

**Meeting of the  
Greater Madison MPO Technical Coordinating Committee**

September 27, 2023

[Virtual Meeting](#)

2:00 p.m.

This meeting is being held virtually.

1. **Written Comments:** You can send comments on agenda items to [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com).
2. **Register for Public Comment:**
  - Register to speak at the meeting.
  - Register to answer questions.
  - Register in support or opposition of an agenda item (without speaking)If you want to speak at this meeting, you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register, you will be sent an email with the information you will need to join the virtual meeting.
3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/clerk/meeting-schedule/watch-meetings-online>
4. **Listen to the Meeting by Phone:** You can call in to the meeting using the following number and meeting ID:  
(877) 853-5257 (toll free)  
Meeting ID: 870 5625 2993

**AGENDA**

1. Roll Call
2. Approval of August 23rd, 2023 Meeting Minutes
3. Committee Member Reports
4. Election of Committee Chair and Vice Chair
5. Review and Recommendation on Scoring and Proposed Funding of STBG Transportation Alternatives Set Aside Project Applications (15 min)
6. Review and Recommendation on Revised STBG-U Proposed Project Funding for FFY 2024-2029 (15 min)
7. Review and Recommendation on Draft 2024-2028 Transportation Improvement Program for the Madison Metropolitan Area and Dane County (5 min)
  - Addition/Change Sheet
8. Brief Review and Recommendation on Draft 2023 MPO Title VI Program/Language Assistance Plan (10 min)
9. Review and Recommendation on CRRSSA & ARPA Section 5310 Funding Process and Disbursement (10 min)
10. Staff Reports
11. Next Scheduled Meeting Date
  - Wednesday, October 25<sup>th</sup>
  - Wednesday, November 15<sup>th</sup>
12. Adjournment

**Greater Madison MPO  
Technical Coordinating Committee  
Meeting Minutes**

**August 23, 2023**

**Virtual Meeting via Zoom**

**2:00 p.m.**

**1. Roll Call**

***Members present:*** Blau, Brown, Clark, Schmid (for Dunphy), Husen, Larson, Kahler, Koprowski, Mountford, Petykowski, Tao, Sayre, Semmann, Stauske, Violante

***Members absent:*** Bruun, Cruz, Forlenza, Stouder, Thao, Wheeler

***MPO Staff present:*** Andros, Hoesly, Kanning

**2. Approval of July 26, 2023 Meeting Minutes**

Brown moved, Larson seconded, to approve the July 26, 2023 meeting minutes. Motion carried.

**3. Committee Member Reports**

- Middleton: A couple new relatively large subdivisions recently approved, one starting this year, one next year.
- Madison: Restructured the transportation committees, Transportation Policy and Planning Board was dissolved. Starting new round of Vision Zero implementation projects, including infrastructure projects and speed reduction projects. Two TAP projects nearing completion (West Main and West Town Path). Atwood Ave and Pleasant View projects well underway, Atwood due to be complete this fall. John Nolen Drive design underway, will now include the Broom Street intersection. Autumn Ridge project scheduled for a December let.
- Fitchburg: Syene Road project will be completed in fall. Lacy Road and Seminole Roundabout opening next week. Just started work on \$4 million in local road resurfacing projects.
- Stoughton: South Fourth Street project has PIM coming up, project will include a street diet and shared use path, scheduled for construction in 2025. Number of street projects underway, due to dry weather projects are ahead of schedule. Working on two developments, including Stoughton Trailers headquarters in NW part of the city near CTH B and USH 51 intersection (about 182 acres total, including headquarters and residential and commercial development) and Magnolia Spring on southern side of the city adding about 118 1-and 2-family homes.
- Sun Prairie: Active Transportation Plan expected to be adopted in September. Just completed construction on N. Bird Street and Linnerud Drive. Currently reconstructing paths on west side, and adding new path along N. Musket Ridge including new bike/ped crossing across STH 19. First few months of Metro transit service going well, and working on shifting riders from shared ride to Metro transit or paratransit.

- Cottage Grove: Neighborhood street construction underway. Amazon development expected to break ground in the next month or so after TIA approved by the county and WisDOT.
- Verona: 18/151 repaving project underway; has created some traffic challenges around Verona. Whalen Rd still closed, should be finished up in the next few weeks. CTH PD construction still underway on the north side of the Epic campus.
- Dane County: County M project received 7 bids, schedule to start mid-September (Onken to STH 113).

#### **4. Initial Overview and Discussion on Adjustments to the MPO Urban Area Boundary**

Hoesly provided an overview of the forthcoming boundary adjustments that the MPO will need to propose in response to the updated urbanized area boundaries (UAB) released by the US Census Bureau. The adjusted UAB is important because the location of the boundary affects roadway eligibility for federal Surface Transportation Block Grant (STBG) funding, dividing STBG funds into STP-Urban and STP-Rural. The UAB is also a factor for Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) reporting.

The biggest changes between the MPO's current adjusted UAB (adopted in 2015) and the 2020 census-defined UAB are the loss of Stoughton and Cross Plains from the UAB. Since Stoughton has a population of over 5,000, it is now considered its own urban area, and cannot be included in the MPO's adjusted UAB. Cross Plains, however, is not considered its own urban area, and therefore could still be included in the MPO's adjusted UAB.

Schmid stated that the county would like to see CTH K, Q, and M remain within the boundary. She also stated they would like to see the boundaries remain fairly tight to the existing boundaries. Scheel stated that Stoughton would like a better understanding of the impacts to the different funding programs now that they will be outside of the Madison Urban Area, such as impacts to the shared-ride taxi program. Tao stated that there will be a lot of considerations around funding, but coming from a planning perspective it does make a lot of sense to expand the planning area boundary as the Madison area continues to grow. Violante agreed with Tao about considering expanding the planning area to at least include all of the urban areas in the county, and also noted it would be helpful to put together a matrix with all the funding and design considerations. Koprowski agreed a matrix would be helpful and that WisDOT could help put that together. Hoesly clarified that in terms of schedule, adjusting the urban area (blue line) to incorporate all the municipal boundaries etc. was the first step that needed to be complete, and then adjustments to the planning area boundary will be worked out after that, but wanted to start having the discussion about both of those boundaries now since they are interconnected.

#### **5. Review of Draft 2024-2028 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County**

Kanning gave an overview of the 2024-2028 draft TIP, highlighting major programmed projects.. He noted that the Policy Board voted to approve the TCC's recommendation for new STBG-U projects, including the Glacial Drumlin Trail, West Towne Path, Windsor Road Path, John Nolen Drive Phase 2, CTH MM/Rimrock Road (two projects), O'Keefe Ave, and St. Albert the Great Drive. Hoesly added that the STBG priority projects that the TCC recommended at the previous meeting was based on the assumed STBG-U funding allocation, but are still waiting to hear from WisDOT what the final allocation amount may be, and staff is optimistic that there may be a moderate to significant increase in STBG-U funding over what was assumed. Once staff receives the final allocation amount

from WisDOT they will bring it back to the TCC and Policy Board for discussion if additional funding is received.

Public hearing for the TIP is scheduled for Wed Sept. 6<sup>th</sup>, and comment period goes through September 22nd.

## **6. Discussion of Potential 2024 Work Program Projects**

Andros explained staff were currently working on next year's MPO work program, and highlighted major efforts that will take place in 2024, including:

- Updating the Coordinate Human Services-Transportation Plan
- Finalized the MPO Urban Area and Planning Area Boundary, and updates to roadway functional classification
- Developing a Regional Safe Streets and Roads for All application
- Onboard Transit Survey
- Initiating an MPO Active Transportation Plan and regional TSMO Plan.

She also noted that even though the work program is focused on 2024 planning activities, staff have started identifying potential futures plans and studies for the next few years leading up to the development of the next Regional Transportation Plan. Tao expressed support for a regional TSMO Plan. Violante asked what would be included in an Active Transportation Plan, and Hoesly noted it would be an update to the current MPO bike plan, with the addition of pedestrian considerations.

## **7. Staff Report**

- TAP applications due Sept 1<sup>st</sup>
- Received several Section 5310 applications, including from Madison for mobility management, Dane County for the Call Center, and accessible vehicle applications from NewBridge and MARC. The total amount of funding requested from all the applicants is less than the MPO's 5310 allocation, so all projects are able to be funded.
- The draft EV plan is just about complete; staff will send it out to the steering committee for review, and then present on the plan at a future TCC meeting.
- An email will go out in the next couple of days asking communities to identify times to meet to review results from the High Injury Network as part of the Regional Safety Action Plan, and to start identifying priority projects and implementation strategies.
- Election of chair and vice chair will take place at the next TCC meeting.

## **8. Next Scheduled Meeting Date**

- Wednesday, August 23rd

## **9. Adjournment**

Stauske adjourned the meeting at 3:15 pm.

**Greater Madison MPO  
Transportation Alternatives (TA) Program  
Descriptions of Project Applications  
and Recommendations for 2024-2028 Funding  
(funds in \$1,000s)**

\*Project applications were not scored/ranked, as there is sufficient funding available for all eligible projects\*

<b>Sponsor:</b>	<b>Bicycle Federation of Wisconsin Education Foundation, Inc.</b>
<b>Project:</b>	<b>Safe Routes to School (SRTS) K-12 Program (Two applications, one each for 2027 and 2028)</b>
<b>Requested TAP Amount:</b>	<b>\$170 (2027); \$170 (2028) (80%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** Dane County SRTS in 2027-2028 will combine past years work for K-8 and awarded funds for 9-12 into one program. Dane County SRTS uses an equity-based tier system to prioritize & steadily grow school-based walking & biking activities within communities most at-risk of adverse health, safety, & environmental outcomes. The MPO has awarded TAP funding for both the K-8 and supplemental High School programs through 2026.

**Staff Discussion:** The Bike Fed's Dane County SRTS program has an established record of success in programming and partnership development. The Bike Fed prioritizes working with schools with high proportions of low-income and minority students, but will provide limited support such as materials and templates to assist any school in Dane County with SRTS programming. Staff recommends that this project be funded.

<b>Sponsor:</b>	<b>City of Madison</b>
<b>Project:</b>	<b>East Rusk Ave. Shared-Use Path</b>
<b>Requested TAP Amount:</b>	<b>\$755 (65%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The proposed path along E Rusk Ave will connect two shared-use paths in South Madison that have been funded but have not yet been constructed. In 2022, the City of Madison received TAP funding to build a path along W Badger Rd and N Rusk Ave to connect to the pedestrian/bicycle overpass of the Beltline Highway. In 2023, Dane County received Greater Madison MPO STBG-Urban funds for reconstruction of Rimrock Rd, which includes construction of a shared-use path from John Nolen Dr to the Beltline. This TAP application proposes to construct a shared-use path along E Rusk Ave to provide a critical link between the Rimrock Rd path and the W Badger Rd path.

**Staff Discussion:** This project, in combination with the adjacent projects described above, will provide a continuous low-traffic stress network in a portion of South Madison where limited roadway network connectivity already imposes barriers to access. This project serves a Tier 1 EJ area. Staff recommends that this project be funded.

<b>Sponsor:</b>	<b>City of Madison</b>
<b>Project:</b>	<b>Moorland Road Shared-Use Path</b>
<b>Requested TAP Amount:</b>	<b>\$749 (65%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The planned path along Moorland Rd will connect the Capital City Trail at Raywood Rd to the Moorland-Rimrock neighborhood. This is the first step in creating more options for walking and biking in an area constrained by the Beltline Highway, USH 14, a railroad line and the sewerage district property. This 10' path will provide a much needed all ages and ability route and provide improved crossings.

**Staff Discussion:** This project improves access in a portion of South Madison that has limited access to the low-traffic stress network. This project is directly adjacent to a Tier 2 EJ area, and serves both that area and a Tier 1 EJ area at the west end of the project. Staff recommend that this project be funded.

<b>Sponsor:</b>	<b>City of Madison</b>
<b>Project:</b>	<b>West Beltline Frontage Road Shared-Use Path</b>
<b>Requested TAP Amount:</b>	<b>\$884 (65%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The planned path along the W Beltline Frontage Rd will connect the small segment of shared-use path just east of Seminole Hwy to Landmark Pl. This path will fill the gap in the pedestrian network in this segment of the frontage road and upgrade the current bicycle facilities to be all ages and ability. It will also provide an improved connection to transit stops located along the W Beltline Frontage Rd.

**Staff Discussion:** This project closes a gap in the pedestrian network as well as adding a low-traffic-stress facility. This project will directly improve transportation access for two Tier 1 and one Tier 2 EJ areas. Staff recommend that this project be funded.

<b>Sponsor:</b>	<b>City of Madison</b>
<b>Project:</b>	<b>Woodward Drive Shared-Use Path (Sherman Flyer Path Phase One)</b>
<b>Requested TAP Amount:</b>	<b>\$981 (65%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The proposed shared-use path along Woodward Drive is Phase One of the planned Sherman Flyer Path. This connection will provide an initial connection to the path along Sheridan Dr, connect to the Warner Park Path at Forster Dr and connect to Marcy Road.

**Staff Discussion:** This project is phase one of the long-awaited Sherman Flyer Path, which would provide the only off-street all ages and abilities facility connecting North Madison to the rest of the low-traffic stress network. This project will provide improved transportation access for a Tier 2 EJ area at its south end, and would nearly reach a Tier 1 EJ area at its north end. Staff recommends that this project be funded.

<b>Sponsor:</b>	<b>City of Sun Prairie</b>
<b>Project:</b>	<b>Sun Prairie Safe Routes to School Plan</b>
<b>Requested TAP Amount:</b>	<b>\$120 (80%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The City of Sun Prairie seeks to update its Safe Routes to School Plan. Since the completion of the community's last SRTS plan, the city has constructed a new high school, a new middle school, and three new elementary

schools. The plan will be a comprehensive update to the existing plan, which includes a review of present policies conditions, a biking/walking audit, student/parent/teacher surveys, a comprehensive listing of recommendations, an implementation plan, and additional resources and program ideas. Recommendations of the SRTS Plan will follow the five E's – engineering, education, enforcement, evaluation, and encouragement.

**Staff Discussion:** The City of Sun Prairie is growing rapidly, and has constructed five new schools since the last SRTS plan was completed. This project would identify opportunities to address barriers to active transportation to schools, and to improve public safety for those using active transportation modes near schools. Staff recommends that this project be funded.

