

Meeting of the
Greater Madison MPO (Metropolitan Planning Organization) Policy Board
Location: Virtual meeting via Zoon

April 2, 2025

[Virtual Meeting via Zoom](#) (live link)

6:30 p.m.

1. **Written Comments:** You can send comments on agenda items to 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).
 - **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>
 - **Listen to the Meeting by Phone:** You can call in to the **Greater Madison MPO** using the following number and meeting ID:
 - (877) 853-5257
 - Meeting ID: 822 3819 8821

If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Madison Planning Dept. at (608) 266-4635 or TTY/TEXTNET (866) 704-2318.

Please do so at least 72 hours prior to the meeting so that proper arrangements can be made.

Si usted necesita un intérprete, materiales en un formato alternativo u otro tipo de acomodaciones para tener acceso a esta reunión, contacte al Departamento de Desarrollo Comunitario de la ciudad al (608) 266-4635 o TTY/TEXTNET (866) 704-2318.

Por favor contáctenos con al menos 72 horas de anticipación a la reunión, con el fin de hacer a tiempo, los arreglos necesarios.

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

Thov ua qhov no yam tsawg 72 teev ua ntej lub rooj sib tham kom thiaj li npaj tau.

如果您出席会议需要一名口译人员、不同格式的材料，或者其他的方便设施，请与 Madison Planning, Community & Economic Development Dept. 联系，电话是 (608) 266-4635 或 TTY/TEXTNET (866) 704-2318。

请在会议开始前至少 72 小时提出请求，以便我们做出安排。

AGENDA

1. Roll Call and Introductions
2. Approval of March 5, 2025, Meeting Minutes
3. Communications
 - a. UPWP Amendment approval
 - b. TIP Amendment approval
4. Public Comment (for items **not** on MPO Agenda)

5. MPO 2025 Resolution No. 6 Amending MPO Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects
6. MPO 2025 Resolution No. 7 Amending the MPO Program Management and Recipient Coordination Plan for the Madison Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program
7. Amendment of Greater Madison MPO Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) Program 2024 Program of Projects to transfer accessible vehicle purchase funding from NewBridge Madison to the Down Syndrome Association of Wisconsin
8. Presentation: Update on Regional Active Transportation Plan
9. Announcements and Staff Reports
 - FHWA released a notice on the redistribution of Transportation Infrastructure Finance and Innovation Act (TIFIA) funds to the Surface Transportation Block Grant Program (STBG)
 - MPO Federal Certification renewal process is happening this year
 - Spring Roll!
 - Check out the new and improved bike map!
 - Voting on new Policy Board members at next meeting
10. Adjournment

Next meeting: Wednesday May 7th, 2025, Virtual

DRAFT

**Greater Madison Metropolitan Planning Organization (MPO)
March 5, 2025, Meeting Minutes**

*Hybrid meeting with virtual option hosted via [Zoom](#)
In person at the City of Sun Prairie Hall 300 East Main Street
Sun Prairie, Wisconsin*

Opitz called the meeting to order at 6:37 p.m.

1. Roll Call and Introductions

Members present: Clement Abongwa, Richelle Andrae, Liz Callin, John Duncan, Michelle Elias, Paul Esser, Derek Field, MGR Govindarajan, Mark Opitz, Kristi Williams

Members absent/excused: Phil Caravello (excused), Barbara Harrington-McKinney, Tom Lynch (excused), Doug Wood (excused)

MPO staff present: Alex Andros, David Kanning, Ben Lyman, Zia Brucaya

Others present in an official capacity: None

2. Approval of February 5, 2025, Meeting Minutes

Action: Esser moved, Williams seconded to approve the February 5, 2025 meeting minutes. Motion carried.

3. Communications

None.

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

None.

5. Public Hearing on Amendment to the Regional Transportation Plan 2050 and 2025-2029 Transportation Improvement Program

- Add I-39/90/94 (Beltline Highway to North County Line) Capacity Expansion project to the Fiscally Constrained Regional Transportation Plan
- Add USH 51 (Stoughton Road North) (STH 30 to I-39/90/94), Reconstruction Project to the Fiscally Constrained Regional Transportation Plan and to the 2025-2029 Transportation Improvement Program
- Revise the North-South BRT project already in the Fiscally Constrained Regional Transportation Plan so that it reflects the adopted Locally Preferred Alternative (LPA)

Note: Action by the MPO on the RTP and TIP amendments is anticipated following the public hearing unless comments are received expressing concerns in which case action could be postponed until the April meeting. Written comments on the amendments are invited until 4:30pm on March 5, the day of the meeting, and should be emailed to mpo@cityofmadison.com or mailed to the MPO offices at 100 State St., Suite 400, Madison, WI 53703.

