national telework survey findings, how organizations can best position themselves for the future, and opportunities for MPO's TDM program to support them. Staff is also in the process of developing a summary report of the survey results, to be shared publicly this fall.

Materials Presented on Item:

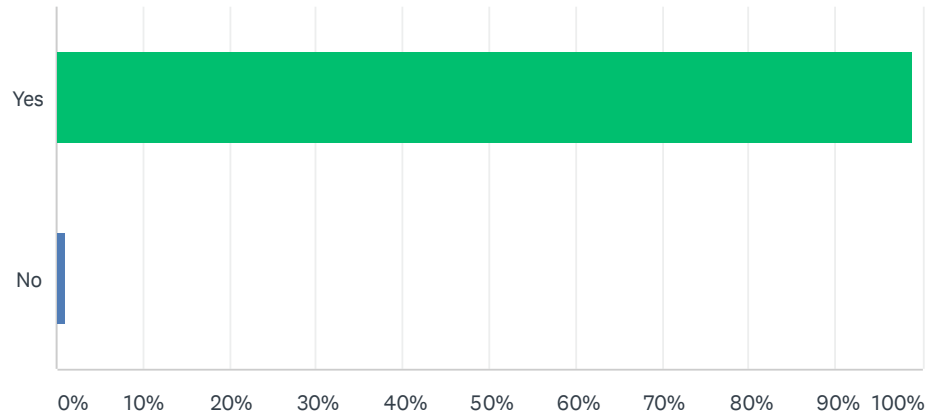
1. Survey question results

Staff Recommendation/Rationale:

For review and discussion purposes only.

Q1 Are you currently employed and actively working (any amount)?

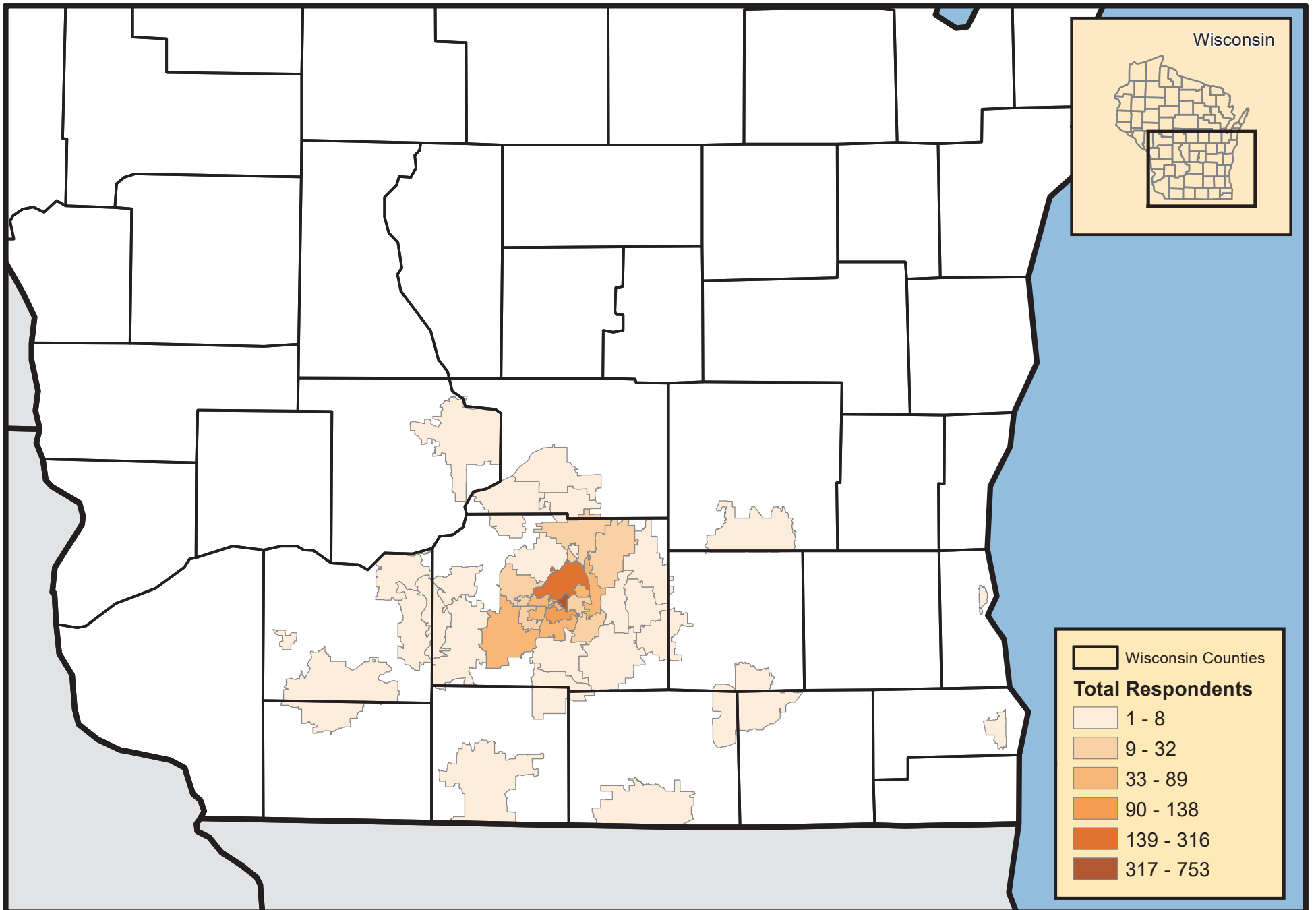
Answered: 1,876 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	99.04%	1,858
No	0.96%	18
TOTAL		1,876

Q2 What is your primary workplace zip code?

Answered: 1,864 Skipped: 17



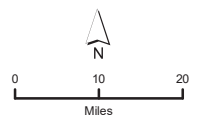
Wisconsin Counties

Total Respondents

- 1 - 8
- 9 - 32
- 33 - 89
- 90 - 138
- 139 - 316
- 317 - 753

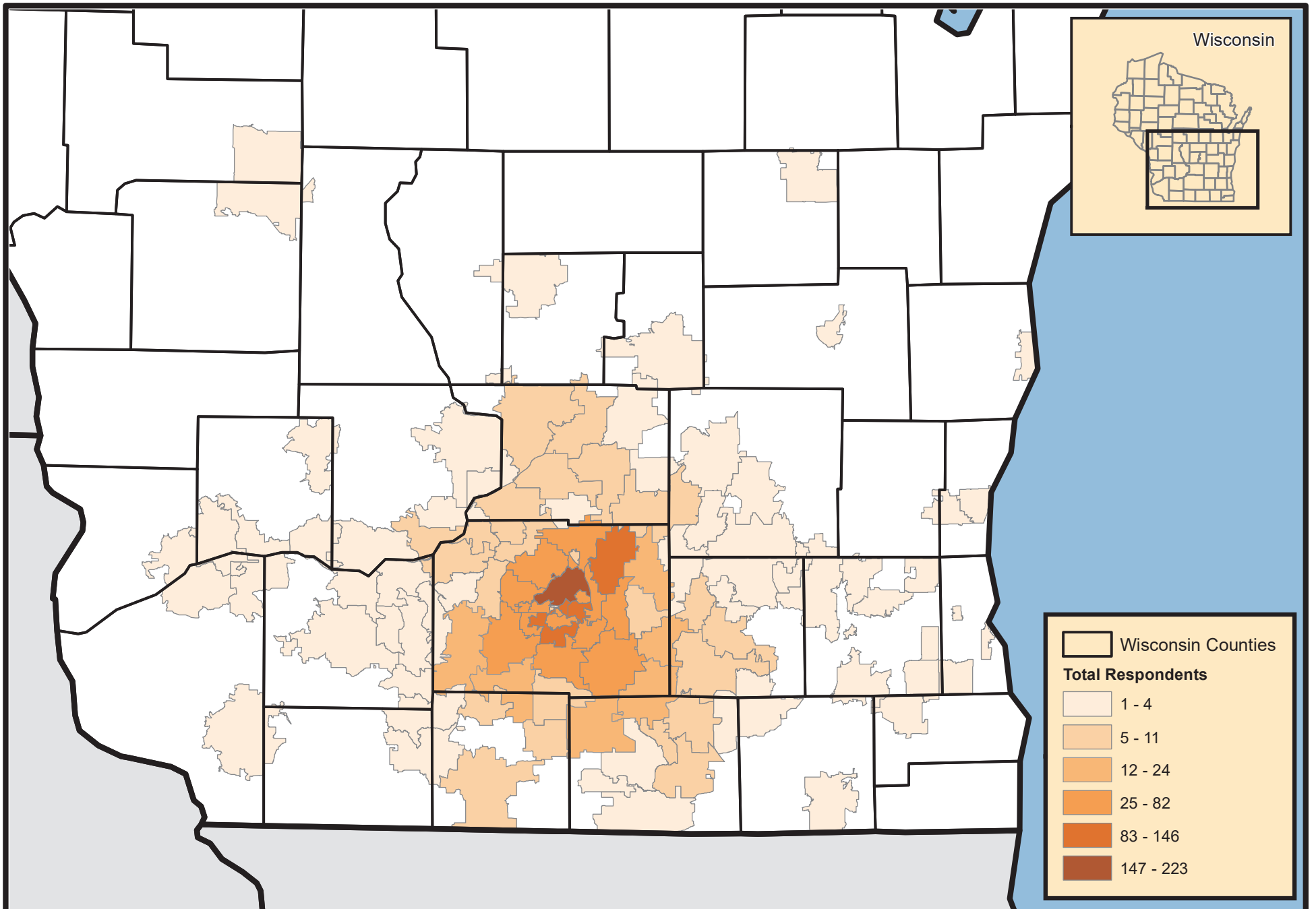
Respondents by Work ZIP Code for
Madison Region Work Survey: COVID-19 Impact

Prepared by staff to the:
Madison Area
T.P.B.
Transportation Planning Board
A Metropolitan Planning Organization (MPO)



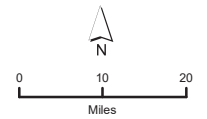
Q3 What is your home zip code?