<b>Sponsor:</b>	<b>City of Verona</b>
<b>Project:</b>	<b>W Verona Ave &amp; Westlawn Ave RRFB</b>
<b>Requested TAP Amount:</b>	<b>\$59 (80%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** The project is located in the City of Verona at the intersection of W. Verona Ave. and Westlawn Ave. The project involves the installation of a Rectangular Rapid-Flashing Beacon (RRFB) System at the project intersection. The RRFB's will be pole-mounted at the curb ramps and installed on overhead trombone arms to center the signs/lights over the travel lanes and improve site lines to the signs/lights. The RRFB system will be solar powered. The project will also include the relocation of the existing crosswalk from the east side of the intersection to the west side of the intersection and the installation of new curb ramps for the new crossing.

West Verona Avenue is a busy street and an arterial roadway through the City, with no protected pedestrian crossings in the 0.75 mi segment between the existing traffic signals at W. Verona Ave. and Main St. and W. Verona Ave. and Nine Mound Rd. Westlawn Avenue is one of the few key points in this segment at which students can cross from south of W. Verona Ave. to the schools located to the north (Badger Ridge Middle School, Verona Area International School, Sugar Creek Elementary School, New Century Elementary School, and Core Knowledge Charter School). Existing on-street parking and poor visibility makes this a dangerous crossing for students.

**Staff Discussion:** This project addresses an unsafe crossing that was identified in the 2016 Verona Bike and Pedestrian Study, and which is used to access five schools. This project would improve non-motorized transportation access for locally-identified environmental justice areas. Staff recommends that this project be funded.

<b>Sponsor:</b>	<b>Village of DeForest</b>
<b>Project:</b>	<b>County Highway V Multi-Modal Trail</b>
<b>Requested TAP Amount:</b>	<b>\$798 (65%)</b>
<b>Project Rank:</b>	<b>NA</b>

**Project Description:** Through Village/Dane County collaboration, the proposed path will fill missing links in DeForest's bike/ped system and provide an essential business connection. The proposed path will be 10' wide, meet all applicable design requirements, and through plowing and lighting be available in all seasons and times of day.

Currently, the path ends at North Main Street and just before Stokely Drive. The proposed path will provide critical community connections, including to the 1,000-employee DeForest Business Park, Windsor Sports Commons and Downtown businesses.

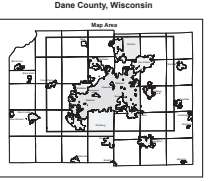
The proposed path advances the Village's planned bike and pedestrian path system, articulated within its Park and Open Space and Comprehensive Plans. The path will connect with the trail segments at North Stevenson Street and Main Street trail. It will also connect to paths built along a new segment of North Towne Road.

**Staff Discussion:** This project closes a gap in the low traffic stress bicycle network by providing an off-street, all-ages-and-abilities facility alongside an existing LTS 4 roadway. This project would improve non-motorized transportation access for locally-identified environmental justice areas. Staff recommends that this project be funded.



# 2024 - 2028 Candidate Transportation Alternatives Program Projects

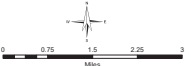
- TAP Candidate Projects
- EJ Areas: Tier 1
- EJ Areas: Tier 2
- Existing Bike Path
- MPO Planning Boundary



Prepared by staff to the:



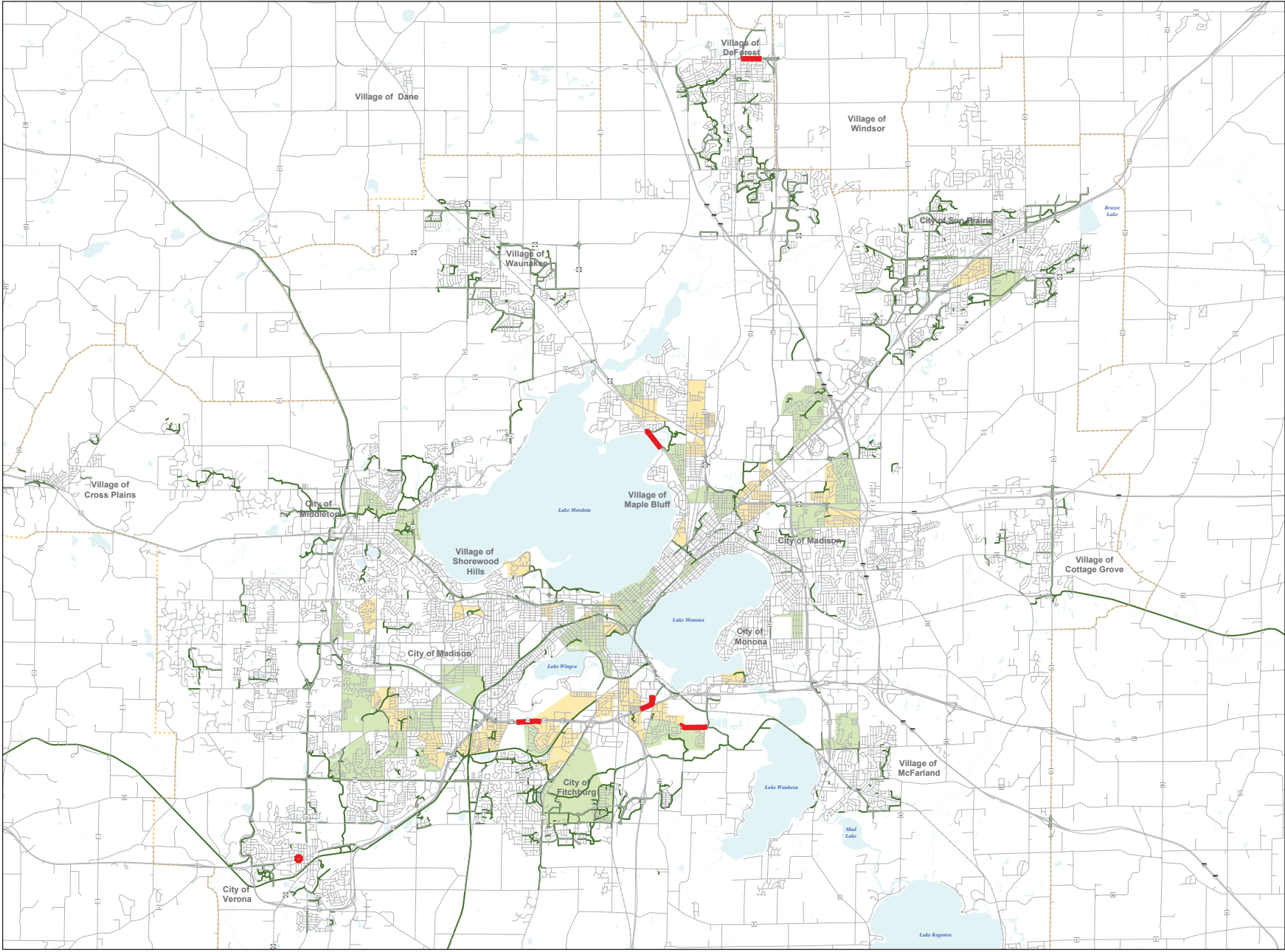
Date Revised: 9/15/2023



Coordinate System: NAD 1983 HARN WISCONSIN Dane County Feet  
Projection: Lambert Conformal Conic

Source Info:  
Road Data: 2022 (MPO, DOT)  
Hydrography: 1:250,000 (DOT)  
Call Object Data: 2022, Aerials Records (DOT)

Map Date:  
Map Scale: 1:250,000  
Map Projection: Lambert Conformal Conic



2024 - 2029 Madison Area STBG Urban Program - Currently Approved and Proposed New Priority Projects -- 9/27/23 DRAFT								
Project	Project ID	Score	Const/ Project Calendar Yr. (Yr \$ Obligated if different)	State Fiscal Year	Total Est. Cost <sup>1</sup> (thousands)	Max. Percent (Fed \$)	Federal Funds Approved (thousands)	Comments
<b>Approved Priority Projects (2023-2028)</b>								
MPO Rideshare Program 2024-2028	5992-08-39,52-54	<sup>2</sup>	2024-2028	2024-2028	\$686	80	\$551	Ongoing support per MPO policy. 3% annual increase, with 4% annual increase starting in 2027
C. Madison Ped/Bike Safety Education Program 2024-2028	5992-08-49, 50, 60	<sup>2</sup>	2024-2028	2024-2028	\$590	80	\$474	Ongoing support per MPO policy. 3% annual increase.
Pleasant View Rd. (USH 14 to Timber Wolf Trail) Phase 1	5992-11-00,-01,-02,-50-52	<sup>65</sup> <sup>3</sup>	2022-2024	2023	\$23,396	60	\$12,029	Funding obligated in CY 2022. Construction in '22-'24.
CTH M (Oncken Road to STH 113)	5954-00-00, -01, -51	<sup>68</sup> <sup>3</sup>	2023-2024	2024	\$25,229	60	\$13,021	Funding obligated in '23. Const.in '23-'24.
Exchange Street (Farwell St. to Sleepy Hollow Rd.)	5685-00-04,-05,- 06	<sup>39</sup> <sup>3</sup>	2023	2024	\$3,479	60	\$1,177	Funding obligated in '23. Const. in '24. Selected for funding based on MPO policy goal to use 10% of funds on "small" projects.
Autumn Ridge Path/Overpass	5992-11-10, -11	<sup>80</sup> <sup>4</sup>	2023	2024	\$4,200	60	\$2,520	Funding obligated in '23. Const. in '24.
Mineral Point Rd. (Beltline Hwy. to S. High Point Rd.)	5992-10-19, -20	<sup>68</sup> <sup>4</sup>	2025	2026	\$6,300	60	\$1,650	Funding obligated in '25. Const. in '26. Cost of stormwater facilities includes regional drainage pipe. Cost share to be determined during design.
John Nolen Drive (Lakeside St. to North Shore Dr.)	5992-11-20, -21-23	<sup>57</sup> <sup>4</sup>	2026-2027	2027	\$30,625	60	\$11,049	Also receiving \$770 in Fed BR funding. Const. in '26-'27.
N. Bird Street (STH 19 to USH 151)	3996-00-35	<sup>50</sup> <sup>5</sup>	2025	2025	\$1,642	60	\$975	Includes new "cycle track" on bridge over USH 151. "Small" project.
N. Thompson Rd. (Main St. to St. Albert the Great Dr.) & St. Albert the Great Dr. (CTH C to N. Thompson)	3996-00-31	<sup>43</sup> <sup>5</sup>	2025	2025	\$3,349	60	\$2,009	
Windsor Road (Charlie Grimm Rd. to CTH CV)	6992-00-21	<sup>38</sup> <sup>5</sup>	2024	2025	\$1,400	60	\$840	Funding obligated in '24. Const. in '25. Selected for funding as "small" project.
Nichols Avenue (Winnequah Rd. to Monona Dr.)	5994-00-02, -03	<sup>38</sup> <sup>5</sup>	2025	2026	\$1,563	60	\$938	Funding obligated in '25. Const. in '26. Selected for funding as "small" project.
S. Fourth Street (Milwaukee St. to Isham St.)	5998-00-01, -02	<sup>34</sup> <sup>5</sup>	2025	2025	\$1,391	60	\$834	Selected for funding as "small" project.
					\$103,850		\$48,067	<b>TOTAL</b>
<b>New Priority Projects (2025-2029)</b>								
West Towne Path (Zor Shrine Place to S. Gammon Road)		86		2027 <sup>6</sup>	\$3,740	65%	\$2,443	New Path.
Glacial Drumlins Path (I-39/90 to CTH AB/Buckeye Road)		68		2027 <sup>6</sup>	\$11,114	65%	\$7,260	New Path.
Windsor Road Path (Sunset Meadows Drive to N. Towne Road) New Path on South side of Roadway		65		2028 <sup>6</sup>	\$620	76.41%	\$474	New Path. Qualifies for 76.41% federal share based on cost formula for projects less than \$1M from Selection Process Document.
Ph. 3 John Nolen Drive / CTH MC/ Olin Avenue (Wingra Creek to Beltline Highway on/off ramps) Pavement Replacement		62.6		2027 <sup>6</sup>	\$11,750	65%	\$7,675	
Ph. 2 John Nolen Drive (Olin Avenue to Lakeside St.) Reconstruction		58		2026 <sup>6</sup>	\$6,870	65%	\$4,487	New Path on west side of roadway may be constructed.
CTH MM/Rimrock Road (John Nolen Drive to Beltline Highway on/off ramps)		51		2026 <sup>6</sup>	\$1,356	65%	\$886	Qualifies as a "small" project. Includes a New Path.
CTH MM / Rimrock Road (McCoy Rd to Beltline Highway on/off ramps) Pavement Replacement		45		2026 <sup>6</sup>	\$2,156	65%	\$1,408	Qualifies as a "small" project. Includes bike lanes.
O'Keefe Avenue (Reiner Road to Summerfield Way) Pavement Replacement		44		2028 <sup>6</sup>	\$2,205	65%	\$1,440	Qualifies as a "small" project. Will convert two of four travel lanes to bike/bus lanes.
St. Albert the Great Drive (Broadway Drive to N. Bird Street) Pavement Replacement		42		2029 <sup>6</sup>	\$1,212	65%	\$792	Qualifies as a "small" project. Includes bike lanes.
Vinburn Road (Main Street to N. Towne Road) Reconstruct to Urban Cross Section		37		2027 <sup>6</sup>	\$2,764	65%	\$1,805	Qualifies as a "small" project. Includes bike lanes.
Holum Street (Railroad to N. Towne Road) Reconstruction		30		2025 <sup>6</sup>	\$3,939	65%	\$2,573	
Bailey Road (CTH N to Forward Drive) Reconstruction w/ paved shoulders		30		24-'28 <sup>6</sup>	\$1,791	65%	\$1,170	Qualifies as a "small" project. Includes bike lanes.
					\$49,517		\$32,413	<b>TOTAL</b>
<sup>1</sup> Includes participating cost only (excludes sanitary sewer and water and construction engineering)				<sup>4</sup> Score from regular 2022-2026 program application cycle in 2021.				
<sup>2</sup> Funded annually per MPO policy				<sup>5</sup> Score from supplemental funding 2022-2026 program application cycle in 2022.				
<sup>3</sup> Score from 2020-2025 program application cycle under previous version of criteria.				<sup>6</sup> Requested Project Scheduling. Needs to be finalized, working with WisDOT and project sponsor.				