- 6. MPO 2025 Resolution No 4 Approving Amendment No. 1 to the Regional Transportation Plan 2050 (RTP) for the Madison Metropolitan Area to (1) add the I-39/90/94 (Beltline Highway to North County Line) Reconstruction and Capacity Expansion project, (2) add the USH 51 (Stoughton Road North) (STH 30 to I-39/90/94) Reconstruction Project, and (3) Revise the North-South BRT project.**

Action: Esser moved, Abongwa seconded, to approve amendment. Motion carried.

- 7. MPO 2025 Resolution No 5 Approving Amendment No. 4 to the 2025-2029 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County**

- Safe Routes to School Plan (REVISED: Federal TAP funding added, Implementation in 2025)
- USH 51 (Stoughton Road North) (STH 30 to I-39/90/94), Reconstruction with intersection improvements (NEW; Const. starting in 2029)
- Mineral Point Road (Beltline Highway to S. High Point Road), Pavement Replacement with New Ped/Bike Facilities (REVISED; Federal STBG-U and local funding moved from 2025 to 2026)

Action: Field moved, Esser seconded, to approve amendment. Motion carried.

- 8. MPO 2025 Resolution No. 6 Amending MPO Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects**

No action taken.

- 9. MPO 2025 Resolution No. 7 Amending MPO Program Management and Recipient Coordination Plan for the Madison Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program**

No action taken.

- 10. MPO 2025 Resolution No. 8 Amending 2025 UPWP**

Callin moved, Field seconded, to approve amendment. Motion carried.

- 11. Presentation: Update of the RoundTrip Program**

- 12. Announcements and Staff Reports**

- 13. Adjournment**

- 14. Meeting adjourned (Opitz) at 7:51 p.m. The next meeting will be held on April 2, 2025, virtual.**

WisDOT Division of Transportation Investment
Bureau of Planning and Economic Development
4822 Madison Yards Way 6th Floor South
PO Box 7913
Madison WI 53707-7913

Governor Tony Evers
Secretary Kristina Boardman
wisconsin.gov
Telephone: (608) 261-2060
Email: charles.wade@dot.wi.gov



Date: March 24, 2025
To: Mary Forlenza, Federal Highway Administration
From: Charles Wade, Wisconsin Department of Transportation
Subject: Amendment to the 2025 Unified Planning Work Program for the Greater Madison Metropolitan Planning Organization (MPO)

In accordance with FHWA rules regarding the reporting of changes made to work programs, please accept the following as notification of such changes to the Greater Madison MPO's 2025 Unified Planning Work Program (UPWP).

The Bureau of Planning and Economic Development within the Division of Transportation Investment Management recommends approval of the enclosed request by the MPO to increase its FHWA SATO funding election to \$32,447.11, and to accept an additional \$50,000.00 in federal PL funds surrendered by the Green Bay MPO. The Greater Madison MPO has demonstrated the required additional \$12,500.00 in local match obligation necessary to accept the surrendered Green Bay MPO funds.

The Wisconsin Department of Transportation asks for your approval to proceed with this request. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Wade".

Charles Wade, Director
Bureau of Planning and Economic Development
Division of Transportation Investment Management
Wisconsin Department of Transportation

Approved:	
A handwritten signature in blue ink, appearing to read "Mary P. Forlenza".	MARY P FORLENZA 2025.03.25 08:12:41 -05'00'
FHWA Division	Date

cc: Alexandra Andros, Greater Madison MPO
Anthony Greep, FTA
Jason Nordberg, FHWA
Will Keenan, FHWA
Michelle Ellias, WisDOT Southwest Region
Colleen Hoesly, WisDOT Bureau of Planning and Economic Development
Matthew Sorensen, WisDOT Bureau of Planning and Economic Development

MPO 2025 Resolution No. 8
Approving Amendment to the 2025 Work Program

WHEREAS preparation and adoption of a Unified Planning Work Program is a requirement for all Metropolitan Planning Organizations (MPOs) receiving federal and state planning financial assistance; and

WHEREAS the Greater Madison MPO is the designated MPO for the Madison, Wisconsin Metropolitan Area with responsibilities to perform regional transportation planning and programming; and

WHEREAS the Unified Planning Work Program for the Greater Madison MPO is annually updated, and the 2025 Work Program was approved on December 18th, 2024; and

WHEREAS planning grants for 2025 planning activities were received, including funds from the Federal Transit Administration, Federal Highway Administration (FHWA), Wisconsin Department of Transportation (WisDOT), and several local governmental units; and