Answered: 1,859 Skipped: 22



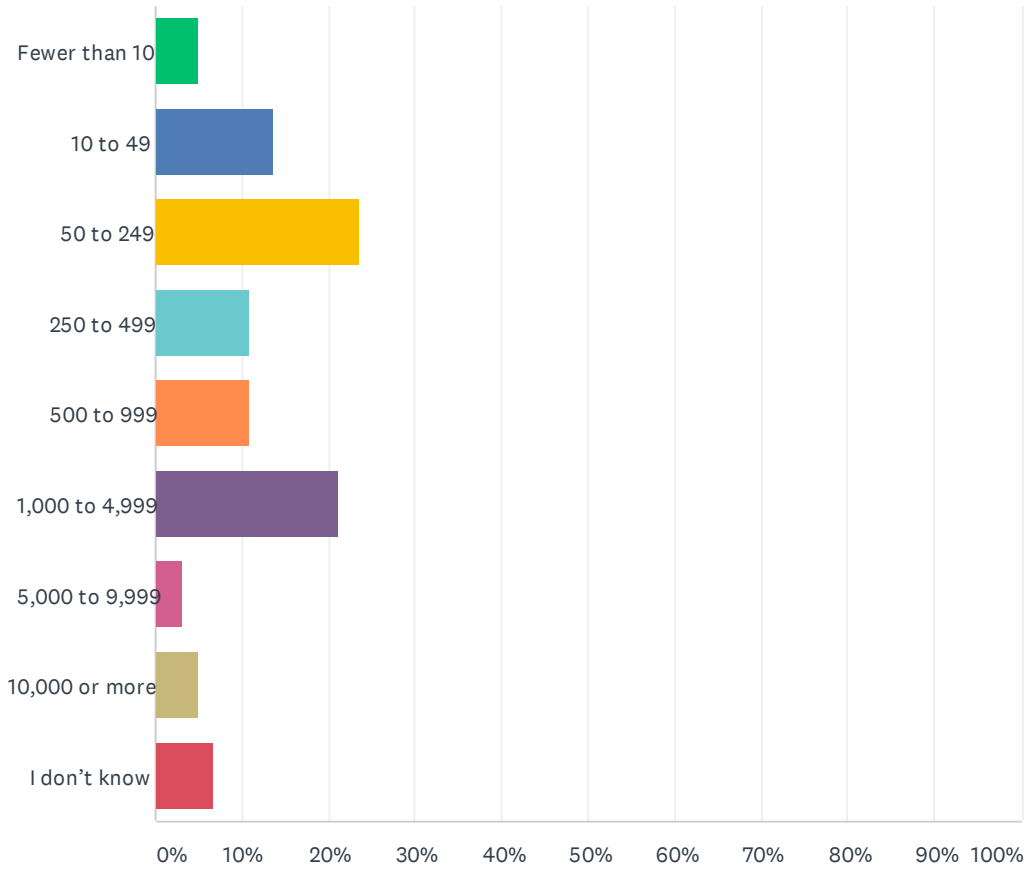
Respondents by Home ZIP Code for
Madison Region Work Survey: COVID-19 Impact

Prepared by staff to the:



Q4 How many employees work at your organization? If you have multiple locations, provide an estimate for your entire organization across all locations.

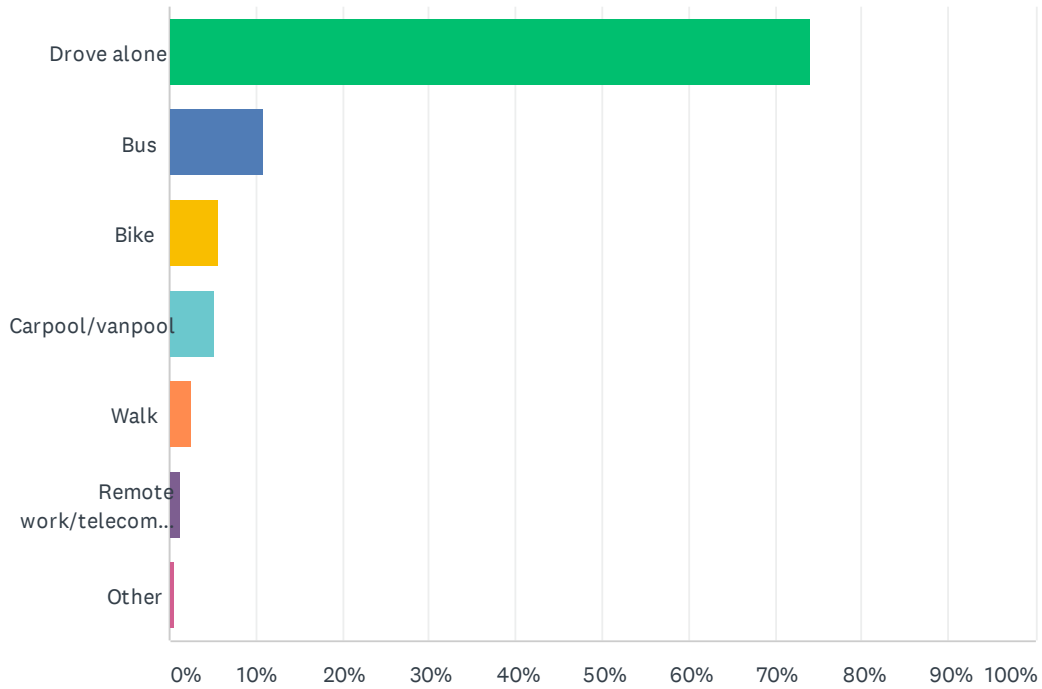
Answered: 1,869 Skipped: 12



ANSWER CHOICES	RESPONSES
Fewer than 10	4.92% 92
10 to 49	13.70% 256
50 to 249	23.65% 442
250 to 499	10.91% 204
500 to 999	10.91% 204
1,000 to 4,999	21.08% 394
5,000 to 9,999	3.16% 59
10,000 or more	4.98% 93
I don't know	6.69% 125
TOTAL	1,869

Q5 Prior to COVID-19, how did you typically commute?

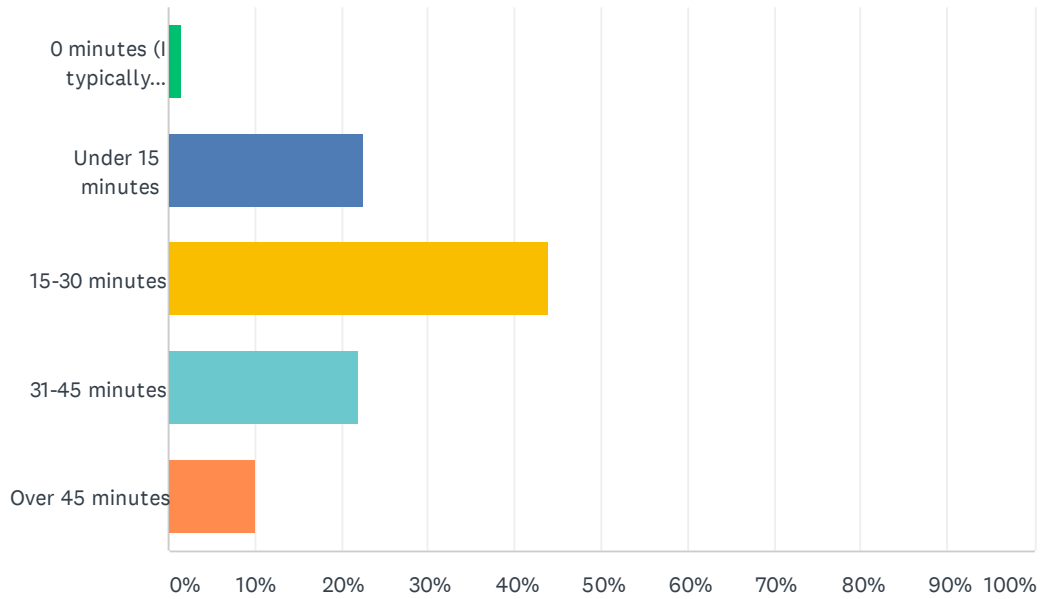
Answered: 1,869 Skipped: 12



ANSWER CHOICES	RESPONSES	
Drove alone	74.05%	1,384
Bus	10.81%	202
Bike	5.62%	105
Carpool/vanpool	5.19%	97
Walk	2.46%	46
Remote work/telecommute	1.34%	25
Other	0.54%	10
TOTAL		1,869

Q6 Prior to COVID-19, what was the typical length of your commute door-to-door (including time to park)?:

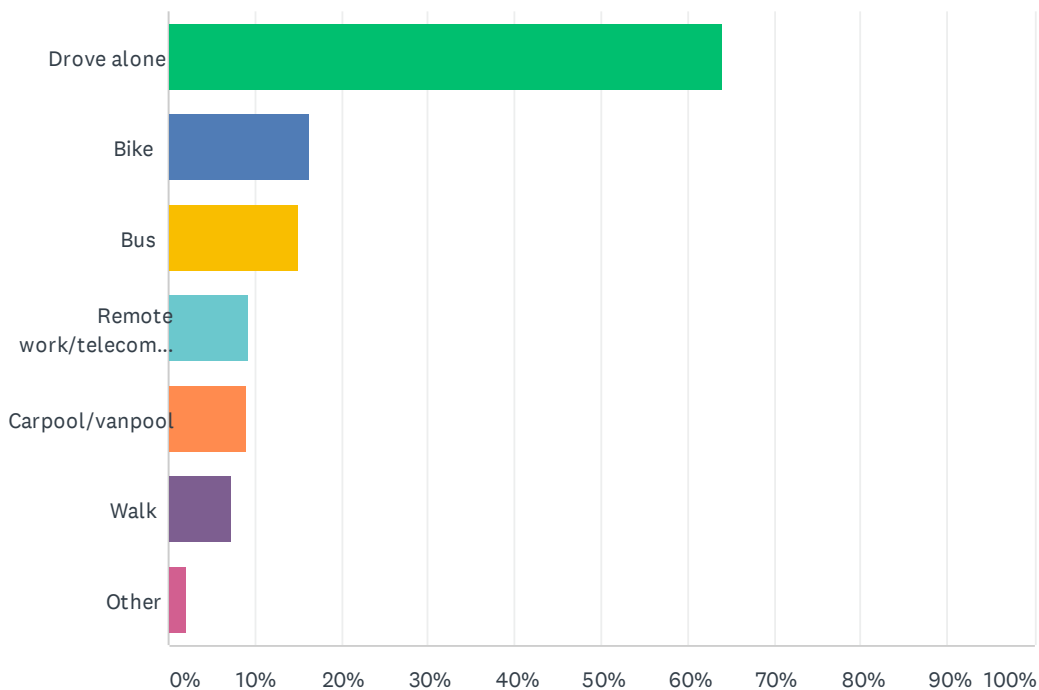
Answered: 1,867 Skipped: 14



ANSWER CHOICES	RESPONSES	
0 minutes (I typically telecommuted)	1.55%	29
Under 15 minutes	22.50%	420
15-30 minutes	43.92%	820
31-45 minutes	21.96%	410
Over 45 minutes	10.07%	188
TOTAL		1,867

Q7 Prior to COVID-19, did you sometimes commute by another mode? Select all that apply.