2024 - 2029 Madison Area STBG Urban Program - Currently Approved and Proposed New Priority Projects -- 9/27/23 DRAFT								
Project	Project ID	Score	Const/ Project Calendar Yr. (Yr \$ Obligated if different)	State Fiscal Year	Total Est. Cost <sup>1</sup> (thousands)	Max. Percent (Fed \$)	Federal Funds Approved (thousands)	Comments
Candidate Projects								
High Point Road - Mid Town Road - Raymond Road: Construct Roadway on new alignment		29.1		2027	\$20,910	65%	\$13,592	
					\$20,910		\$13,592	TOTAL

**2024-2028  
Transportation Improvement Program  
For the Madison Metropolitan Area & Dane County Area  
(Project costs in \$000s)**

**ADDITION/CHANGE SHEET**

**STBG-Urban Priority Projects Table**

**Page 9:** **REVISE** the schedules and cost/funding amounts for projects as shown (in red) on the attached revised STBG-Urban Priority Projects table dated September 27, 2023.

**Parking Facilities in the Madison Metropolitan Planning Area**

**Page 14:** **REVISE** the State Street Campus-Lake Street Parking Garage Replacement project listing as follows: \$12,500 (Const., Madison), \$12,500 (Total) in 2024.

**Pedestrian/Bicycle Projects in the Madison Metropolitan Planning Area**

**Page 17:** **REVISE** the Badger Rusk Path project as follows: \$100 (PE, Madison), \$100 (Total) in 2024.

**Page 18:** **ADD** the East Rusk Shared-Use Path project as follows: \$755 (Const., TA), \$407 (Const., Madison), \$1,162 (Total) in 2028.

**ADD** the Moorland Road Shared-Use Path project as follows: \$749 (Const., TA), \$403 (Const., Madison), \$1,152 (Total) in 2028.

**Page 19:** **REVISE** the Sidewalk Program project as follows: \$3,025 ~~3,525~~ (Const., Madison), \$3,025 ~~3,525~~ (Total) in 2024 for ongoing sidewalk construction.

**ADD** the West Beltline Frontage Road Shared-Use Path project as follows: \$884 (Const., TA), \$476 (Const., Madison), \$1,360 (Total) in 2028.

**ADD** the Woodward Drive Shared-Use Path project as follows: \$981 (Const., TA), \$528 (Const., Madison), \$1,508 (Total) in 2028.

**REMOVE** the Pleasant View Road Corridor Path project, which is complete.

**Page 20:** **REVISE** the Nichols Road Bike Lanes project extent and scope as follows: Winnequah Rd. to ~~Monona Dr.~~ Maywood Rd., with construction of a multi-use path in lieu of bike lanes.

**Page 22:** **ADD** the Sun Prairie Safe Routes to School Plan project as follows: \$120 (Planning, TA), \$30 (Planning, Sun Prairie), \$150 (Total) in 2028.

**REVISE** the Vision Zero Action Plan project as follows: Add note “2022 Transportation Alternatives award \$72”.

**Page 23:** **ADD** the West Verona Ave & Westlawn Ave RRFB project as follows: \$58 (Const., TA), \$16 (Const., Verona), \$74 (Total) in 2024.

**ADD** the North Street (CTH V) Corridor Path project as follows: \$798 (Const., TA), \$430 (Const., DeForest), \$1,227 (Total) in 2024.

**Page 24:** **ADD** the Dane County K-12 SRTS project as follows: \$170 (SRTS, TA), \$42 (SRTS, Bike Fed), \$212 (Total) in 2027, and \$170 (SRTS, TA), \$42 (SRTS, Bike Fed), \$212 (Total) in 2028.

### **Street/Roadway Projects in the Madison Metropolitan Planning Area**

**Page 32:** **ADD** the USH 18/151 (CTH G to STH 69) Ramp/Auxiliary Lane and Bridge Widening Project listing as follows: \$13,512 (Const., Fed-NHPP), \$3,379 (Const., WI), \$16,891 (Const., Total) in 2024, with construction in 2025.

**Page 43:** **REVISE** the City of Monona's Nichols Road reconstruction project, changing the eastern project limit from Monona Drive to Maywood Road, replacing buffered bike lanes with a multi-use path, and increasing the local cost share.

**Page 49:** **REVISE** the Village of McFarland's Exchange Street (Farwell Street to Sleepy Hollow Road) reconstruction project on page 56 of the Street/Roadway Projects section, advancing federal STBG-Urban funding and local funding from 2024 to 2023, with construction remaining in 2024.



GREATER MADISON  
**mpo**

2023 DRAFT

# Title VI Non-Discrimination Program and Language Assistance Plan



# Greater Madison Metropolitan Planning Organization

## Policy Board

Mark Opitz, Chair  
Doug Wood, Vice Chair  
Richelle Andrae  
Phil Caravello

John Duncan  
Pam Dunphy  
Paul Esser  
Derek Field  
Steve Flottmeyer

Barbara Harrington-McKinney  
Tom Lynch  
Charles Myadze  
Kristi Williams

## Staff

Alexandra Andros  
*Planning Manager*

Bill Holloway  
*Transportation Planner*

Dan Seidensticker  
*GIS Specialist*

Zia Brucaya  
*Transportation Planner*

Ben Lyman  
*Transportation Planner*

Sherry BonDurant  
*Administrative Clerk*

Colleen Hoesly  
*Transportation Planner*

David Kanning  
*Transportation Planner*



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.





# Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan

## CONTACTS:

All questions, comments, or requests for documents and services, including requests for this document in an alternate format, may be directed to:

Alexandra Andros, MPO Director  
Phone: 608-266-9115  
E-mail: [pandros@cityofmadison.com](mailto:pandros@cityofmadison.com)

Greater Madison MPO  
100 State Street, Suite 400  
Madison, WI 53703

This Greater Madison MPO *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* and other Greater Madison MPO documents, meeting minutes and agendas, and other information may also be obtained on our website at [www.greatermadisonmpo.org](http://www.greatermadisonmpo.org).

If information is needed in another language, 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.

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.

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

This *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, and Wisconsin Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.



# Table of Contents

Title VI Non-Discrimination Program.....	1
Introduction .....	1
Organizational Responsibilities .....	1
Title VI Non-Discrimination Responsibilities .....	1
Content of Title VI Program .....	2
General Requirements.....	2
A. Providing Title VI Assurances.....	2
B. Preparing and Submitting a Title VI Program .....	2
C. Notifying Beneficiaries of Protection Under Title VI .....	3
D. Developing Title VI/NON-DISCRIMINATION Complaint Procedures and Complaint Form .....	3
E. Complaint Log .....	4
F. Promoting Inclusive Public Involvement.....	4
G. DEMOGRAPHIC Representation on Planning and Advisory Bodies.....	4
Demographic Profile, Procedures, and Impacts .....	7
Demographic Profile .....	7
Procedures for the Planning Process.....	10
Analysis of Impacts of the Distribution of State and Federal Transit Funds .....	10
Limited-English Proficiency (LEP) Plan .....	13
Overview.....	13
Plan Summary .....	13
Plan Components .....	13
Four-Factor Analysis .....	13
Description of Services, Monitoring, and Training.....	17
Appendix 1: Title VI Approvals and Administration .....	1-1
Resolution Approving Title VI Plan .....	1-1
Log of Policy Updates .....	1-2
Appendix 2: Title VI/Nondiscrimination Assurances.....	2-1
Policy Statement and Authorities .....	2-1
Appendix A .....	2-5
Appendix B.....	2-6
Appendix C.....	2-7
Appendix 3: Protections Under Title VI .....	3-1
Public Notice of Non-Discrimination .....	3-1
Complaint Procedure.....	3-1
Complaint and Comment Form.....	3-4
Complaint Log .....	3-8
Appendix 4: Vital Documents for Hmong Speakers .....	4-1
Appendix 5: Vital Documents for Spanish Speakers.....	5-1
Appendix 6: Vital Documents for Chinese Speakers .....	6-1
Appendix 7: Limited English Proficient (LEP) Tools .....	7-1



# Title VI Non-Discrimination Program

## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to all programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

The Greater Madison MPO, as a recipient of federal financial assistance, will ensure compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 CFR Part 21; and related statutes and regulations. The Greater Madison MPO acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains the how the Greater Madison MPO incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used a reference for the Greater Madison MPO and an informational resource for the public. The plan will be updated every three years to reflect changes in Title VI compliance operations.

## Organizational Responsibilities

The Title VI Coordinator is responsible for overseeing compliance with applicable nondiscrimination authorities in each transportation planning and programming area at the Greater Madison MPO. The Title VI Coordinator ensures compliance with provisions of the law, including the requirements of 23 part 200 and 49 CFR Part 21, administering civil rights complaint procedures, and ensuring civil rights compliance by recipients, sub-grantees, contractors, and subcontractors.

The Greater Madison MPO's Director is responsible for ensuring the implementation of the Greater Madison MPO's overall Title VI Non-Discrimination Program.

Alexandra Andros, Director

Phone: 608-266-9115

Email: pandros@cityofmadison.com

## Title VI Non-Discrimination Responsibilities

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the Greater Madison MPO's nondiscrimination requirements, including the following activities:

### Program Administration

- Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
- Develop and implement the Greater Madison MPO's Title VI/Nondiscrimination and LEP Plan
- Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures

### Complaints

- Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints

### Employee Training

- Train staff on Title VI/Nondiscrimination and LEP requirements and procedures

### Reporting

- Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations

## Public Dissemination

- Notify the public of the Greater Madison MPO's Nondiscrimination requirements via Greater Madison MPO's public area, on its website, in vehicles, etc.

## Oversight

- Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

## Content of Title VI Program

The Greater Madison MPO, as a subrecipient of FTA funds, must submit to the Wisconsin Department of Transportation:

- All **general requirements** set out in [FTA Circular 4702.1B](#);
- 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 by Census or ACS data, at Census tract or block group level, 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 impacts** that identify any disparate impacts on the basis of race, color, or national origin; legitimate justification for the policy that resulted in the disparate impacts; and alternatives that could be employed that would have a less discriminatory impact.

## General Requirements

The general requirements outlined in [FTA Circular 4702.1B](#), *Title VI Requirements and Guidelines for Federal Transit Administrative Recipients* applicable to Greater Madison MPO are as follows:

- A. Providing Title VI assurances and Implementation Plan Agreement
- B. Preparing and submitting a Title VI Program
- C. Notifying beneficiaries of protection under Title VI
- D. Developing Title VI/Non-Discrimination complaint procedures and complaint form
- E. Recording and reporting Title VI/Non-Discrimination investigations, complaints, and lawsuits
- F. Promoting inclusive public participation
- G. Minority representation on planning and advisory bodies
- H. Providing meaningful access to Limited-English Proficient (LEP) persons

### A. Providing Title VI Assurances

The Greater Madison MPO Title VI Assurances are included with this program in **Appendices A-C**.

### B. Preparing and Submitting a Title VI Program

The following is a list of required contents of the Title VI Nondiscrimination Program and where the information can be found.

- Evidence of Policy Approval and Log of Policy Updates (**Appendix A**)
- Contact Information/Program Administration (**Appendix A**)
- Public Notice of Nondiscrimination (**Appendix C**)
- Discrimination Complaint Procedure and Complaint Form (**Appendix C**)
- Complaint Log (**Appendix C**)
- [Public Participation Plan](#)
- Demographic Representation on planning and advisory bodies (**Table 1**)
- Demographic maps and Analysis of Impacts ([Web Map](#) and annual [Transportation Improvement Program Map and Attachment D](#))
- Limited-English Proficiency (LEP) Plan and LEP Tools (**Appendix G**)
- Translated Vital Documents in Hmong (**Appendix D**), Spanish (**Appendix E**), and Chinese (**Appendix F**).

### C. Notifying Beneficiaries of Protection Under Title VI

[FTA Title VI Circular 4702.1B](#) requires Greater Madison MPO as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI regulations require Greater Madison MPO to inform the public of their rights under Title VI by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public area(s) of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI information in another language.

Greater Madison MPO's *Notice of Nondiscrimination* is provided in the following locations:

- Agency website: [www.greatermadisonmpo.org/about/civilrights.cfm](http://www.greatermadisonmpo.org/about/civilrights.cfm)
- Agency office: Bulletin board in the reception area

In English, Spanish, Hmong, and Chinese versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish, Hmong, and Chinese to contact the City of Madison's Civil Rights Department at (608) 266-4910 if additional information is needed in another language.

To view a copy of Greater Madison MPO's *Notice of Nondiscrimination*, please see [Appendix C](#).

Greater Madison MPO's *Notice of Nondiscrimination* is translated in Hmong, Spanish, and Chinese, and is included in [Appendix D](#), [Appendix E](#), and [Appendix F](#), respectively.

### D. Developing Title VI/NON-DISCRIMINATION Complaint Procedures and Complaint Form

Greater Madison MPO, as a subrecipient of federal financial assistance must develop a procedure for investigating, tracking, and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes it has been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited-English proficiency (LEP) by the Greater Madison MPO may file a civil rights complaint.

The scope of civil rights complaints covers all internal and external Greater Madison MPO activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with the Greater Madison MPO for the furnishing of goods and services. Examples may include advertising for bid proposals, prequalification, or qualification requirements, bid awards, and/or selection of contractors, subcontractors, vendors, consultants, etc.

Complaints can also originate as a result of project and program impacts on individuals or groups such as access to programs, activities, and services.

Greater Madison MPO's *Complaint Procedure* and *Complaint Form* are shown in [Appendix C](#) and are made available in the following locations:

- Agency website: [www.greatermadisonmpo.org/about/civilrights.cfm](http://www.greatermadisonmpo.org/about/civilrights.cfm)
- Agency office: Bulletin board in the reception area

The Greater Madison MPO's *Complaint Procedure* and *Complaint Form* are translated in Hmong, Spanish, and Chinese and are included in [Appendix D](#), [Appendix E](#), and [Appendix F](#), respectively.



## E. Complaint Log

### **CIVIL RIGHTS INVESTIGATIONS**

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

Appendix C includes Greater Madison MPO's procedure and tracking mechanism to investigate, track, and resolve civil rights complaints.

Since the 2020 update of the Greater Madison MPO's [Title VI Program/Language Assistance Plan](#), there have been no transportation-related civil rights investigations, complaints, or lawsuits filed with the Greater Madison MPO.

## F. Promoting Inclusive Public Involvement

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI/ADA Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

The Greater Madison MPO pursues meaningful and continued public participation in the three categories of transportation planning listed below in order to determine the region's transportation vision and future goals.

- Implementing policy (e.g., Public Participation Plan)
- Developing and amending plans and programs (e.g., Regional Transportation Plan and annual Transportation Improvement Program)
- Conducting general transportation plans and studies (e.g., neighborhood or corridor studies, modal plans such as the Transit Development Plan)

Greater Madison MPO maintains and conducts its planning activities in accordance with its adopted [Public Participation Plan](#) (PPP). The Greater Madison MPO's Title VI Program is integrated into the PPP by reference. The following table, PPP Figure 2 Public Engagement Methods by MPO Planning Process, shows the outreach and engagement methods used for MPO plans and projects.

## G. DEMOGRAPHIC Representation on Planning and Advisory Bodies

Greater Madison MPO understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

The Greater Madison MPO is comprised of two committees: Greater Madison MPO Policy Board, and the Technical Coordinating Committee (TCC). The Greater Madison MPO Board is made up of elected officials from member communities for proportional demographic representation under the control of the electorate. As the highest authority, the Policy Board makes the final approvals. The TCC serves in an advisory role by reviewing, prioritizing, and recommending policies, projects, plans, and programs to the Greater Madison MPO Policy Board.

Public Engagemet Methods		General MPO Outreach		RTP	TIP	UPWP	PPP	Title VI & EJ	Coordinated Plan	TDP	Bicycle Plan	Round Trip Program
Public Engagement Methods	MPO Website	●	●	●	●	●	●	●	●	●	●	●
	Email Notifications	●	●	●	●	●	●	●	●	●	●	○
	Public Involvement Meetings & Open Houses	○	●	●							●	
	Public Hearing		●	●	●	●						
	Advisory Committee	●	●	●	○				○	●	●	●
	Fact Sheets & Brochures	●	●	●	○	○	○	○	●	○	●	●
	Social Media	●	●	●	●	●	●	●	●	●	●	○
	Newsletter	●	●	●	●	●	●	●	●	●	●	●
	Media Outreach	●	●	●	●				○		●	○
	Focus Groups & Workshops		○	○			○		○	○	○	
	Webinar Series	○	○	○					○		○	○
	Surveys	○	●	●		○	○	○	●	○	●	○
	Presentations to Local Committees, Civic Groups, and Organizations	○	●	●	○				○	○	○	●
	Community Event Tabling & Information Booths	○	○	○						○		○
	Videos	○	○	○								○
	Forums/Conference	○							●			○
	Emerging PE Tools	○	○	○							○	○
	Update Schedule	Continuous	5 Years	Annually	Annually	5 Years	3 Years	5 Years	5-10 Years	10 Years	Continuous	
	Public Comment Period	N/A	30 Days	30 Days	30 Days	45 Days	30 Days	30 Days	30 Days	30 Days	N/A	

● PRIMARY METHOD

○ SUPPLEMENTAL METHOD (Based on need and request)

The methods listed above are based upon methods used for each of the MPO'S planning efforts in the past, planned strategies for upcoming planning processes, or identified during the 2020 MPO Rebranding Survey and Focus Groups. The methods listed in the table above are subject to change based on best practices and the evaluation of the methods moving forward. Other plans or projects that the MPO may be involved in that are not listed here will use a variety of the public participation methods listed above as appropriate.

RTP- Long Range Transportation Plan; TIP- Transportation Improvement Program; UPWP- Unified Planning Work Program; PPP- Public Participation Plan; EJ- Environmental Justice; Coordinated Plan- Coordinated Public Transit-Human Services Plan; TDP-Transit Development Plan

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; and,
- The WisDOT Secretary appoints one member to represent the department

The 21-member Technical Coordinating Committee (TCC) (including 5 alternates and 2 non-voting members) is 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 public is invited to attend any of the two committees' meetings. Greater Madison MPO staff encourages participation by all groups on the advisory committees by invitation to monthly meetings, public information meetings, etc. as outlined in Greater Madison MPO's Public Participation Plan. Contacts are maintained in email distribution lists and mail address lists.

Demographic representation on Greater Madison MPO committees is illustrated in Table 1. Greater Madison MPO recognizes that the minority representation on its boards is not reflective of the minority representation of its planning area, but members of minority groups have been invited to participate by email. Although we continue to conduct outreach through email, Greater Madison MPO strives to expand its efforts with more direct and better targeting.

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.

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.

Table 1: Ethnic and Racial Composition of Greater Madison MPO Committees and Planning Area

Committee	Race/Ethnicity							
	Hispanic or Latino	White Alone	Black or African American Alone	Asian Alone	American Indian or Alaska Native Alone	Native Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
Planning Area	7.8%	76.0%	5.9%	7.0%	0.4%	0.0004%	3.4%	7.2%
Policy Board	*	*	*	*	*	*	*	*
Technical Coordinating Committee	*	*	*	*	*	*	*	*
Planning Area Source: DP1 Profile of General Population and Housing Characteristics, 2020 Decennial Census, <a href="https://www.census.gov">U.S. Census Bureau</a> .								

\* Board and Committee members have been asked to complete self-identification forms, but these have not yet been submitted by the majority of Board or Committee members. This table will be updated for the final plan.

#### H. Providing Meaningful Access to Limited-English Proficient Persons

As a recipient of federal USDOT funding, Greater Madison MPO is required 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.

Please see the Limited-English Proficiency Plan included in this document.

#### Demographic Profile, Procedures, and Impacts

As part of the Title VI Program, the Greater Madison MPO monitors and tracks statistical demographic data as it becomes available on race, age, language spoken, income level, persons with disabilities, and sex of the population of the Greater Madison MPO area.

#### Demographic Profile

A minority person is defined as a person who identifies as Hispanic and/or a racial group other than White Alone. The minority percentages by planning area community are provided in Table 2. Due to the Census/ACS' categorization of minority persons into seven distinct non-white racial groups, and the additional categorization of these groups into Hispanic and non-Hispanic groups, it is impossible to reliably calculate the margin of error for the minority population data shown in Table 2. Furthermore, the current (2013) MPO Planning Area is still based on 2010 Census geographies, and does not coincide with 2020 Census geographies; this requires populations of geographies that are partially within the Planning Area to have their populations estimated, which the MPO does by applying the percentage of the geographic area that is within the Planning Area to the population of that area. This methodology makes any margin of error estimated by the US Census meaningless for imputed populations.

As calculated from Table B03002, Hispanic or Latino Origin by Race, 2021 5-year ACS, minorities make up ~23% of the planning area population.

Between 2010 and 2021 major population growth occurred in the Asian (43.2%), Native Hawaiian and Other Pacific Islander (145.5%), and Two or More Race (146%) groups. The Black population grew more slowly than most other minority groups between 2010 and 2021 at 9.8%; the Hispanic population grew by 25.3% during the same period. The Hispanic population grew from 6.3% of the 2010 population to 6.9% in 2021. The American Indian and Alaska Native population declined by 17% in this period, and the Other Race group declined by 32.5%. Combined, these changes resulted in the minority population in the Planning Area increasing from 16.6% of the total population in 2010 to 19.8% in 2021. Table 2 shows the Race and Ethnicity of the Madison Planning Area in 2010, 2021, and the change between those years.

Race/Ethnicity	2010 Population	Percent of Total 2010 Population	2021 Population	Percent of Total 2021 Population	Population Change	Percent Change
White	363,072	83.4%	395,379	80.2%	32,307	8.9%
Black	24,937	5.7%	27,390	5.6%	2,453	9.8%
American Indian	1,617	0.4%	1,342	0.3%	(275)	-17.0%
Asian	22,654	5.2%	32,442	6.6%	9,788	43.2%
Pacific Islander	156	0.0%	383	0.1%	227	145.5%
Other Minority	11,472	2.6%	7,742	1.6%	(3,730)	-32.5%
Two or More Races	11,522	2.6%	28,346	5.7%	16,824	146.0%
<b>Total</b>	<b>435,430</b>	<b>100.0%</b>	<b>493,024</b>	<b>100.0%</b>	<b>57,594</b>	<b>13.2%</b>
Hispanic	27,243	6.3%	34,132	6.9%	6,889	25.3%
Non-Hispanic	408,187	93.7%	458,892	93.1%	50,705	12.4%
<b>Total</b>	<b>435,430</b>	<b>100.0%</b>	<b>493,024</b>	<b>100.0%</b>	<b>57,594</b>	<b>13.2%</b>

Source: 2010 Census, 2021 5-year ACS

Planning agencies often display different Environmental Justice (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 the MPO mapped EJ populations prior to the 2021-2025 TIP. It is difficult, however, for readers to discern the EJ areas with the greatest concentrations of vulnerable populations when viewing several different types of demographic information. In order to simplify EJ analysis, the MPO has defined two tiers of EJ 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; the EJ Areas correspond to concentrations of those populations as well.

The MPO's EJ Areas were 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 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.<sup>1</sup> 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

<sup>1</sup> [Madison Neighborhood Indicators Project](#), special tabulation by the UW- Applied Population Lab, 4/28/2020

the imprecision inherent in the estimates and adjustments used to define EJ Areas, they should not be compared to one another based on their index scores.

After the EJ Areas were identified, block group geographies were adjusted to generally exclude non-residential land uses, with the exception of some schools and parks. EJ 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 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 Areas include only the lower income areas.

After applying this methodology to the EJ Analysis in the 2021-2025 TIP, the MPO developed a second tier of EJ Areas with slightly lower concentrations of vulnerable populations than the original EJ Areas (Tier 1 EJ Areas), but which still have higher-than-average concentrations of these populations. This analysis is based on the newer two-tier EJ Area methodology first used in the 2022-2026 TIP. MPO staff are currently working with the City of Madison Data Team to develop a new county-wide EJ mapping system that can be used by City of Madison and MPO staff to ensure the application of consistent standards in evaluating minority, low-income, and other historically disadvantaged and marginalized populations.

Madison area and Dane County Transportation Improvement Program (TIP) projects, Justice40 layers, and MPO-identified EJ areas are illustrated in an [ArcGIS Online map](#). This map is updated with new projects as they are amended into our TIP projects list and new demographic data as they become available.

Table 3: Minority<sup>1</sup> Population for Planning Area Communities

Community	Total Population Estimate	Total Population MOE <sup>2</sup>	Minority Population Estimate	Percent Minority Estimate
<b>Cities</b>				
Fitchburg	29,361	40	10,323	35.2%
Madison	265,447	191	74,413	28.0%
Middleton	21,634	37	4,461	20.6%
Monona	8,560	23	875	10.2%
Stoughton	13,158	40	903	6.9%
Sun Prairie	35,528	33	7,733	21.8%
Verona	13,798	25	1,663	12.1%
<b>Villages</b>				
Cottage Grove	7,255	24	1,037	14.3%
Cross Plains	4,070	20	388	9.5%
DeForest	10,700	29	2,100	19.6%
McFarland	9,026	37	693	7.7%
Maple Bluff	1,234	118	73	5.9%
Oregon	11,100	25	1,063	9.6%
Shorewood Hills	2,105	406	380	18.9%
Waunakee	14,679	25	1,276	9.4%
Windsor	8,589	22	674	7.8%
<b>Towns/Townships</b>				
Berry*	1,120	212	17	1.5%
Blooming Grove	1,549	258	411	26.5%
Bristol*	4,395	19	321	7.3%
Burke	3,295	21	266	8.1%



Community	Total Population Estimate	Total Population MOE <sup>2</sup>	Minority Population Estimate	Percent Minority Estimate
Cottage Grove*	3,814	18	351	9.2%
Cross Plains*	1,499	332	56	3.7%
Dunkirk*	1,599	205	48	3.0%
Dunn	4,936	21	679	13.8%
Middleton	6,730	27	937	13.9%
Oregon*	3,136	40	104	3.3%
Pleasant Springs*	3,116	15	162	5.2%
Rutland*	1,769	194	50	2.8%
Springfield*	2,924	29	332	11.4%
Sun Prairie*	2,157	345	439	20.4%
Verona*	2,409	447	238	9.9%
Vienna*	1,631	186	19	1.2%
Westport	4,191	21	376	9.0%
<b>Planning Area</b>	<b>493,023</b>	<b>NA</b>	<b>114,801</b>	<b>23.3%</b>

<sup>1</sup> "Minority" is defined as a person who identifies as Hispanic and/or a race other than White.

<sup>2</sup> Margin of error.

\* Only a portion of each of these Towns is within the Metropolitan Planning Area; Total population figures given for Towns; Planning Area population figures based on proportion of Town area within Planning Area, which results in an unknown MOE for Planning Area figures.

Source: B03002 Hispanic or Latino Origin by Race, 2017-2021 American Community Survey, [U.S. Census Bureau](https://www.census.gov).

## Procedures for the Planning Process

The procedures by which the mobility needs of minority populations are identified and considered in the Greater Madison MPO planning process include public outreach and GIS analysis:

- Public outreach involves inviting members of minority organizations to participate on our committees and in planning activities (e.g., public input meetings, focus groups). The 2021 Public Participation Plan outlines expanded processes for increasing participation, including new virtual and hybrid meetings, recorded meetings and webinars, and other methods which allow participation from any location with an internet connection at any time. Some notable examples of new activities include the following:
- The MPO's [webinar series](#), with recordings and materials available
- [Interactive comment maps](#) used in the *Connect Greater Madison* 2050 Regional Transportation Plan (RTP)
- Community organization-led focus groups for low-income and minority populations were used in the *Connect Greater Madison* 2050 RTP process<sup>2</sup> and are currently being planned for use in the 2024-2028 Transit Development Plan update
- An environmental justice analysis using GIS is completed annually for the Transportation Improvement Program (TIP), which includes maps showing the proximity of transportation projects to tracts identified as having a high percentage of minority, LEP, and low-income persons. This analysis is also done every five years for the update of the Regional Transportation Plan ([RTP](#)) and every five to ten years with the update of the Metro Transit Development Plan ([TDP](#)). All recent and current plans and programs are available on the [Greater Madison MPO website](#).