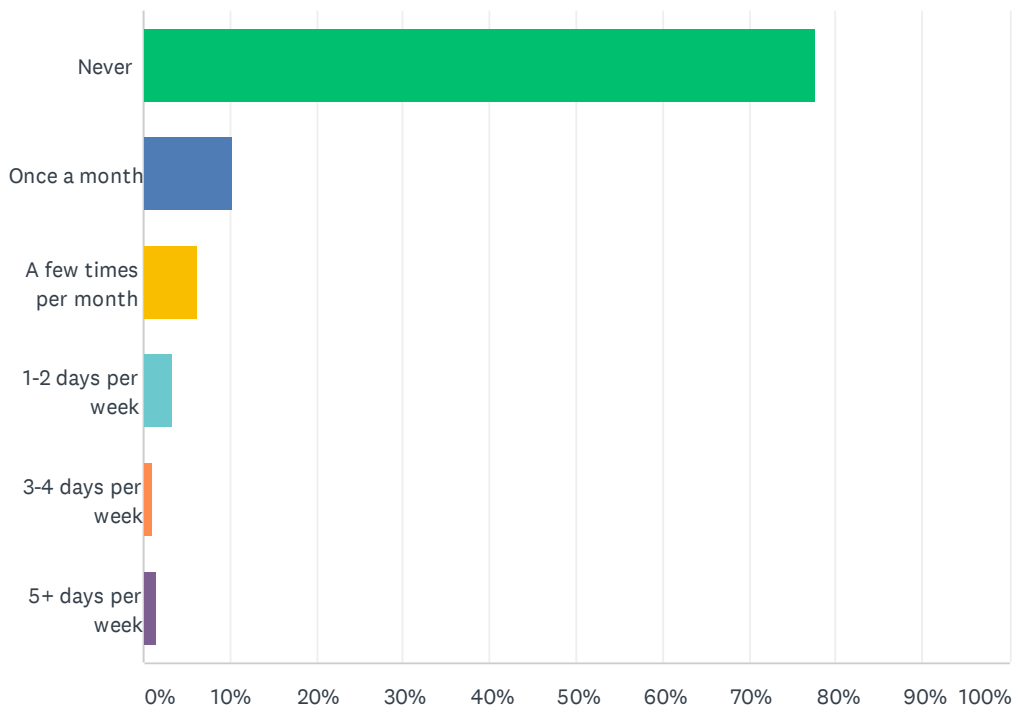
Answered: 1,411 Skipped: 470



ANSWER CHOICES	RESPONSES	
Drove alone	64.00%	903
Bike	16.30%	230
Bus	15.02%	212
Remote work/telecommute	9.21%	130
Carpool/vanpool	9.07%	128
Walk	7.37%	104
Other	2.13%	30
Total Respondents: 1,411		

Q8 Prior to COVID-19, how often did you work from home?

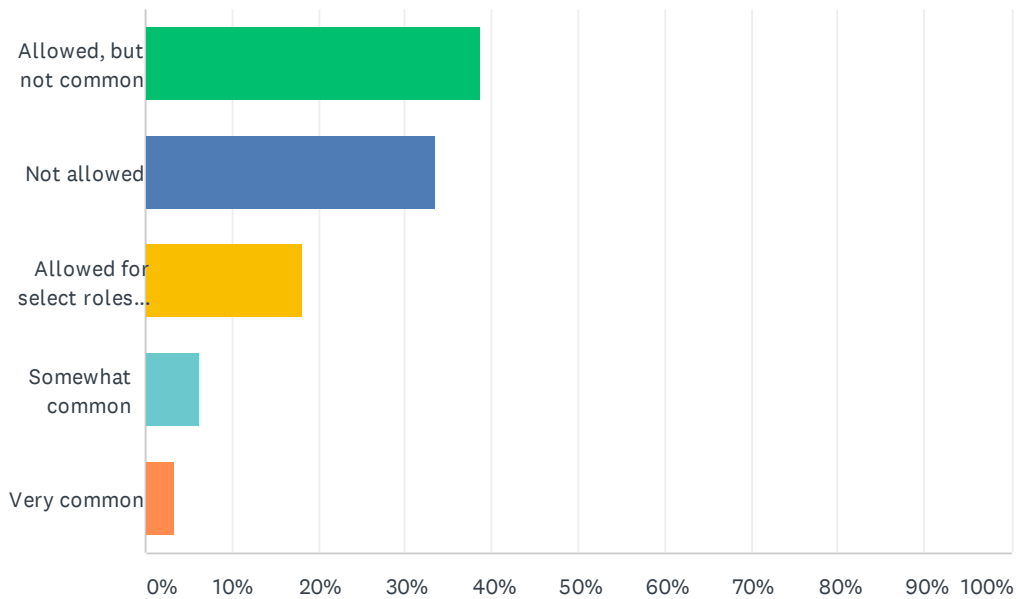
Answered: 1,872 Skipped: 9



ANSWER CHOICES	RESPONSES	
Never	77.56%	1,452
Once a month	10.31%	193
A few times per month	6.20%	116
1-2 days per week	3.42%	64
3-4 days per week	1.12%	21
5+ days per week	1.39%	26
TOTAL		1,872

Q9 Prior to COVID-19, how common was remote work at your organization?

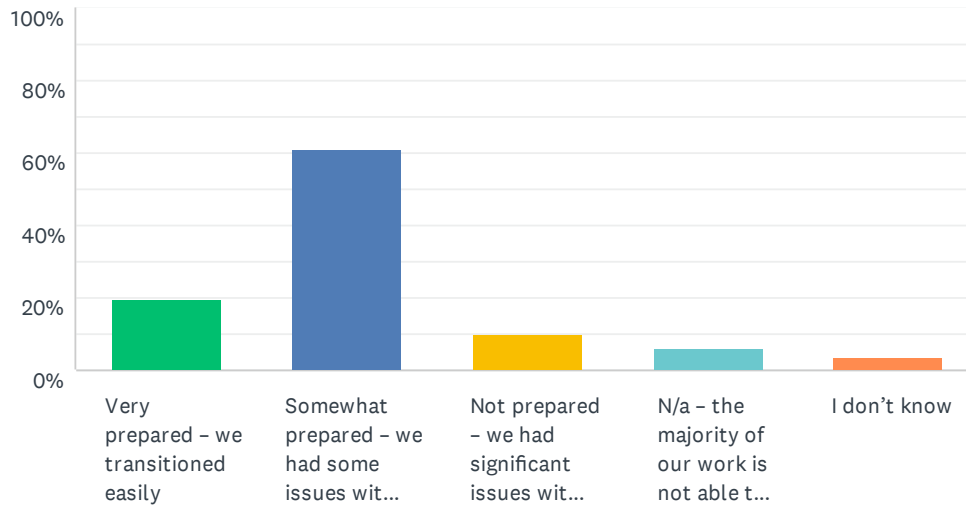
Answered: 1,864 Skipped: 17



ANSWER CHOICES	RESPONSES	
Allowed, but not common	38.63%	720
Not allowed	33.53%	625
Allowed for select roles only	18.19%	339
Somewhat common	6.22%	116
Very common	3.43%	64
TOTAL		1,864

Q10 When the COVID-19 pandemic began, how prepared was your organization to transition to remote work?

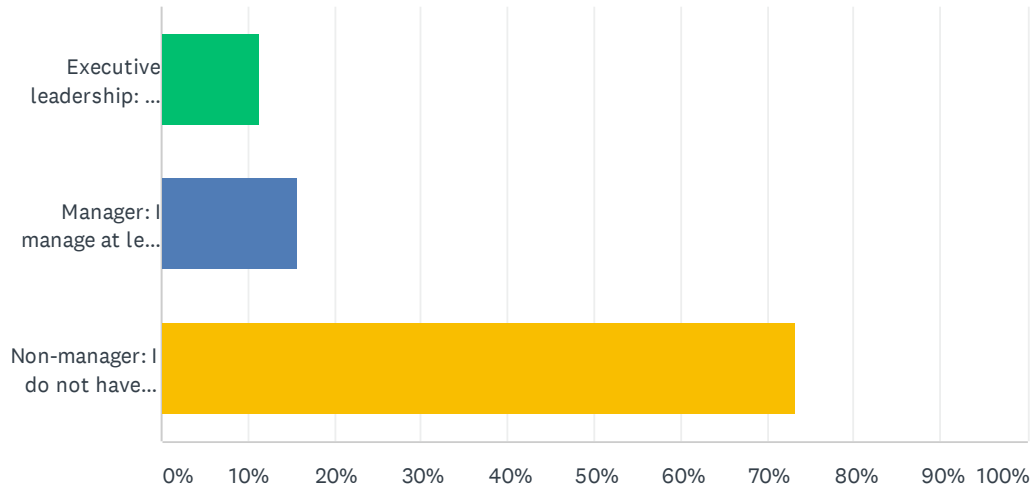
Answered: 1,871 Skipped: 10



ANSWER CHOICES	RESPONSES
Very prepared – we transitioned easily	19.56% 366
Somewhat prepared – we had some issues with technology, equipment, and/or management processes during the transition	60.98% 1,141
Not prepared – we had significant issues with technology, remote work space, or other needs, and were not able to effectively transition	9.94% 186
N/a – the majority of our work is not able to be done remotely	5.88% 110
I don't know	3.63% 68
TOTAL	1,871

Q11 Which of the following best describes your position?

Answered: 1,868 Skipped: 13

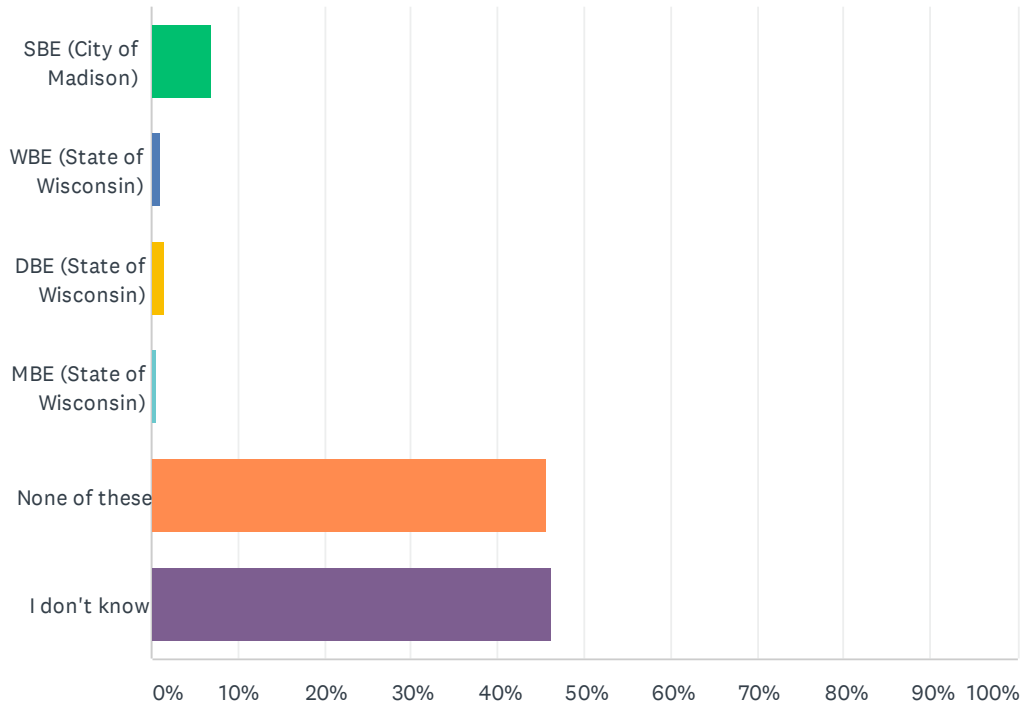


ANSWER CHOICES	RESPONSES
Executive leadership: I am involved in strategic planning and/or policy decisions for my organization or a specific location/department.	11.24% 210
Manager: I manage at least one other person (direct reports).	15.63% 292
Non-manager: I do not have direct reports.	73.13% 1,366
TOTAL	1,868

Q12 My company is a certified:

Responses from
managers & executive
leaders ONLY

Answered: 449 Skipped: 1,432



ANSWER CHOICES	RESPONSES	
SBE (City of Madison)	6.90%	31
WBE (State of Wisconsin)	1.11%	5
DBE (State of Wisconsin)	1.56%	7
MBE (State of Wisconsin)	0.67%	3
None of these	45.66%	205
I don't know	46.33%	208
Total Respondents: 449		

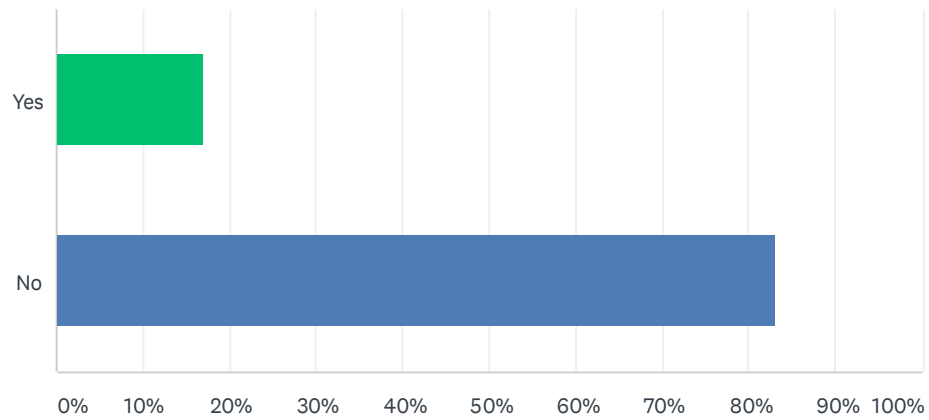
Q13 What is your NAICS code? (skip if unknown)

Answered: 11 Skipped: 1,870

Q14 Prior to COVID-19, did you supervise employees who worked from home?

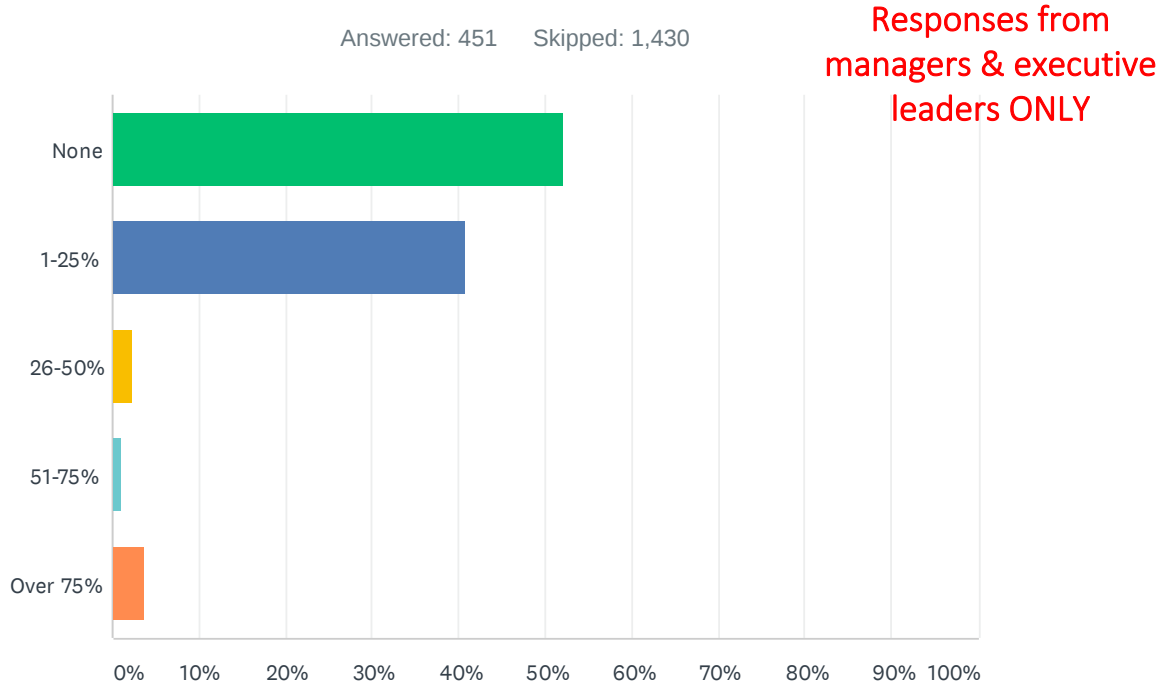
Answered: 447 Skipped: 1,434

Responses from managers & executive leaders ONLY



ANSWER CHOICES	RESPONSES	
Yes	17.00%	76
No	83.00%	371
TOTAL		447

Q15 Prior to COVID-19, what percentage of your organization's staff do you estimate worked from home regularly (at least one day per week)? If your organization has multiple locations, please report for the location where you are assigned to work.

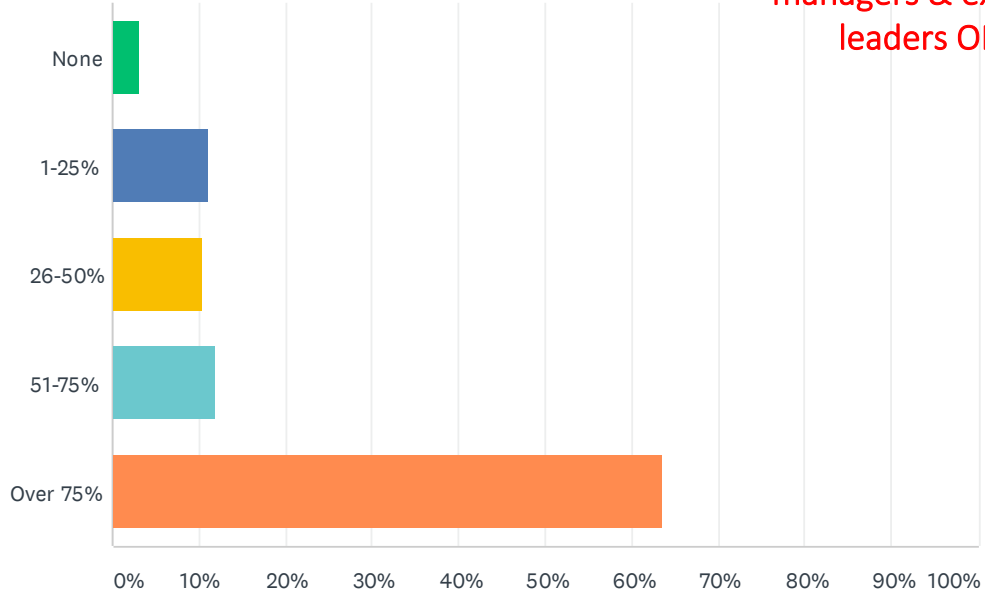


ANSWER CHOICES	RESPONSES
None	52.11% 235
1-25%	40.80% 184
26-50%	2.22% 10
51-75%	1.11% 5
Over 75%	3.77% 17
TOTAL	451

Q16 What percentage of your organization's staff do you estimate worked from home at the height of COVID-19 restrictions? If your organization has multiple locations, please report for the location where you are assigned to work.