## Analysis of Impacts of the Distribution of State and Federal Transit Funds

[FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, discusses the need for MPO Title VI Plans to analyze the distribution of state and federal funds in aggregate for transportation purposes and to identify any disparate impact on the basis of race, color or natural origin.

<sup>2</sup> See [RTP Appendix E: Public Participation and Responses to Comments](#), page E-3 for Focus Group input summary

Further, the [U.S. Department of Transportation](#) identifies three fundamental Environmental Justice principles, which need to be addressed in the planning and programming of transportation projects:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Table 4 illustrates the distribution of federal and state transit funds as reported in the 2023–2027 Transportation Improvement Program.

Table 4: Obligated and Projected Federal and State Transit Investment, 2023–2027 (\$1000s)

Transit Revenues	2023	2024	2025	2026	2027
FTA 5307	\$36,947	\$3,982	\$7,730	\$28,648	\$28,601
FTA 5339	\$15,316	\$1,474	\$1,930	\$1,930	\$1,930
FTA 5337	\$3,975	\$1,325	\$900	\$900	\$900
FTA 5309	\$103,000				
FTA 5310	\$538				
FTA 5311	\$1,477	\$1,477	\$1,477	\$1,477	\$1,477
State Operating Assistance <sup>4</sup>	\$19,610	\$20,016	\$20,430	\$20,854	\$21,286
<sup>1</sup> Includes 85.20 Operating Assistance and 85.21 Senior/Disabled Transportation Assistance					
Source: 2023–2027 Transportation Improvement Program approved October 12, 2022					

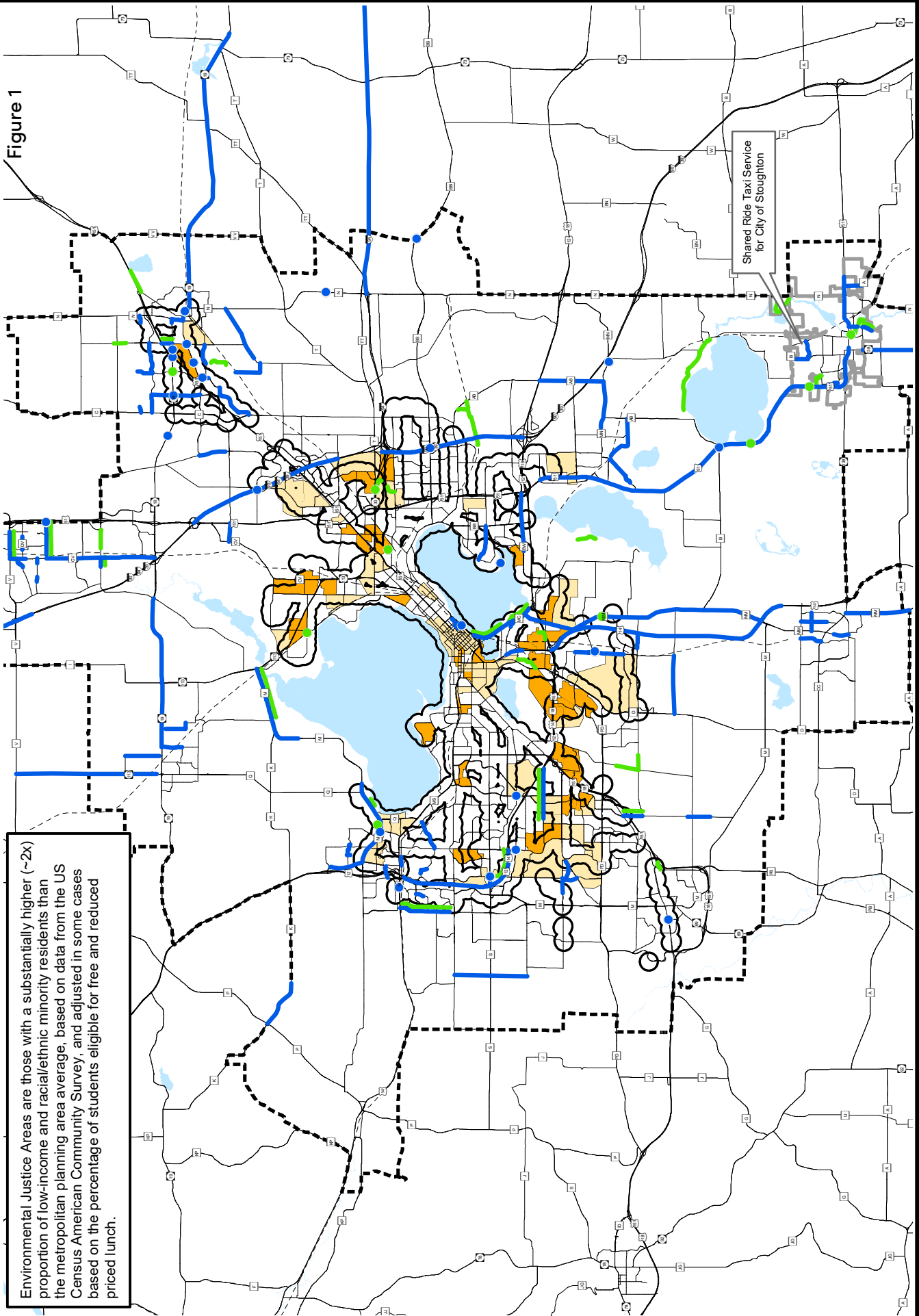
Figure 1 shows 2024–2028 Transportation Improvement Program (TIP) projects in relation to MPO-identified Environmental Justice (EJ) areas, with the transit service area. The MPO’s [TIP, EJ, and Justice40 map](#) provides greater detail than can be shown in Figure 1, and allows viewers to modify or add layers.

Other than new roadways through existing communities, none of which are proposed in the 2024–2028 TIP, reconstruction projects have the greatest impact on communities because they often involve work beyond the roadway itself and may include some expansion, encroaching on adjacent properties. The EJ Analysis in the Draft 2024–2028 TIP finds that:

“The major projects analysis shows that, taken in whole, the projects in the 2024–2028 TIP do not impose disproportionately high and adverse impacts on minority and/or low-income populations. Also, the benefits of the transportation improvements and services provided are reasonably distributed to serve the needs of all populations in the area.”



Figure 1



Environmental Justice Areas are those with a substantially higher (~2x) proportion of low-income and racial/ethnic minority residents than the metropolitan planning area average, based on data from the US Census American Community Survey, and adjusted in some cases based on the percentage of students eligible for free and reduced priced lunch.

# Environmental Justice Analysis

Source: U.S. Census Bureau and MATPB

Environmental Justice Areas: Tier 1  
Environmental Justice Areas: Tier 2

Major Roadway Projects in 2024-2028 TIP  
Major Bikeway Projects in 2024-2028 TIP  
Metropolitan Planning Area Boundary (2013)  
Transit Service Area Boundary (6/23)

Prepared by staff to the:  
mpo  
Date Revised: 8/7/2023

0 1.5 3  
Miles  
N

# Limited-English Proficiency (LEP) Plan

## Overview

As a subrecipient of federal financial assistance, the Greater Madison MPO is required to prepare a Limited-English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services 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. While most individuals in Wisconsin read, write, speak, and understand English, there are some individuals for who English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered Limited English Proficient (LEP).

The US DOT [“Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons”](#) discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the county population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the Greater Madison MPO must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for the non-English users.

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 Federal Transit Administration (FTA) published [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#), provides guidance and instructions for carrying out US DOT FTA Title VI regulations.

## Plan Summary

The Greater Madison MPO has developed this *Limited-English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited-English proficiency (LEP) who wish to access services provided by the Greater Madison MPO. This plan outlines how to identify a person who may need language assistance, how to notify LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

## Plan Components

As a recipient of federal US DOT funding, Greater Madison MPO is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of services, monitoring, and training:
  - How language assistance services are provided.
  - How LEP persons are informed of the availability of language assistance services.
  - How the language assistance plan is monitored and updated.
  - How employees are trained to provide language assistance to LEP persons.

## Four-Factor Analysis

To prepare this plan, the Greater Madison MPO conducted a four-factor analysis which considers:

- **Demography** of LEP persons who may be served or are likely to encounter a Greater Madison MPO

- program or service.
- **Frequency** of contact with LEP persons
- **Importance** of program to LEP persons
- **Resources and costs** to provide LEP assistance

## FACTOR 1 – DEMOGRAPHY: NUMBER AND PROPORTION OF LEP PERSONS WHO MAY BE SERVED OR ARE LIKELY TO ENCOUNTER A GREATER MADISON MPO PROGRAM OR SERVICE.

Data were obtained using Census table B16001 Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over by municipality and aggregated to the Greater Madison MPO planning area. The data in this plan are from ACS (2017-2021) 5-year estimates.

The Safe Harbor Threshold is calculated by dividing the population estimate for the planning area for a language group that “speaks English less than very well” by the total population of persons five years and older (universe for B16001) for the planning area. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the Greater Madison MPO must provide translation of vital documents in written format for non-English speaking persons.

Table 4 shows that the Greater Madison MPO planning area has a population estimate of 332,959<sup>1</sup> and a limited-English proficient (LEP)<sup>2</sup> population of 16,296 (4.86%). No languages meet the 5% safe harbor threshold, but Spanish (8,278), Chinese (1,913), and Hmong (1,630) language speakers exceed safe harbor threshold of 1,000 speakers. Korean (590) is the next-most-commonly spoken language by LEP persons; this is well below the safe harbor threshold even after considering the margin of error.

To respond to the needs of LEP Spanish, Chinese, and Hmong speakers, the Greater Madison MPO has translated its vital documents (Notice of Nondiscrimination, Complaint Procedure, and Complaint Form) into these languages. These documents are shown in Appendices D, E, and F, respectively. These documents, as well as the request for assistance statements in Spanish, Chinese, and Hmong are available on the [Greater Madison MPO website](#). Additionally, the Greater Madison MPO maintains a [Spanish-language page](#), which contains basic information about the MPO and links to other documents that have been translated into Spanish. These documents include the Executive Summaries of past Regional Transportation Plans, MPO responsibilities, information about the MPO planning area, and the Dane County Bicycle Map.

Table 4: Estimate of Limited-English Proficient Persons in the Greater Madison MPO Planning Area

Attribute	Estimate	% Estimate
Planning Area Population <sup>1</sup>	332,959	-----
Limited-English Proficient (LEP) <sup>2</sup>	16,296	4.86%
Spanish language speakers	8,278	2.49%
Chinese language speakers	1,913	0.57%
Hmong language speakers	1,630	0.49%
Korean language speakers	590	0.18%
All other other-than-English speakers	3,885	1.17%

<sup>1</sup> Population 5 years and over.

<sup>2</sup> Speaks English less than very well.

Source: B16001 Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2017-2021 ACS 5-year estimates, [U.S. Census Bureau](#).

## FACTOR 2 – FREQUENCY OF CONTACT WITH LEP PERSONS.

Greater Madison MPO staff reviewed the frequency with which the MPO Policy Board, staff, and contractors have or could have contact with LEP persons. This includes documenting phone inquiries or office visits. Since approval of the 2021 LEP Plan, the Greater Madison MPO has had no requests for interpreters and no requests for translated program documents. For the *Connect Greater Madison 2050*

<sup>1</sup> Population 5 years and over; universe for B16001.

<sup>2</sup> Speaks English “less than very well.”

Regional Transportation Plan (RTP) update, summary documents were translated into Spanish and made available on the project website; this page does not appear to have been visited by anyone other than MPO staff verifying that it was displaying correctly. Focus groups were held with three community organizations for the RTP update; one of these groups, organized by the Bayview Foundation had Hmong-speaking participants, and translation was provided by Bayview Foundation staff; similarly, focus groups hosted by the Latino Academy of Workforce Development were held in Spanish, and Latino Academy staff provided translation services. Aside from these RTP-related efforts, the Greater Madison MPO Policy Board, Greater Madison MPO staff, and Greater Madison MPO contractors have had no known contact with LEP persons. The Dane County Bicycle Map has been published in a bilingual Spanish/English format since 2020, but it is unknown how many people read the Spanish text on this document. For the upcoming 2024 Metro Transit On-Board Survey, survey instruments will at a minimum be available in Spanish, Hmong, and Chinese; survey instruments may be made available in additional languages as well. The Greater Madison MPO web page includes information on requesting translation services in English, Spanish, Hmong, and Chinese.

Greater Madison MPO staff have been trained to track the number of LEP encounters using the LEP Tools in Tables 5 and 6 and shown in **Appendix 8** and considers adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the Greater Madison MPO’s programs and services.

Table 5 is an example of the *Log of LEP Encounters* that is used to record LEP encounters when/if they occur.

Table 5: Log of LEP Encounters and Language Translation Requests

Date	Time	Language Spoken by Individual	Name/Phone Number of Individual	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If ever a language barrier were to exist, Greater Madison MPO would work to provide a reasonable accommodation. The *“I Speak” Language Identification Chart* is a tool used by City of Madison and Greater Madison MPO staff to assist LEP individuals. The *“I Speak” Language Identification Chart* illustrated in Table 6 includes languages spoken in the Greater Madison MPO planning area as identified by U.S. Census data.

FACTOR 3 – IMPORTANCE OF PROGRAM TO LEP PERSONS.

Understanding that an LEP person with a language barrier can face difficulties accessing essential services, the Greater Madison MPO has committed to ensuring that all segments of the population, including LEP persons, can participate in the transportation planning process.

With improving outreach activities, the Policy Board, Greater Madison MPO staff, and Greater Madison MPO contractors are working to increase contact with LEP individuals at public meetings and other general public involvement activities.

The potential impact of transportation projects on LEP persons and other disadvantaged populations is assessed annually with the update of the Transportation Improvement Program (TIP). The MPO publishes an [ArcGIS Online map](#) to illustrate projects and their relationship to disadvantaged populations. This Online map is dynamic and updated as new projects are amended into the TIP and as ESRI updates its Justice40 layers with new Census data and as federal guidance is issued.

FACTOR 4 – RESOURCES AND COSTS TO PROVIDE LEP ASSISTANCE

Given the small number of LEP encounters, full multi-language translations of our programs and services related to transportation services are not warranted at this time. However, any of our documents can be translated upon request.

Table 6: “I Speak” Language Identification Chart

City of Madison  
Language Identification Chart

# Interpreter Services

You have the right to an interpreter at no cost to you. Please point to your language. An interpreter will be called. Please wait.

Albanian

## Shqip

Keni të drejtën për përkthyes falas gjatë vizitës mjeksore. Ju lutem tregoni me gisht gjuhën që flisni. Ju lutem prisni, do t'ju gjejmë një përkthyes për viziten mjekësore.

Amharic

## አማርኛ

ያለምንም ወጪ አስተርጓሚ የማግኘት መብት አለዎት። የሚናገሩትንና የሚረዱበትን ቋንቋ በመጠቀም ያመልክቱ። አስተርጓሚ እስኪመጡ ድረስ እባክዎ ይታገቡ።

Arabic

## عربي

بحق لك الحصول على خدمات ترجمة فورية دون أي مقابل.  
يرجى منك أن تشير بإصبعك إلى لغتك كي نستدعي المترجم العيني.  
يُرجى منك الانتظار لحين استدعاء المترجم.

Armenian

## Հայերեն

Դուք ունեք բարձրագույն ունենալու իրավունք առանց որևէ վճարի: Խնդրում ենք մատնանշել ձեր լեզուն և բարձրագույնիչը կոմստենա: Խնդրում ենք սպասել:

Bengali

## বাংলা

আপনার অধিকার রয়েছে বিনামূল্যে একজন পোতাষী পাওয়ার। অনুগ্রহ করে আপনার ভাষা কোনটি তা দেখিয়ে দিন। একজন দোভাষীকে ডাকা হবে। অনুগ্রহ করে অপেক্ষা করুন।

Cape Verdean Creole

## Criolu di Cabu Verdi

Nhós tem direito a um intérprete gratuito di nhós língua. Mostra qual qui nhós língua pa nó podi tchoma intérprete. Nhós aguarda um momento, por favor.

Chinese

## 中文

Cantonese | Mandarin | Toisanese | Taiwanese/Fukienese | Min  
广东话 | 国语 | 台山话 | 台湾语/福建话 | 闽语

你有权利要求一位免费的传译员。  
请指出你的语言。传译员将为你服务，请稍候。

French

## Français

Vous avez droit gratuitement aux services d’un interprète. Veuillez indiquer votre langue. Nous allons contacter un interprète. Veuillez patienter si’il vous plaît!

German

## Deutsch

Sie haben kostenlosen Anspruch auf eine/n Dolmetscher/in. Bitte deuten Sie auf Ihre Sprache. Ein/e Dolmetscher/in wird gerufen. Bitte warten Sie.

Greek

## Ελληνικά

Είναι δικαίωμά σας να χρησιμοποιήσετε διερμηνέα χωρίς καμία χρηματική επιβάρυνση. Σας παρακαλούμε, υποδείξτε τη γλώσσα που μιλάτε. Θα ειδοποιηθούνε ένα διερμηνέα. Παρακαλώ περιμένετε.

Haitian Creole

## Kreyòl Ayisyen

Ou gen dwa a yon entèprèt gratis. Tanpri montre nou lang pa w la. N ap relé yon entèprèt pou ou. Tanpri ret tann.

Hebrew

## עברית

יש לך זכות להשתמש בשירותיו של מתורגמן ללא תשלום. אנא הצבע על השפה שלך. מיד ניצור קשר עם מתורגמן. אנא המתן.

Hindi

## हिन्दी

आपको निःशुल्क दुभाषिया (अनुवादक) प्राप्त करने का अधिकार है । कृपया अपनी भाषा की ओर इशारा करें । एक दुभाषिया (अनुवादक) को बुलाया जाएगा । कृपया प्रतीक्षा करें ।

Hmong

## Hmoob

Koj muaj cai txais kev pab txhais lus dawb tsis them nyiaj. Thov taw tes rau koj hom lus nov. Mam hu tus txhais lus. Thov nyob tos.

Italian

## Italiano

Avete diritto ad un interprete. Il servizio è gratuito. Indicate la vostra lingua e attendete; un interprete sarà chiamato al piu presto.

Japanese

## 日本語

通訳を無料でご利用になれます。該当する言語を指示して下さい。通訳を手配いたしますのでお待ち下さい。

Khmer

## ខ្មែរ

លោក-អ្នកមានសិទ្ធិឱ្យមានអ្នកបកប្រែម្នាក់យោងមិនគិតថ្លៃ។ សូមប្រើភ្លាមៗ ទៅរកសារបស់លោក-អ្នក។ គេនឹងព្រោះលើកឱ្យអ្នកបកប្រែម្នាក់មក។ សូមប្រើភ្លាមៗតែ។

Korean

## 언어

여러분은 무료로 전문 통역자의 도움을 받을 권리가 있습니다. 왼쪽의 “한국어”를 손가락으로 가리켜 주십시오. 전문 통역자에게 연결될 것입니다. 잠시만 기다려 주십시오.

Laotian

## ລາວ

ທ່ານມີສິດຂໍນາຍແປພາສາໄດຍບໍ່ເສັຽຄ່າ. ກະຮຸ້ນາຊື່ໃສ່ພາສາຂອງທ່ານ. ນາຍພາສາຈະຖືກເອີ້ນມາ. ກະລຸ້ນາລໍຖ້າ.

Polish

## Język polski

Masz prawo do korzystania z usług polskiego tłumacza. Ustuga ta jest na nasz koszt. Proszę wskazać swój język. Proszę czekać. Łączymy z tłumaczem.

Portuguese

## Português

Você tem o direito a um intérprete de graça. Por favor aponte para a língua que você fala. Um intérprete será chamado. Por favor espere.

Russian

## Русский

Вы имеете право на услуги бесплатного переводчика. Назовите, пожалуйста, свой язык. Медицинский переводчик будет вызван. Пожалуйста, подождите.

Serbo-Croatian

## Srpsko-Hrvatski jezik

Vi imate pravo na besplatnog prevodioca. Molimo vas da pokazete na vas govorni jezik. Lagalan prevodilac ce biti pozvan. Hvala i molimo vas da sacekate.

Somali

## Soomaali

Waxaad xaq u leedahay in tarjumaan lacag la'aan ah laguugu yeero. Fadlan farta ku fiig luqaddaada. Tarjumaan ayaa laguugu wacayaa. Ee fadlan sug!

Spanish

## Español

Usted tiene derecho a un intérprete gratis. Por favor, señale su idioma y llamaremos a un intérprete. Por favor, espere.

Swahili

## Swahili

Ni haki yako kuwa na mtafsiri bila malipo yoyote. Tafadhali chagua lugha yako kati ya hizi. Mtafsiri ataitwa. Tafadhali ngoja.

Tagalog

## Tagalog

Ikaw ay may karapatan na magkaroon ng tagapagsalin na walang bayad. Ituro ang iyong wika. Ang tagapagsalin ay tatawagin. Maghintay.

Thai

## ไทย

ท่านมีสิทธิ์ขอล่ามแปลภาษาไทยไม่เสียค่าใช้จ่ายใดๆ  
กรุณาชี้ที่ภาษาของท่าน กรุณาอสักครู่  
เราจะโทรศัพท์เรียกล่ามให้ท่าน

Ukrainian

## Українська

У Вас є право на безплатного перекладача. Будь ласка, вкажіть на Вашу мову, і Вам поклинуть перекладача. Зачекайте, будь ласка.

Urdu

## اردو

آپ مفت ترجمانی کی خدمات کے مستحق ہیں  
براہ کرم اپنی زبان کی طرف اشارہ کیجئے  
آپ کے لئے ایک ترجمان کا انتظام کیا جائیگا  
براہ کرم انتظار کیجئے

Vietnamese

## Tiếng Việt

Quý vị có quyền được một thông dịch viên miễn phí. Xin chỉ vào ngôn ngữ của quý vị. Chúng tôi sẽ gọi một thông dịch viên. Vui lòng chờ trong giây lát.

Through the City of Madison's [Language Access Program](#), the Greater Madison MPO may access a variety of translation and interpretation services, including over-the-phone interpretation for over 200 languages.

### Description of Services, Monitoring, and Training

#### LANGUAGE ASSISTANCE SERVICES

If a person does not speak English as their primary language and is LEP, that person is entitled to language assistance with respect to Greater Madison MPO's programs and services. Language assistance can include interpretation and/or translation from one language into another language.

Greater Madison MPO will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English. The City of Madison's [Language Access Program](#) provides language assistance services for the Greater Madison MPO, including translation, interpretation, over-the-phone interpretation, and video relay interpretation.

Greater Madison MPO strives to offer the following measures:

- Post Title VI, LEP, and ADA information on the [Greater Madison MPO website](#).
- Post on the [Greater Madison MPO website](#):

If information is needed in another language, please 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) 266-4910.

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) 266-4910.

如果信息是需要另一种语言，然后致电 (608) 266-4910 市的麦迪逊民权处

- On public meeting notices include the statement "Language interpretation or translation services are available with at least 12 days' advance notice."
- At public meetings or other community input events:
  - Greet participants as they arrive at Greater Madison MPO sponsored events.
  - Make "I Speak" language identification cards available at sponsored events. By informally engaging participants in conversation or by using language identification "I Speak" Language identification Card, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need at future events.
  - Maintain a Log of LEP Encounters at public meetings or other community events.
- Maintain a **Log of LEP Encounters** to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- Survey Greater Madison MPO staff periodically on their experience concerning contacts with LEP persons during the previous year.
- Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon request, within a reasonable time frame.
- Utilize [Wisconsin Relay 7-1-1](#), the state of Wisconsin resource to assist with communication needs.
- Prioritize the hiring of bilingual staff, as appropriate.

#### Informing LEP Persons of Language Assistance Services

The Greater Madison MPO uses the following steps to inform LEP persons of the availability of language assistance services:

- Posts a statement on the [Greater Madison MPO website](#) stating: "If information is needed in another language, please contact the City of Madison Civil Rights Department at (608) 266-4910." This sentence is also translated into Spanish, Hmong, and Chinese, with links to language-specific Title VI/LEP web pages.



- Posts the Title VI/LEP *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish, Hmong, and Chinese providing instructions on how to contact the City of Madison Civil Rights Department to request information in another language.
- When encountering LEP persons directly, as needed Greater Madison MPO staff will use the “*I Speak*” *Language Identification Card* to identify the language and communication need of LEP persons. The Greater Madison MPO may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- Reviews outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- Develops and maintains cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- Provides assistance with language interpretation by calling the City of Madison Civil Rights Department at (608) 266-4910. The City of Madison has a contract with LanguageLine Solutions to provide translation and interpretation services.
- Uses translation services such as the City of Madison’s Language Access Program, community organizations, [Wisconsin Relay 7-1-1](#), the state of Wisconsin resource to assist with communication needs.

#### MONITORING, EVALUATING AND UPDATING THE LEP PLAN

The Greater Madison MPO will review the LEP Plan on an annual basis. Review and updates will include the following:

- The number of documented LEP person contacts.
- How the needs of LEP persons have been addressed.
- Determine whether the need for translation services has changed.
- Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- Determine whether complaints have been received concerning the Greater Madison MPO’s failure to meet the needs of LEP individuals.
- Sufficiency of staff training.
- Review of any new opportunities for LEP communication.
- Determine whether financial resources are needed to fund language assistance services.

#### TRAINING STAFF

The following training will be provided to Greater Madison MPO staff:

- Information on the Greater Madison MPO’s Title VI/Nondiscrimination Plan and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I-Speak Chart” as a tool to assist LEP individuals (Appendix 8) at the office and at public outreach events.
- Documentation of language assistance requests using the Log of LEP Encounters.
- How to handle potential Title VI/Nondiscrimination and LEP complaints.

#### DISSEMINATION OF LEP PLAN

Greater Madison MPO staff will make good faith efforts to notify the public that a LEP Plan and language assistance is available by:

- Posting notices in English, Spanish, Hmong, and Chinese on the Greater Madison MPO website.
- Posting the Plan to the Greater Madison MPO website.
- Emailing our Public Notice List that the *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is available. The email includes statements for assistance in English, Spanish, Hmong, and Chinese.

The *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is currently available online as a .pdf file. Upon request, MPO staff can make the plan available in other formats, such as .docx.

# Appendix 1: Title VI Approvals and Administration

## Resolution Approving Title VI Plan

### Greater Madison MPO

#### RESOLUTION ##

##### APPROVING THE

##### *Title VI Non-Discrimination Program and Limited-English Proficiency Plan*

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act signed into law in 2015 is codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450) and in 49 CFR 613. Section 450.316, Interested Parties, Participation, and Consultation, requires MPOs to develop a participation plan in consultation with all interested parties; and

**WHEREAS**, the United States Department of Transportation regulations require the Greater Madison MPO to establish and maintain a Title VI Program to carry out U.S. Department of Transportation Title VI regulations (49 CFR part 21) and to integrate into its programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (70 FR 74087, December 14, 2005); and

**WHEREAS**, the Greater Madison MPO intends that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Greater Madison MPO program or activity, regardless of funding source; and

**WHEREAS**, the Greater Madison MPO will affirmatively ensure that in any contract entered into, 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, or national origin in consideration for an award; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED:** that the Greater Madison MPO approves the *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* as being consistent with metropolitan plans and policies.

Insert Signatures and Date here



## Log of Policy Updates

The Greater Madison MPO will review its policy on an annual basis to determine if modifications are necessary. Table 7 is current as of this approval and will be used to record future updates.