Answered: 452 Skipped: 1,429

Responses from managers & executive leaders ONLY

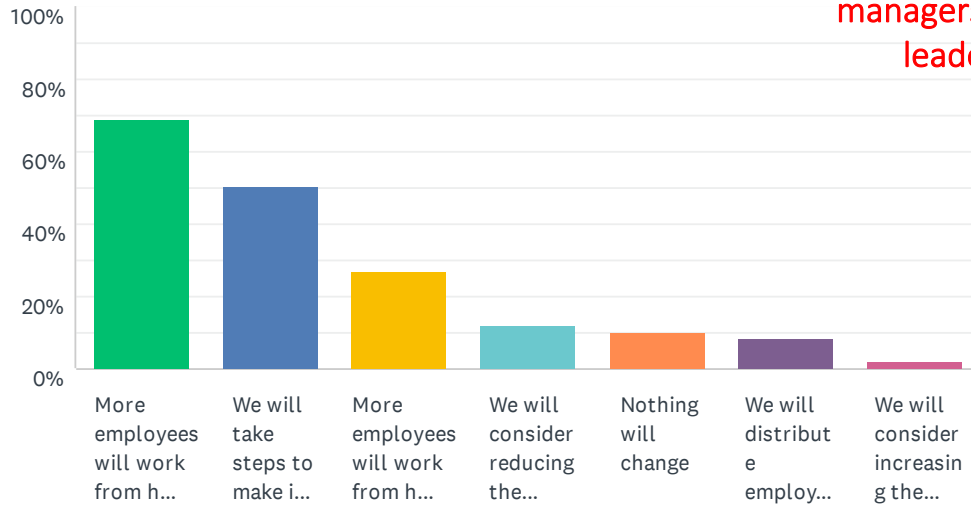


ANSWER CHOICES	RESPONSES
None	3.10% 14
1-25%	11.06% 50
26-50%	10.40% 47
51-75%	11.95% 54
Over 75%	63.50% 287
TOTAL	452

Q17 Recognizing there are many unknowns, how do you think the COVID-19 outbreak will change how employees at your organization work in the future (compared to before the outbreak)? Select all that apply.

Answered: 452 Skipped: 1,429

Responses from managers & executive leaders ONLY

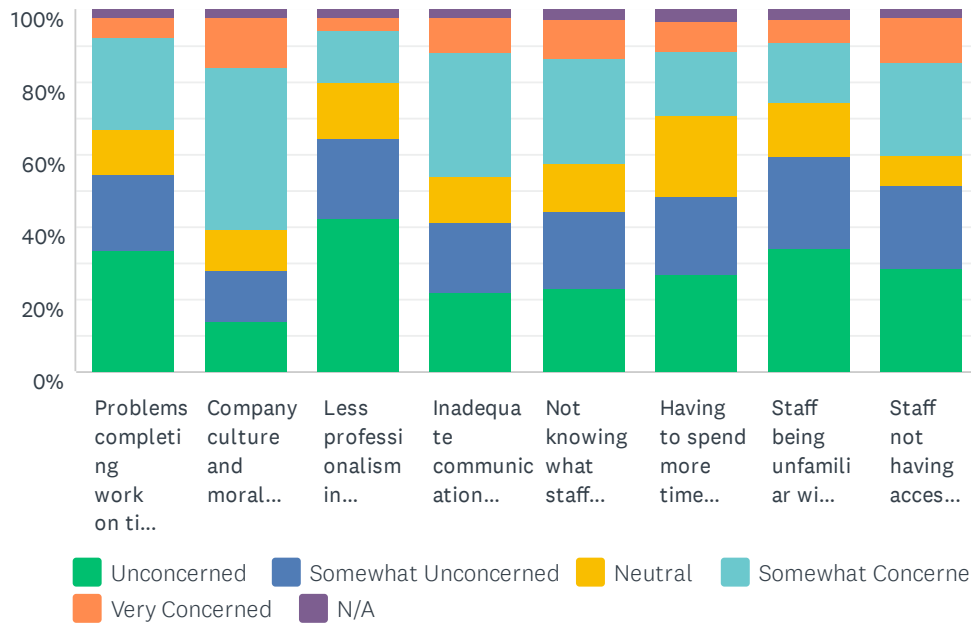


ANSWER CHOICES	RESPONSES	
More employees will work from home periodically	68.81%	311
We will take steps to make it easier for employees to work from home in case of future emergencies	50.44%	228
More employees will work from home nearly full-time	26.99%	122
We will consider reducing the physical size of our workplace	12.17%	55
Nothing will change	9.96%	45
We will distribute employees across more offices/work locations	8.63%	39
We will consider increasing the physical size of our workplace	1.77%	8
Total Respondents: 452		

Q18 Based on your experience with employees working remotely during and/or since the COVID-19 outbreak, how concerned are you about the following when employees work remotely?

Responses from managers & executive leaders ONLY

Answered: 452 Skipped: 1,429

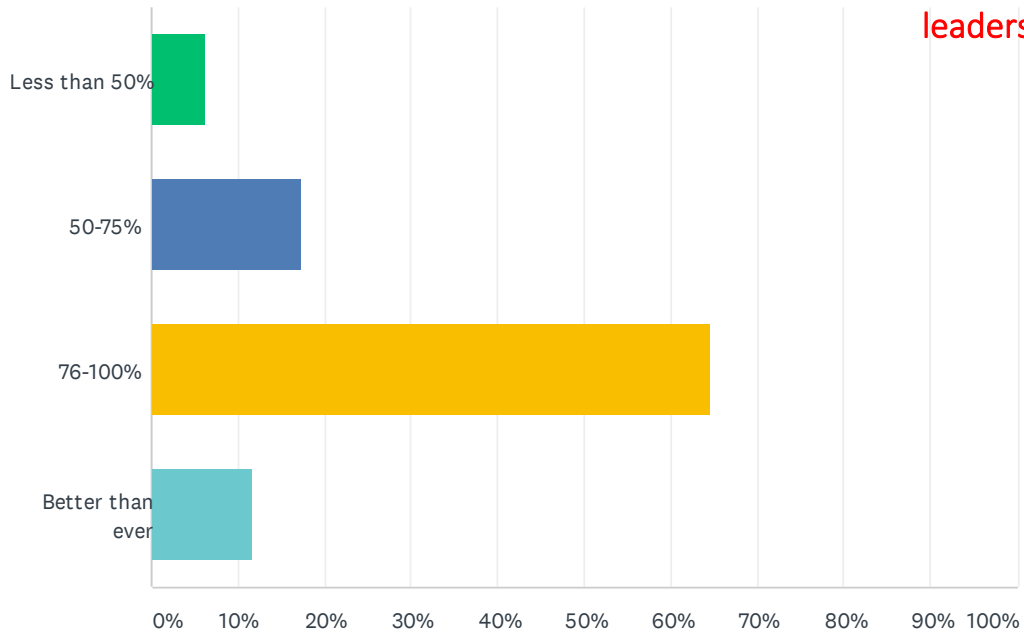


	UNCONCERNED	SOMEWHAT UNCONCERNED	NEUTRAL	SOMEWHAT CONCERNED	VERY CONCERNED	N/A	TOTAL
Problems completing work on time or quality of work declining	33.70% 152	20.62% 93	12.86% 58	25.28% 114	5.54% 25	2.00% 9	451
Company culture and morale declining	14.16% 64	13.72% 62	11.73% 53	44.25% 200	13.94% 63	2.21% 10	452
Less professionalism in communications with clients and partners	42.26% 191	22.35% 101	15.27% 69	14.60% 66	3.32% 15	2.21% 10	452
Inadequate communication with staff	22.12% 100	19.47% 88	12.17% 55	34.73% 157	9.29% 42	2.21% 10	452
Not knowing what staff are working on	22.79% 103	21.68% 98	13.27% 60	28.54% 129	11.28% 51	2.43% 11	452
Having to spend more time supervising staff	26.79% 120	21.65% 97	22.54% 101	17.41% 78	8.71% 39	2.90% 13	448
Staff being unfamiliar with communication platforms such as video conferencing	33.85% 153	25.88% 117	14.60% 66	16.59% 75	6.64% 30	2.43% 11	452
Staff not having access to technology, files, or tools they need to perform their job	28.54% 129	23.01% 104	8.41% 38	25.44% 115	12.39% 56	2.21% 10	452

Q19 Overall, how efficient do you feel your workforce is when working remotely?

Answered: 444 Skipped: 1,437

Responses from managers & executive leaders ONLY

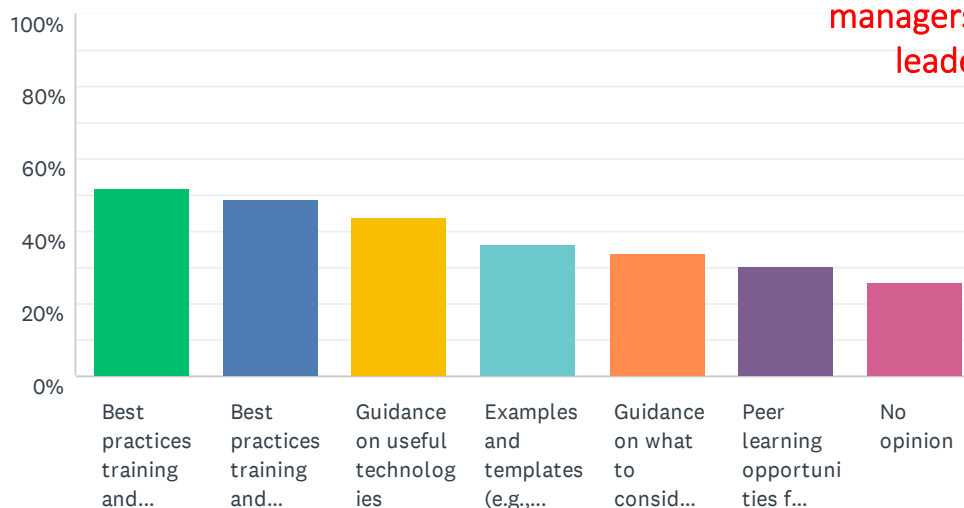


ANSWER CHOICES	RESPONSES	
Less than 50%	6.31%	28
50-75%	17.34%	77
76-100%	64.64%	287
Better than ever	11.71%	52
TOTAL		444