Table 7: Log of Policy Updates

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks/Notes
X/XX/2023	Update approved by Policy Board; noticed and posted to website	Alexandra Andros	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
10/7/2020	Update approved by Policy Board; noticed and posted to website	William Schaefer (retired)	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
12/6/2017	Update approved by Policy Board; noticed and posted to website	William Schaefer (retired)	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
8/6/2014	First Plan approved by Policy Board; noticed and posted to website.	William Schaefer (retired)	

## Contact Information and Program Administration

Greater Madison MPO Title VI/ADA Coordinator

Alexandra Andros, Director

100 State Street, Suite 400, Madison, WI 53703

608-266-9115

pandros@cityofmadison.com

Greater Madison MPO Title VI / ADA Tus Kws Lis  
Haujlwm

Coordinador de Título VI / ADA de Greater  
Madison MPO

Alexandra Andros, Director

100 State Street, Suite 400, Madison, WI 53703

608-266-9115

pandros@cityofmadison.com

Alexandra Andros, Director

100 State Street, Suite 400, Madison, WI 53703

608-266-9115

pandros@cityofmadison.com

[Add Chinese header]

Alexandra Andros, Director

100 State Street, Suite 400, Madison, WI 53703

608-266-9115

pandros@cityofmadison.com

## Appendix 2: Title VI/Nondiscrimination Assurances

### Policy Statement and Authorities

#### **Title VI Policy Statement**

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

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

#### **Authorities**

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

#### **Nondiscrimination Acts**

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

#### **Nondiscrimination Regulations**

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

**The United States Department of Transportation (USDOT)**  
**Standard Title VI/Non-Discrimination Assurances**  
**DOT Order No. 1050.2A**

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

Statutory/Regulatory Authorities

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

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

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

General Assurances

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

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

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

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

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted ***(Name of Appropriate Program)***:

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

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

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

***Federal Highway Administration may include additional Specific Assurances in this section.***

By signing this **ASSURANCE**, [***Name of the Sub-Recipient***] also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the [***Wisconsin Department of Transportation's***] access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the [***Wisconsin Department of Transportation***]. You must keep records, reports, and submit the material for review upon request to [***Wisconsin Department of Transportation***], or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

*[Name of Sub-Recipient]* gives this **ASSURANCE** in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the ***(Name of Appropriate Program)***. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the ***(Name of Appropriate Program)***. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Greater Madison MPO

*(Name of Sub-Recipient)*

By



---

*(Signature of Authorized Official)*

**DATED: 9/18/2023**

## Appendix A

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

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

## CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

### (HABENDUM CLAUSE)

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

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

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

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Title of Sub-Recipient) pursuant to the provisions of Assurance 7(a):

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

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



## Appendix 3: Protections Under Title VI

### Public Notice of Non-Discrimination

#### Notice of Nondiscrimination

- ✓ The Greater Madison Metropolitan Planning Organization (MPO) and City of Madison, as its administrative and fiscal agent, are committed to that no person is excluded from the 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 Greater Madison MPO in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. The Greater Madison MPO 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 they have been aggrieved by any unlawful discriminatory practice may file a complaint with the Greater Madison MPO.
- For more information on the Greater Madison MPO's civil rights program, and the procedures to file a complaint, contact Alexandra Andros, Title VI Coordinator, at (608) 266-9115, (for hearing impaired, please use [Wisconsin Relay 711](#), email [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com), or visit our office at 100 State Street, Ste. 400, Madison, WI 53703. *Please note that our office is open by appointment only.* For more information, visit our [Civil Rights web page](#).
- ✓ A complaint may also be filed directly with any of the following:
  - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
  - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
  - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)

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) 266-4910.

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) 266-4910.

如果信息是需要另一种语言，然后致电 (608) 266-4910 市的麦迪逊民权处

#### Complaint Procedure

The **Greater Madison MPO's** Complaint Procedure is made available in the following locations:

- **Greater Madison MPO website** at [www.greatermadisonmpo.org/about/documents/AppendixC-ComplaintProcedure12-3-21.pdf](http://www.greatermadisonmpo.org/about/documents/AppendixC-ComplaintProcedure12-3-21.pdf)
- **Greater Madison MPO office** 100 State Street, Suite 400, Madison, WI 53703

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) 266-4910.

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) 266-4910.

如果信息是需要另一种语言，然后致电 (608) 266-4910 市的麦迪逊民权处 \_\_\_\_\_

## **Overview**

Greater Madison MPO 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 Greater Madison MPO in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

## **Right to File Complaints**

Greater Madison MPO uses the following procedures for prompt processing of all civil rights complaints relating to any program, activity or service administered by Greater Madison MPO or its contractors, consultants, lessors receiving Federal financial assistance. These procedures do not deny the right of the Complainant to file formal complaints with other state or federal agencies or seek private counsel for complaints alleging discrimination.

Any individual, group of individuals, or entity that believes they have been subjected to discrimination or retaliation prohibited by Title VI nondiscrimination provisions by Greater Madison MPO may file a complaint with the following:

1. Greater Madison MPO, Alexandra Andros, Title VI Coordinator, Phone: (608) 266-4336, (for hearing impaired, please use [Wisconsin Relay 711 service](#)); email [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com); 100 State Street, Ste. 400, Madison, WI 53703
2. City of Madison, Department of Civil Rights, Attn: Title VI Complaint, 210 Martin Luther King Jr. Blvd. #523, Madison, WI 53703, Phone: (608)266-4910; email: [dcr@cityofmadison.com](mailto:dcr@cityofmadison.com)
3. Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608) 267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
4. U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
5. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711 (Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)

## **Procedures**

Any person who believes they've been discriminated against by Greater Madison MPO may file a complaint by completing and submitting Greater Madison MPO's Complaint Form **Appendix 3**.

This civil rights complaint procedure may also be used by the Greater Madison MPO to address, resolve, and close general complaints.

Greater Madison MPO Title VI Coordinator will make every effort to obtain early resolution of complaints at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and Greater Madison MPO Title VI Coordinator may be utilized for resolution, at any stage of the process. Greater Madison MPO Title VI Coordinator will make every effort to pursue a resolution of the complaint.

Complaints can be submitted to Greater Madison MPO in writing via email or by phone. Complainants are encouraged to complete the Complaint Form **Appendix 3**. Complaints received by telephone will be reduced to writing and provided to the Complainant for confirmation or revision before processing.

Complaints should contain the following information:

- The Complainant's contact information, including, if available: full name, postal address, phone number, and email address.
- The basis of the complaint (e.g., race, color, national origin, disability, etc.).
- The dates of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.
- The names of specific persons or respondents (e.g., agencies/organizations) alleged to have discriminated.
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives federal financial assistance.

Complaints received will be acknowledged and processed, once the Complainant's intent to proceed with the complaint has been established.

### **Investigation of Complaints**

Complaints in which Greater Madison MPO is named as the Respondent (i.e., the recipient/entity against which a complaint of discrimination has been filed) shall be forwarded to the appropriate State or Federal agency for proper disposition, in accordance with their procedures.

Greater Madison MPO will assume responsibility for investigating complaints against any of its contractors, consultants, lessors, etc.

To be accepted, a civil rights complaint must meet the following criteria:

1. The complaint should be filed within **180** calendar days of the alleged occurrence or when the alleged discrimination became known to the Complainant.
2. The allegation(s) should address a nondiscrimination protection such as race, color, national origin, disability, etc.
3. The allegation(s) must involve a program or activity of a federal-aid recipient, contractor, consultant, or lessor.

Greater Madison MPO reviews and determines the appropriate action regarding every complaint.

When a complaint is received, Greater Madison MPO will provide written acknowledgment to the Complainant within **10** business days. The Complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter/email shall contain:

- The basis for the complaint.
- A brief statement of the allegation(s) over which the Greater Madison MPO has jurisdiction.
- An indication of when the parties will be contacted.

The investigation conducted by Greater Madison MPO consists of a personal interview with the Complainant(s). Information gathered in this interview includes but is not limited to information completed on the Complaint Form, **Appendix 3**.

If more information is needed to address the complaint, Greater Madison MPO may contact the Complainant.

If a complaint is deemed incomplete or if additional information is requested, the Complainant will be provided **10** business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

Within **60** business days of the acceptance of the complaint, Greater Madison MPO will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendation for disposition. Only reasonably qualified and trained investigators should conduct the investigation.

After Greater Madison MPO reviews the complaint, one of two (2) letters and will be issued to the Complainant: a closure letter or a letter of finding (LOF).

- A closure letter summarizes the allegations and states there was not a civil rights 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, the Complainant has **30** business days after the date of the letter of finding to do so.

### **Dismissal**

A civil rights complaint may be recommended for dismissal for the following reasons:

1. The Complainant requests withdrawal of the complaint.
2. The Complainant fails to respond to repeated requests for additional information needed to process the complaint.
3. The Complainant cannot be located after reasonable attempts.

### **List of Complaints**

The Greater Madison MPO maintains a Complaint Log as shown in **Appendix 3** outlining the list of complaints, investigations and lawsuits alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by Greater Madison MPO in response, and final findings related to the complaint, investigation, or lawsuit.

Greater Madison MPO will submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office, as requested.

For more information, contact:

Greater Madison MPO, Alexandra Andros, Title VI Coordinator, Phone: (608) 266-9115, (for hearing impaired, please use [Wisconsin Relay 711 service](#)); email [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com); 100 State Street, Ste. 400, Madison, WI 53703.

### **Complaint and Comment Form**

The Greater Madison MPO Vision is “a sustainable, equitable regional transportation system that connects people, places, and opportunities to achieve an exceptional quality of life for all,” and we want your feedback. Please use this form for suggestions, compliments, and complaints. Completed forms may be submitted to any of the following:

- Alexandra Andros, Title VI Coordinator, at (608) 266-9115, (for hearing impaired, please use [Wisconsin Relay 711](#), email [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com), or visit our office at 100 State Street, Ste. 400, Madison, WI 53703. *Please note that our office is open by appointment only.* For more information, visit the [MPO Civil Rights web page](#).
- Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608) 267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
- U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
- U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)

## 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)
--------------------------------------	---------------------------------------	--	---

Click or tap here to enter text.

## Section B: Contact Information

Name Click or tap here to enter text.	Telephone Number (including area code) Click or tap here to enter text.
Address Click or tap here to enter text.	City Click or tap here to enter text.
State Click or tap here to enter text.	Zip Code Click or tap here to enter text.

Email Address Click or tap here to enter text.

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

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
---	------------------------------	-----------------------------

### 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

Did the incident occur on the following type of service? <i>Please check any box that may apply.</i>	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
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.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, 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?

☐ Yes

☐ No

If yes, how would you best liked to be reached? Please select your preferred form of contact below

☐ Phone

☐ Email

☐ 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.

## Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the Greater Madison MPO or the other agencies listed on the first page of this form.

Name Click or tap here to enter text.

Date: Click to add date in the following format: Day, month, year

Signature Click or tap here to enter text.

## Complaint Log

The Greater Madison MPO maintains a list or log to track and resolve all complaints, investigations, and lawsuits.

### Check One:

<b>X</b>	Because the Greater Madison MPO has had no Title VI-related filings against it, the log of complaints, investigations, and lawsuits illustrated in Table 8 has no entries.
	There have been investigations, complaints and/or lawsuits filed against us. See list below. Attach additional information as needed.

**Note:** The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. Greater Madison MPO will strive to complete the investigation within the timeframe specified in its **Complaint Procedure**.

Table 8: Log of Complaints, Investigations, and Lawsuits.

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint <sup>1</sup>	Summary Complaint Description	Action Taken/ Final Outcome if Resolved List dates of action steps including the dates complaint/ investigation begins and is administratively closed.	Status

<sup>1</sup> Complaint, Investigation, or Lawsuit. The protected classes under Title VI are Race, Color and Nation Origin; the protected class under Title II is disability.  
<sup>2</sup> Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other.



## Appendix 4: Vital Documents for Hmong Speakers

Notice of Nondiscrimination- To Be Added

Complaint Procedure- To Be Added

Complaint Form- To Be Added

## Appendix 5: Vital Documents for Spanish Speakers

Notice of Nondiscrimination- To Be Added

Complaint Procedure- To Be Added

Complaint Form-To Be Added

## Appendix 6: Vital Documents for Chinese Speakers

Notice of Nondiscrimination- To Be Added

Complaint Procedure- To Be Added

Complaint Form- To Be Added

Appendix 7: Limited English Proficient (LEP) Tools

”” Language Identification Chart

City of Madison  
Language Identification Chart

Interpreter Services

You have the right to an interpreter at no cost to you. Please point to your language. An interpreter will be called. Please wait.