Q20 Would any of the following remote work resources help you or your organization? Check all that apply:

Answered: 441 Skipped: 1,440

Responses from
managers & executive
leaders ONLY

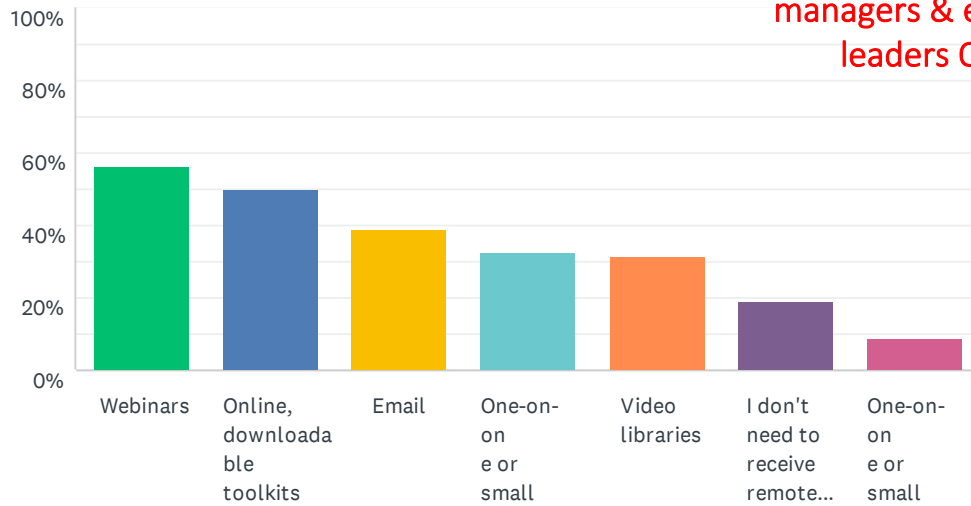


ANSWER CHOICES	RESPONSES	
Best practices training and assistance for managers	52.15%	230
Best practices training and assistance for employees	48.75%	215
Guidance on useful technologies	43.76%	193
Examples and templates (e.g., remote work policies, agreements, checklists, etc.)	36.51%	161
Guidance on what to consider when developing a remote work program	34.01%	150
Peer learning opportunities for managers and/or executives	30.61%	135
No opinion	25.85%	114
Total Respondents: 441		

Q21 In what format(s) would you prefer to receive remote work resources? Select all that apply.

Answered: 446 Skipped: 1,435

Responses from managers & executive leaders ONLY



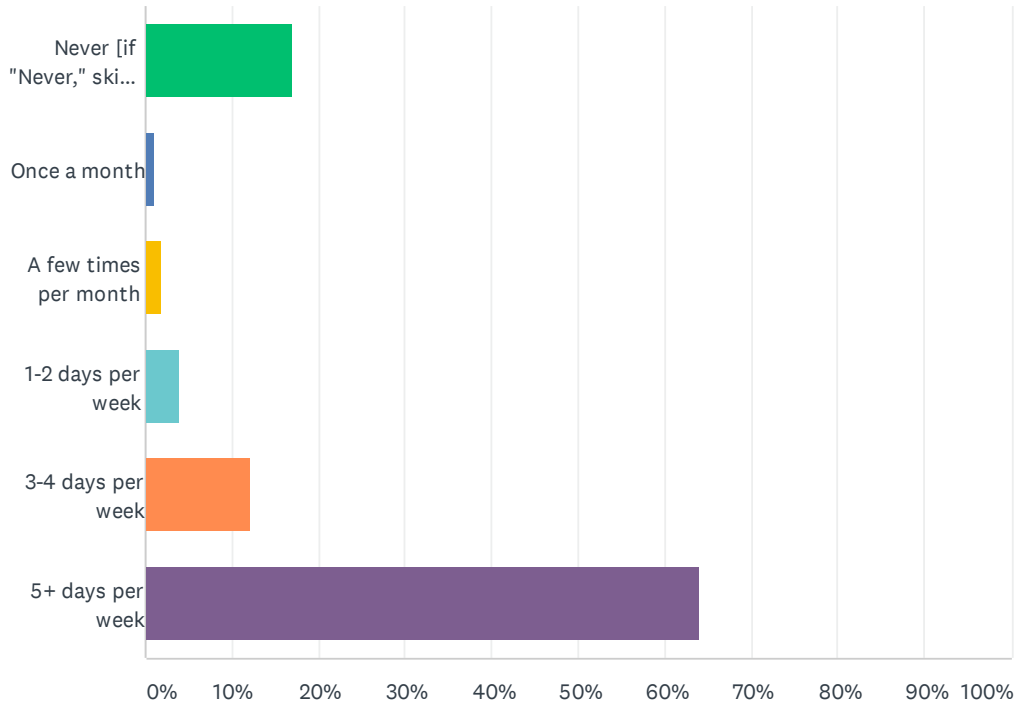
ANSWER CHOICES	RESPONSES	
Webinars	56.28%	251
Online, downloadable toolkits	50.00%	223
Email	38.79%	173
One-on-one or small group trainings via video chat	32.29%	144
Video libraries	31.61%	141
I don't need to receive remote work resources	18.83%	84
One-on-one or small group trainings via phone	9.19%	41
Total Respondents: 446		

Q22 Does your organization have helpful remote work resources that you would be willing to share? (e.g., policies, agreements, guidelines for managers, etc.). If yes, please provide an email where we may reach you:

Answered: 24 Skipped: 1,857

Q23 After the COVID-19 outbreak, when the most restrictions were in place in Dane County (approx. March 25-May 26), how often did you work from home?

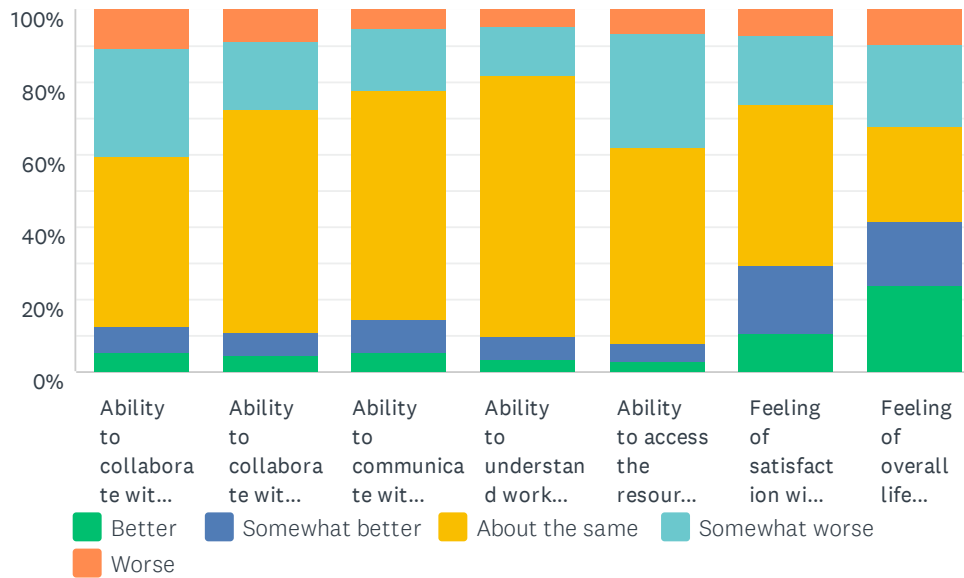
Answered: 1,742 Skipped: 139



ANSWER CHOICES	RESPONSES	
Never [if "Never," skip to Question 21 (employees) or Question 32 (managers, exec leaders)]	16.88%	294
Once a month	1.09%	19
A few times per month	1.95%	34
1-2 days per week	3.90%	68
3-4 days per week	12.11%	211
5+ days per week	64.06%	1,116
TOTAL		1,742

Q24 When you think about working from home during the height of the COVID-19 outbreak, how did the following compare to your experience prior to COVID-19?