<p>Albanian</p> <p><b>Shqip</b></p> <p>Keni të drejtën për përkthyes falas gjatë vizitës mjekësore. Ju lutem tregoni me gisht gjuhën që flisni. Ju lutem prisni, do t'ju gjejmë një përkthyes për vizitën mjekësore.</p> <p>Amharic</p> <p><b>አማርኛ</b></p> <p>የልማንም ወጪ አስተርጓሚ የማጥኛት ሙብት አለምት ፡፡ የሚናገሩትንና የሚረዱበትን ቋንቋ በመጠቀም የመልክቱ ፡፡ አስተርጓሚ እስኪጠራ ድረስ እባክዎ ይታገቡ ፡፡</p> <p>Arabic</p> <p><b>عربي</b></p> <p>يحق لك الحصول على خدمات ترجمة فورية دون أي مقابل. يُرجى منك أن تُشير بإصبعك إلى لُغتك كي نستدعي المترجم المعني. يُرجى منك الانتظار لحين استدعاء المترجم.</p> <p>Armenian</p> <p><b>Հայերեն</b></p> <p>Վերջին անգամ խնդրում ենք նշանակալից իրավունք ստանալով որևէ վճարի: Խնդրում ենք մատնանշել ձեր լեզուն և խորհրդանշելը կվտանեն: Խնդրում ենք սպասել:</p> <p>Bengali</p> <p><b>বাংলা</b></p> <p>আপনার অধিকার রয়েছে বিনামূল্যে একজন পোড়ষী পাওয়ার। অনুগ্রহ করে আপনার ভাষা কোনটি তা দেখিয়ে দিন। একজন পোড়ষীকে ডাকা হবে। অনুগ্রহ করে অপেক্ষা করুন।</p> <p>Cape Verdean Creole</p> <p><b>Criolu di Cabu Verdi</b></p> <p>Nhòs tem direito a um intérprete gratuito di nhòs língua. Mostra qual qui nhòs língua pa nò podi tchoma intérprete. Nhòs aguarda um momento, por favor.</p> <p>Chinese</p> <p><b>中文</b></p> <p>Cantonese   Mandarin   Toisanese   Taiwanese/Fukienese   Min 广东话   国语   台山话   台湾话/福建话   闽语</p> <p>你有权利要求一位免费的传译员。 请指出你的语言。传译员将为你服务，请稍候。</p> <p>French</p> <p><b>Français</b></p> <p>Vous avez droit gratuitement aux services d'un interprète. Veuillez indiquer votre langue. Nous allons contacter un interprète. Veuillez patienter s'il vous plaît!</p> <p>German</p> <p><b>Deutsch</b></p> <p>Sie haben kostenlosen Anspruch auf eine/n Dolmetscher/in. Bitte deuten Sie auf Ihre Sprache. Ein/e Dolmetscher/in wird gerufen. Bitte warten Sie.</p> <p>Greek</p> <p><b>Ελληνικά</b></p> <p>Είναι δικαίωμά σας να χρησιμοποιήσετε δωρεάν χρωρίς καμία χρηματική επιβάρυνση. Σας παρακαλούμε, υποδείξετε τη γλώσσα που μιλάτε. Θα ειδοποιησουμε ένα δωρεάν. Παρακαλώ περιμένετε.</p>	<p>Haitian Creole</p> <p><b>Kreyòl Ayisyen</b></p> <p>Ou gen dwa a yon entèprèt gratis. Tanpri montre nou lang pa w la. N ap relé youn entèprèt pou ou. Tanpri ret tann.</p> <p>Hebrew</p> <p><b>עברית</b></p> <p>יש לך זכות להשתמש בשירותיו של מתורגמן ללא תשלום. אנא הצבע על השפה שלך. מיד ניצור קשר עם מתורגמן. אנא המתן.</p> <p>Hindi</p> <p><b>हिन्दी</b></p> <p>आपको नि:शुल्क दुभाषिया (अनुवादक) प्राप्त करने का अधिकार है   कृपया अपनी भाषा की ओर इशारा करें   एक दुभाषिया (अनुवादक) को बुलाया जाएगा   कृपया प्रतीक्षा करें  </p> <p>Hmong</p> <p><b>Hmoob</b></p> <p>Koj muaj cai txais kev pab txhais lus dawb tsis them nyiaj. Thov taw tes rau koj hom lus nov. Mam hu tus txhais lus. Thov nyob tos.</p> <p>Italian</p> <p><b>Italiano</b></p> <p>Avete diritto ad un interprete. Il servizio è gratuito. Indicate la vostra lingua e attendete; un interprete sarà chiamato al più presto.</p> <p>Japanese</p> <p><b>日本語</b></p> <p>通訳を無料でご利用になれます。該当する言語を指示して下さい。通訳を手配いたしますのでお待ち下さい。</p> <p>Khmer</p> <p><b>ខ្មែរ</b></p> <p>លោក-អ្នកមានសិទ្ធិស្នើរឲ្យអ្នកបកប្រែម្នាក់មកជួយបំភ្លឺការសួរដេញដោល ដោយឥតគិតថ្លៃ។ សូមប្រាប់ឲ្យដឹង ដោយស្មោះត្រង់ថា អ្នក-អ្នក គេចង់ចោទបញ្ជីអ្នកបកប្រែម្នាក់មក។ សូមប្រតិបត្តិចាំ។</p> <p>Korean</p> <p><b>언어</b></p> <p>여러분은 무료로 전문 통역자의 도움을 받을 권리가 있습니다. 왼쪽의 "한국어"를 손가락으로 가리켜 주십시오. 전문 통역자에게 연결될 것입니다. 잠시만 기다려 주십시오.</p> <p>Laotian</p> <p><b>ລາວ</b></p> <p>ທ່ານມີສິດຂໍ້ມາຍແປພາສາໂດຍບໍ່ເສື່ອ້າ. ກະລຸນາລໍໃສ່ພາສາຂອງທ່ານ. ມາຍພາສາຈະຖືກເອົ້ມມາ. ກະລຸນາລໍຖ້າ.</p> <p>Polish</p> <p><b>Język polski</b></p> <p>Masz prawo do korzystania z usług polskiego tłumacza. Usługa ta jest na nasz koszt. Proszę wskazać swój język. Proszę czekać. Łączymy z tłumaczem.</p> <p>Portuguese</p> <p><b>Português</b></p> <p>Você tem o direito a um intérprete de graça. Por favor aponte para a língua que você fala. Um intérprete será chamado. Por favor espere.</p>	<p>Russian</p> <p><b>Русский</b></p> <p>Вы имеете право на услуги бесплатного переводчика. Назовите, пожалуйста, свой язык. Медицинский переводчик будет вызван. Пожалуйста, подождите.</p> <p>Serbo-Croatian</p> <p><b>Srpsko-Hrvatski jezik</b></p> <p>Vi imate pravo na besplatnog prevodioca. Molimo vas da pokazete na vas govorni jezik. Lagalan prevodilac ce biti pozvan. Hvala I molimo vas da sacekate.</p> <p>Somali</p> <p><b>Soomaali</b></p> <p>Waxaad xaq u leedahay in tarjumaan lacag la'aan ah laguugu yeero. Fadlan farta ku fiiq luqaddaada. Tarjumaan ayaa laguugu wacayaa. Ee fadlan sugi!</p> <p>Spanish</p> <p><b>Español</b></p> <p>Usted tiene derecho a un intérprete gratis. Por favor, señale su idioma y llamaremos a un intérprete. Por favor, espere.</p> <p>Swahili</p> <p><b>Swahili</b></p> <p>Ni haki yako kuwa na mtafsiri bila malipo yoyote. Tafadhali chagua lugha yako kati ya hizi. Mtafsiri ataitwa. Tafadhali ngoja.</p> <p>Tagalog</p> <p><b>Tagalog</b></p> <p>Ikaw ay may karapatan na magkaroon ng tagapagsalin na walang bayad. Ituro ang iyong wika. Ang tagapagsalin ay tatawagin. Maghintay.</p> <p>Thai</p> <p><b>ไทย</b></p> <p>ท่านมีสิทธิขอล่ามแปลภาษาโดยไม่มีเสียค่าใช้จ่ายใด ๆ กรุณาชี้ที่ภาษาของท่าน กรุณาอสักครู่ เราจะโทรศัพท์เรียกล่ามให้ท่าน</p> <p>Ukrainian</p> <p><b>Українська</b></p> <p>У Вас є право на безплатного перекладача. Будь ласка, вкажіть на Вашу мову, і Вам поклинуть перекладача. Почекайте, будь ласка.</p> <p>Urdu</p> <p><b>اردو</b></p> <p>آپ مفت ترجمانی کی خدمات کے مستحق ہیں براہ کرم اپنی زبان کی طرف اشارہ کیجئے آپ کے لئے ایک ترجمان کا انتظام کیا جائیگا براہ کرم انتظار کیجئے</p> <p>Vietnamese</p> <p><b>Tiếng Việt</b></p> <p>Quý vị có quyền được một thông dịch viên miễn phí. Xin chỉ vào ngôn ngữ của quý vị. Chúng tôi sẽ gọi một thông dịch viên. Vui lòng chờ trong giây lát.</p>
---	---	--

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

## Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

## Language Translation Request Log

Date	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Actions (Was Translation Services Provided?)	Staff Member Providing Assistance	Notes

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA) Supplemental Section 5310 Funding

September 12, 2023

The Greater Madison MPO awarded \$8,942 in CRRSAA and \$29,437 in ARPA funding to Dane County Accessible Taxi Service (DCATS) in the 2023 Section 5310 Program of Projects for the Madison Urbanized Area. This funding was to be used for driver incentives to provide accessible taxi rides, which are generally less lucrative and more time-consuming to provide than standard taxi rides. However, DCATS did not have vehicles operating during the eligible period (January 20, 2020 to May 11, 2023) and therefore cannot use the awarded funds.

No applications for funding for eligible operating expenses were received during the 2023 solicitation for 2024 funding through the Section 5310 program. Metro Transit and the MPO desire to award these funds to an eligible sub-recipient, such as a non-profit; however, given the relatively small amount of funding available staff would prefer to not require applicants to submit full applications, and would also prefer to limit eligibility to current recipients of Section 5310 funding in order to prevent new agencies from having to meet federal reporting requirements for small awards.

Staff propose to solicit letters of interest from existing Section 5310 funding non-profit recipients with a history of timely and accurate reporting, and to award funds equally between responding agencies. These funds are available at 100% federal share, with no local match requirement. As Section 5310 is a reimbursement-based program, responding agencies will need to submit payroll records from the eligible period (January 20, 2020 to May 11, 2023) equal to or exceeding the amount of funding to be awarded.

This process replaces the CRRSAA evaluation criteria and scoring metric dated March 5, 2021 and approved by the MPO Policy Board on March 3, 2021.



ph: 608.266.4336  
greatermadisonmpo.org

GREATER MADISON  
METROPOLITAN  
PLANNING ORGANIZATION

100 State St #400  
Madison, WI 53703

# Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) (H.R. 133) – Section 5310 Program Project Selection

March 5, 2021

This document describes the evaluation criteria and the scoring metric that will be used by the Greater Madison MPO to select projects for funding under this program. These criteria reflect both the Coordinated Plan and the unique objectives of the CRRSAA to use these funds primarily for operations and payroll expenses related to the COVID-19 pandemic. If additional funding is provided by future special funding legislation, the same scoring criteria will be used to select projects for funding under that Act to the extent allowed by law.

The Coordinated Plan includes Priority Tiers and Priority Strategies for Section 5310 Program funding. Those Tiers and Strategies have been amended to address the unique restrictions and intent of CRRSAA as shown below.



ph: 608.266.4336  
madisonareamppo.org

## General Priorities

The coordinated planning process has established two priority tiers. Tier 1 represents the highest priority level.

### Tier 1- Maintain existing level of service of viable programs or operations

Tier 1 supports existing transportation services and projects that:

- Have shown to be effective in meeting transportation needs of seniors, people with disabilities, and those with limited income
- Continue to demonstrate effective transportation operations within the county's coordinated network

### Tier 2A- Accommodate increasing demand for services within existing programs and operations

Tier 2A supports existing and new services and projects that:

- Require operating assistance to meet growing demand for the service(s) within present boundaries

## Priority Strategies to Address Needs

The following strategies and projects have been identified in order to address the recognized transportation and coordination gaps and needs in Dane County. Many of these strategies have been carried over from previous coordinated plans and are of an ongoing nature.

Strategies to Address Financial Needs	
Affordability for Users	Continue to provide financial assistance for low-income families, veterans, homeless individuals, and paratransit eligible clients who also ride fixed-route buses

GREATER MADISON  
METROPOLITAN  
PLANNING ORGANIZATION

100 State St #400  
Madison, WI 53703

	Continue to support employee transportation assistance programs
	Continue to provide financial assistance for low-income individuals to purchase or repair a vehicle for employment transportation where public transportation is not available to meet need
<b>Strategies to Address Coordination, Education, and Outreach Needs</b>	
Mobility Management	Continue to support Dane County One-Call Center [ <i>eligible but de-prioritized for CRRSAA</i> ]
	Continue to support Metro Paratransit in-person assessments [ <i>eligible but de-prioritized for CRRSAA</i> ]
Rider Education	Continue to support travel and mobility training programs
<b>Strategies to Address Service Needs</b>	
Service	Continue and increase transportation to work options
	Continue to provide mileage reimbursement for RSVP drivers
	Expanded and increase shared-ride taxi services

## Application Scoring

Applications for funding through the CRRSAA Section 5310 Program will be evaluated and scored based on responses to three questions in the application, as described below:

<b>Question 1: Demonstration of Need and Project Benefits</b> (attach up to one additional sheet if necessary)	
<b>Describe the project and the anticipated outcomes. If proposing a service activity, include information on operational schedules. If capital is requested, describe how the funds will be utilized. For mobility management projects, outline how the mobility manager will increase participation in and coordination of transit for seniors and people with disabilities.</b>	
Evaluation Criteria:	
The application describes how the existing project or the proposed project will be effective at meeting the transportation needs of seniors and people with disabilities and what happens if the funding is not awarded. (10 points max)	
Project Type (Only one will apply)	<ul style="list-style-type: none"> <li>Operations and Payroll - Describes how project helps meet the transportation needs of seniors and individuals with disabilities, and identifies specific services and activities the project provides (15 points max)</li> </ul>
	<ul style="list-style-type: none"> <li>Mobility Management (Traditional)-Describes how project helps meet the transportation needs of seniors and individuals with disabilities, and identifies specific services and activities the project provides (5 Points max)</li> </ul>
	<ul style="list-style-type: none"> <li>Vehicle Modification (Capital) - Describes how project will help protect drivers and riders and support the safe transportation of seniors and individuals with disabilities, and identifies specific modifications installed - note that applicant must certify that no employees have been furloughed (10 Points max)</li> </ul>
Supported by the Coordinated Plan- The project overcomes barrier to transportation and/or meets an unmet need.	
<ul style="list-style-type: none"> <li>Identified as a CRRSAA-eligible Tier 1 Strategy Project (10 Points max)</li> </ul>	
<ul style="list-style-type: none"> <li>Identified as a CRRSAA-eligible Tier 2a Strategy Project (10 Points max)</li> </ul>	
<ul style="list-style-type: none"> <li>Not identified as a strategy, but addresses a need and is CRRSAA-eligible (3 Points max)</li> </ul>	
The project serves a reasonable number of individuals or trips given the project budget.	



<ul style="list-style-type: none"> <li>Should include total number of people served, and percentage of seniors or individuals with a disability served (10 points max)</li> </ul>
<b>Question 2: Promotes Development of a Coordinated Network</b> (response limited to one sheet)
<b>Explain how the proposed project will meet the identified needs and ensure that there is a coordination of efforts to ensure the targeted population is being served through the appropriate organization(s).</b>
Evaluation Criteria:
The application identifies other transportation services available and how the project complements rather than duplicates them. (20 points max)
<ul style="list-style-type: none"> <li>Could include (but not limited to) increased hours of operation, reduction of coverage gaps, increased access to medical/employment/recreation trips</li> </ul>
The application identifies steps that will be taken to ensure a coordinated effort with other local agencies (including human services agencies, meal and shopping sites, employers etc.), and how the service will be marketed. (10 points max)
The application describes who is eligible to ride/participate in proposed service.
<ul style="list-style-type: none"> <li>Public- Project/service is open to all eligible seniors or individuals with disabilities (5 Points) or</li> <li>Private- Project/service is limited to a select client base (2 points)</li> </ul>
<b>Question 3: Financial and Management Capacity</b> (response limited to one sheet)
<b>Describe your agency's experience managing state, federal, or other outside funds. Describe how the project is cost effective and minimizes unnecessary overhead costs.</b>
Evaluation Criteria:
The project has a reasonable level of administrative costs (10 points max)
The project sponsor has the capacity to meet the project management, reporting, and project delivery functions of the Section 5310 program. (10 points max)