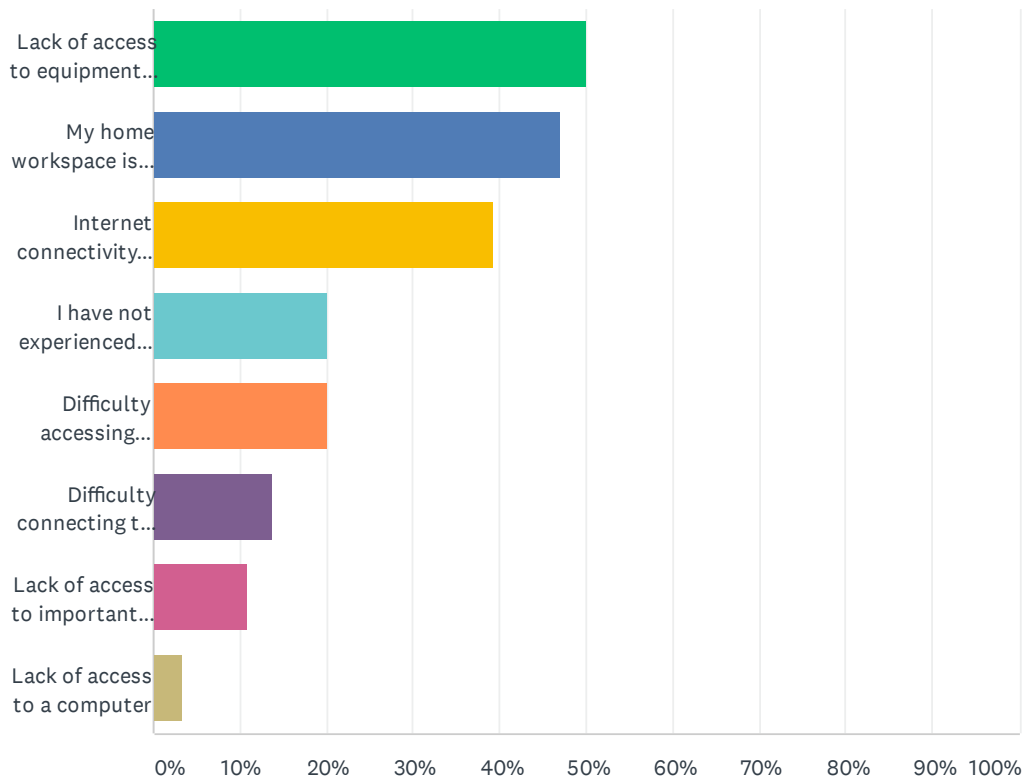
Answered: 1,468 Skipped: 413



	BETTER	SOMEWHAT BETTER	ABOUT THE SAME	SOMEWHAT WORSE	WORSE	TOTAL
Ability to collaborate with my coworkers	5.53% 81	7.16% 105	46.59% 683	30.22% 443	10.50% 154	1,466
Ability to collaborate with individuals at other organizations	4.38% 64	6.64% 97	61.53% 899	19.10% 279	8.35% 122	1,461
Ability to communicate with my manager	5.27% 77	9.45% 138	63.24% 924	17.18% 251	4.86% 71	1,461
Ability to understand work expectations and job goals	3.41% 50	6.47% 95	72.14% 1,059	13.49% 198	4.50% 66	1,468
Ability to access the resources I need to do my job effectively	3.00% 44	4.90% 72	54.09% 794	31.54% 463	6.47% 95	1,468
Feeling of satisfaction with my job performance	10.35% 152	19.14% 281	44.69% 656	18.66% 274	7.15% 105	1,468
Feeling of overall life satisfaction	24.04% 352	17.35% 254	26.43% 387	22.75% 333	9.43% 138	1,464

Q25 Thinking about your experience working from home during the COVID-19 outbreak, have any of the following negatively impacted you? Select all that apply.

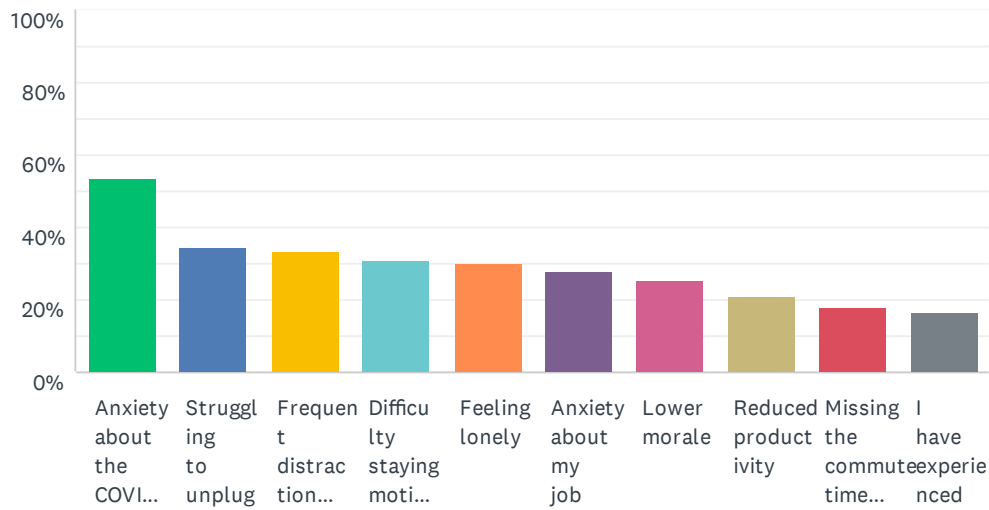
Answered: 1,457 Skipped: 424



ANSWER CHOICES	RESPONSES	
Lack of access to equipment like dual monitors, printers, external keyboards, scientific equipment, etc.	50.10%	730
My home workspace is not the same quality as that at work	47.08%	686
Internet connectivity issues (reliability, slow speeds)	39.26%	572
I have not experienced negative impacts while working from home	20.11%	293
Difficulty accessing network drives/files	20.04%	292
Difficulty connecting to a VPN	13.80%	201
Lack of access to important software or databases	10.91%	159
Lack of access to a computer	3.43%	50
Total Respondents: 1,457		

Q26 Have you experienced any of the following personal challenges while working from home during the COVID-19 outbreak? Select all that apply.

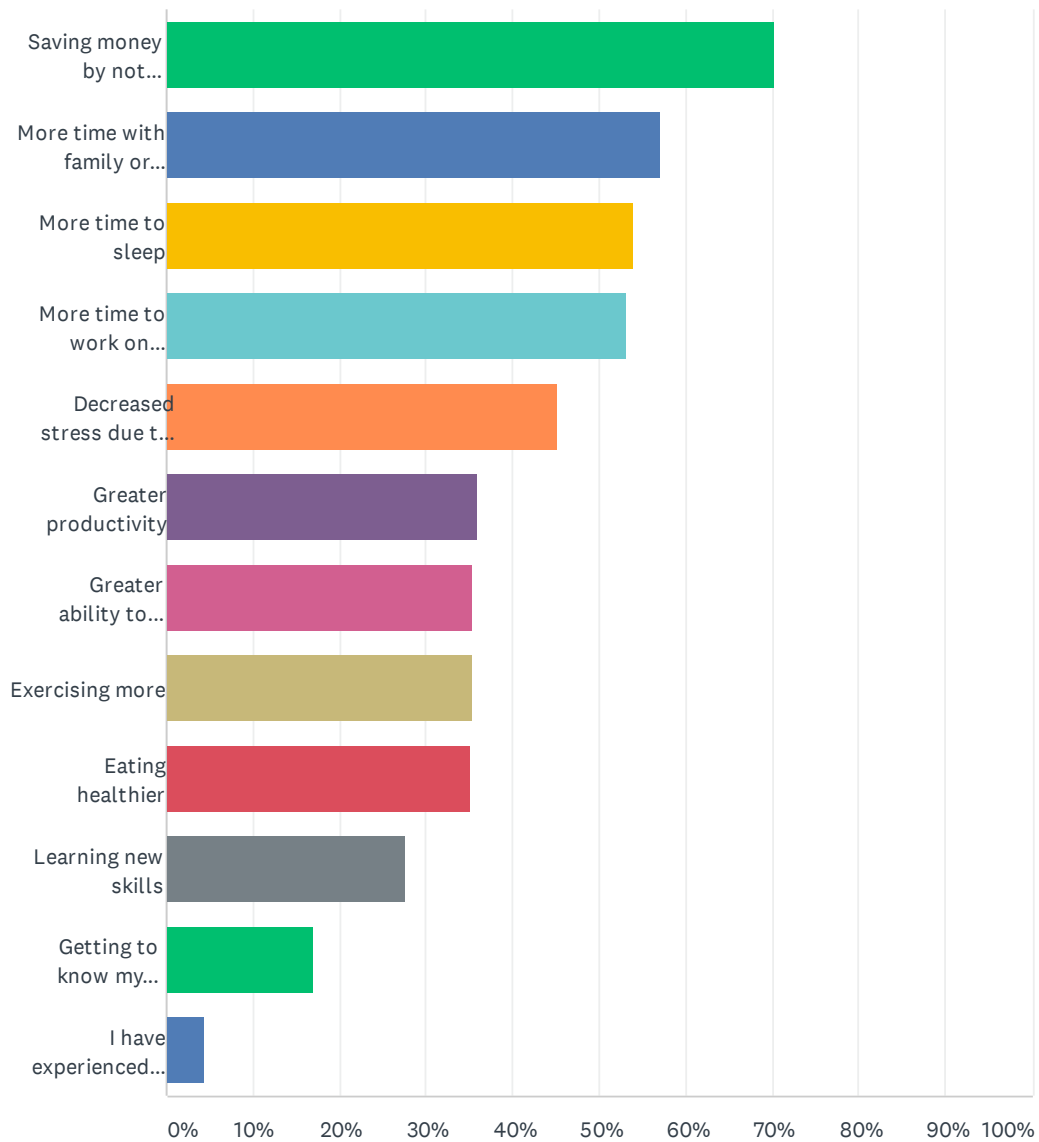
Answered: 1,462 Skipped: 419



ANSWER CHOICES	RESPONSES	
Anxiety about the COVID-19 pandemic	53.35%	780
Struggling to unplug from work	34.68%	507
Frequent distractions from kids, pets, or other people at home	33.72%	493
Difficulty staying motivated	31.05%	454
Feeling lonely	29.96%	438
Anxiety about my job and/or the health of my company	27.98%	409
Lower morale	25.72%	376
Reduced productivity	20.79%	304
Missing the commute time I spent to exercise or relax	17.78%	260
I have experienced none of these	16.55%	242
Total Respondents: 1,462		

Q27 Have you experienced any of the following positive benefits while working from home during the COVID-19 outbreak? Select all that apply.

Answered: 1,472 Skipped: 409

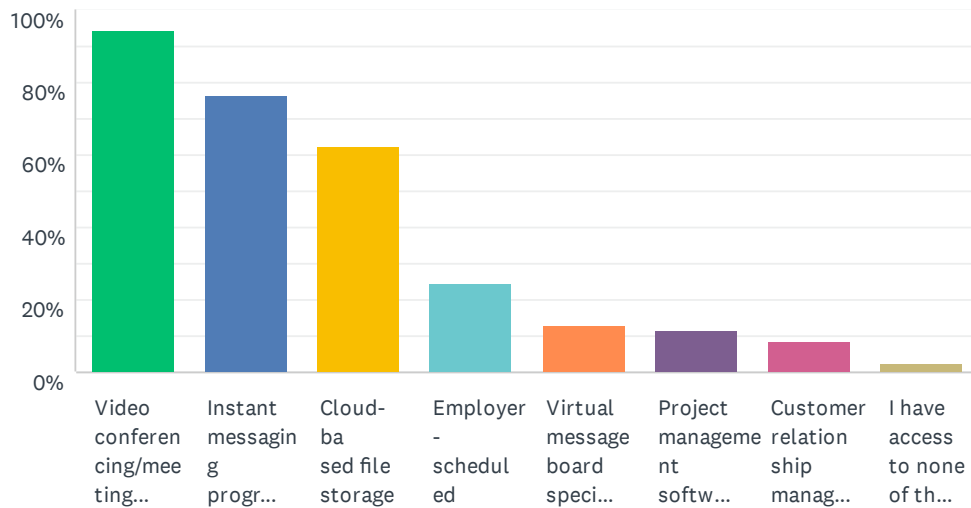


Madison Region Remote Work Survey - COVID-19 Impact

ANSWER CHOICES	RESPONSES	
Saving money by not commuting to work	70.38%	1,036
More time with family or friends	57.20%	842
More time to sleep	53.87%	793
More time to work on household projects/chores	53.06%	781
Decreased stress due to not commuting	45.24%	666
Greater productivity	36.01%	530
Greater ability to concentrate on work tasks	35.33%	520
Exercising more	35.33%	520
Eating healthier	35.19%	518
Learning new skills	27.65%	407
Getting to know my neighbors better	16.85%	248
I have experienced none of these	4.48%	66
Total Respondents: 1,472		

Q28 Do you have access to the following tools or resources when working from home? Select all that apply.

Answered: 1,471 Skipped: 410



ANSWER CHOICES	RESPONSES	
Video conferencing/meeting capability (e.g., Teams, Skype, Zoom, GoToMeeting)	94.63%	1,392
Instant messaging program (e.g., Slack, Teams chat, Skype chat, Google Hangouts)	76.41%	1,124
Cloud-based file storage (e.g., SharePoint, Box, OneDrive, Dropbox, Google Drive)	62.41%	918
Employer-scheduled virtual "water cooler" time or other social time	24.41%	359
Virtual message board specific to your company (e.g., Yammer, Slack, Chanty)	13.05%	192
Project management software (e.g., Asana, Microsoft Planner, Wrike, Monday)	11.56%	170
Customer relationship management (CRM) software (e.g., Salesforce, HubSpot, Zoho)	8.70%	128
I have access to none of these tools or resources	2.38%	35
Total Respondents: 1,471		

Q29 Would any of the following make it easier for you to work from home in the future? Select all that apply.

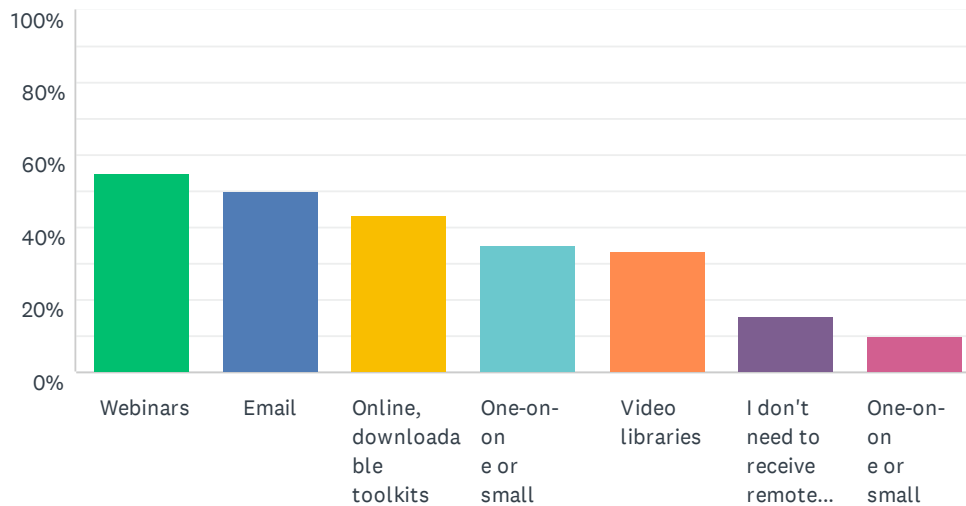
Answered: 1,400 Skipped: 481



ANSWER CHOICES	RESPONSES	
Better ways to collaborate with your coworkers	37.36%	523
Tips on how to improve your home office workspace	36.93%	517
Training on company software/communication tools	20.71%	290
Guidance on how to balance work and home life	24.00%	336
Tips or training on managing staff remotely	18.36%	257
Tips or training on how to support employees during crises	21.64%	303
None of these would be helpful	22.21%	311
Total Respondents: 1,400		

Q30 In what format(s) would you prefer to receive remote work resources? Select all that apply.

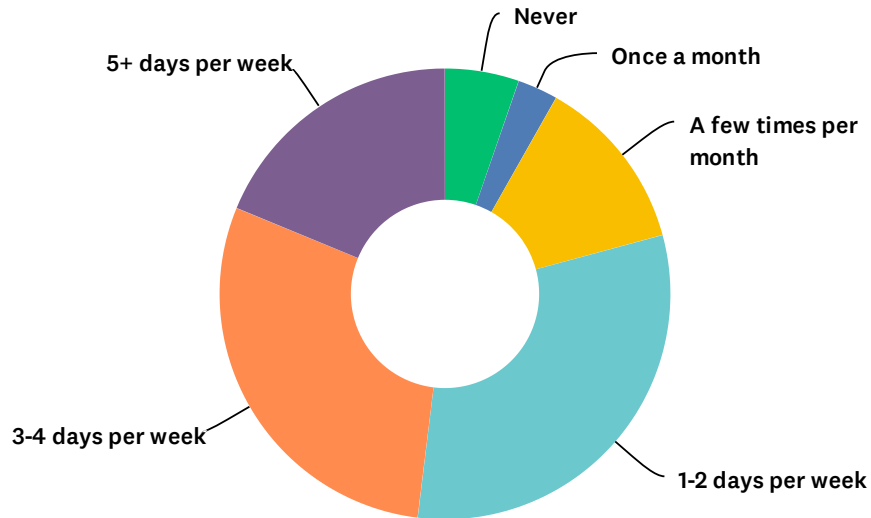
Answered: 1,453 Skipped: 428



ANSWER CHOICES	RESPONSES	
Webinars	54.85%	797
Email	49.90%	725
Online, downloadable toolkits	43.57%	633
One-on-one or small group trainings via video chat	34.82%	506
Video libraries	33.72%	490
I don't need to receive remote work resources	15.28%	222
One-on-one or small group trainings via phone	9.91%	144
Total Respondents: 1,453		

Q31 Given the choice, how frequently would you choose to work from home after business returns to normal?

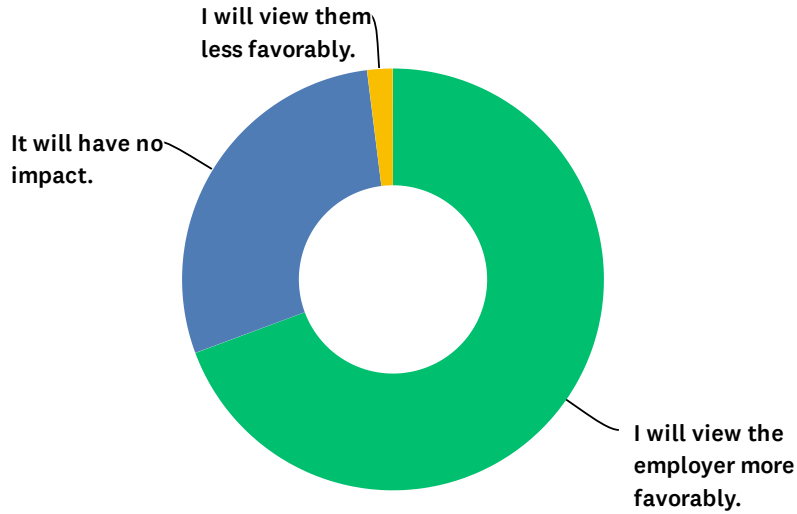
Answered: 1,486 Skipped: 395



ANSWER CHOICES	RESPONSES	
Never	5.32%	79
Once a month	2.89%	43
A few times per month	12.58%	187
1-2 days per week	31.16%	463
3-4 days per week	29.27%	435
5+ days per week	18.78%	279
TOTAL		1,486

Q32 When business returns to normal, how will the option to work remotely impact your view of an employer?

Answered: 1,582 Skipped: 299



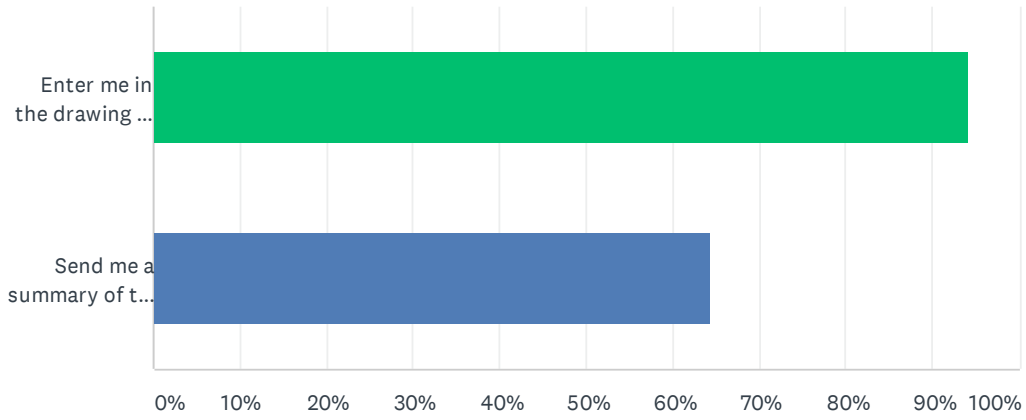
ANSWER CHOICES	RESPONSES	
I will view the employer more favorably.	69.34%	1,097
It will have no impact.	28.70%	454
I will view them less favorably.	1.96%	31
TOTAL		1,582

Q33 Is there anything else you would like to share with us related to remote work?

Answered: 362 Skipped: 1,519

Q34 Check all that apply:

Answered: 1,269 Skipped: 612



ANSWER CHOICES	RESPONSES	
Enter me in the drawing for a \$25 VISA gift card!*	94.17%	1,195
Send me a summary of the survey results (aggregate results only, no individual responses)*	64.38%	817
Total Respondents: 1,269		

Q35 *If you checked either option above, please provide your contact information below. Your responses will remain anonymous and your information will NOT be shared.

Answered: 1,266 Skipped: 615

ANSWER CHOICES	RESPONSES	
Name	99.61%	1,261
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	1,266
Phone Number (Optional)	31.12%	394