WHEREAS the City of Madison is the Greater Madison MPO's fiscal and administrative agent and is a legally constituted entity under the laws of the State of Wisconsin and able to receive these funds; and

WHEREAS the Green Bay MPO surrendered \$100,000 of their 2025 federal planning (PL) funds; and

WHEREAS this funding was made available for redistribution to other MPOs that were willing and able to provide required matching funds; and

WHEREAS the Greater Madison MPO can provide the required match (\$12,500) to accept \$50,000 in additional non-SATO PL funds;

WHEREAS the 2025 Work Program includes funding for Consultant Services and Data/Software under Work Element 4050; and

WHEREAS in August of 2024, FHWA expanded the availability of PL funds awarded by FHWA in 2025 that can be used for activities pertaining to Safe and Accessible Transportation Options (SATO); and

WHEREAS the Greater Madison MPO notified WisDOT of its intent to accept the expanded FHWA SATO election opportunity; and

WHEREAS the expanded FHWA SATO election of an additional \$10,000 brings the MPO's total annual allocation of FHWA SATO funds in 2025 to \$32,447.11, and

WHEREAS Minor adjustments need to be made to the Rideshare program budget to distribute funds appropriately between direct and indirect costs; and

NOW, THEREFORE, BE IT RESOLVED the Greater Madison MPO is therefore requesting that the work program be amended to make changes to work element 2250, 2800 and 4050 (as reflected in the attached Exhibit A: 2025 work program budget table); and

BE IT FURTHER RESOLVED that the MPO Planning Manager is authorized and directed to submit this work program amendment to WisDOT and FHWA for approval; and

BE IT FURTHER RESOLVED, in accordance with 23 CFR 450.334(a) the Greater Madison MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
3. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Sections 11101(e) of the Infrastructure Investment & Jobs Act (Pub. L. 117-58, also known as the Bipartisan Infrastructure Bill) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

3/5/2025
Date Adopted



Mark Opitz, Chair

Exhibit A

2025 GREATER MADISON MPO BUDGET AND WORK PROGRAM ELEMENTS

WORK ELEMENT NUMBER		FHWA/ FTA PL FUNDS		WisDOT		STBG-U		OTHER PROGRAMS			TOTAL MPO		MPO PROGRAM TOTAL	
		(See Key)	100.0%	80.0%	(1) 4.90%	MPO/ Local 15.10%	(2) 80.0%	MPO/ Local 20.0%	(See Key)	OTHER	MPO/ Local	Non-Local		Total MPO/ Local
STAFF AND INDIRECT COSTS														
2100	Transportation Admin/Service			99,637	6,105	18,804						105,742	18,804	124,546
2150	Public Participation Activities			89,673	5,494	16,924						95,168	16,924	112,092
2200	Long-Range System-Wide Transportation Planning			129,528	7,936	24,446						137,464	24,446	161,910
2250	Safe and Accessible Transportation Options	(8)	213,948									213,948	0	213,948
	Complete Streets (Safe and Accessible Transportation Options) Related Activities -2.5%		32,447									32,447	0	32,447
2300	Data Collection Activities			119,564	7,326	22,565						126,890	22,565	149,455
2400	TSM Planning and Technology			69,746	4,273	13,163						74,019	13,163	87,182
2500	Short Range Transit & Specialized Transportation Planning			49,818	3,052	9,402						52,871	9,402	62,273
2600	Transportation Improvement Program (TIP)			132,930	8,145	25,088						141,075	25,088	166,162
2700	Roadway and Transit Corridor & Special Area Studies			29,891	1,831	5,641						31,723	5,641	37,364
2800	Ridesharing/TDM - Staff						88,991	22,248				88,991	22,248	111,239
2900	Capital Area RPC - MPO Planning Services								(5)	4,911	546	4,911	546	5,457
OTHER DIRECT COSTS														
2150	Public Participation Activities			4,320	265	815						4,585	815	5,400
2200	Long-Range System-Wide Transportation Planning			2,880	176	544						3,056	544	3,600
2250	Safe and Accessible Transportation Options	(9)	50,000									50,000	0	50,000
2800	Ridesharing/TDM - Ad, Consultant Services, Materials, Etc.			8,000		2,000	17,109	4,277	(4)	9,000	3,000	34,109	9,277	43,386
4030	StreetLight Data Analytics Platform Subscription (6)			9,600	588	1,812						10,188	1,812	12,000
4050	Misc. Consulting Services, potentially including TSMO plan & Active Transportation plan (6)			146,462	7,013	29,602						153,475	29,602	183,077
4060	Fly Dane countywide imagery (7)			16,000	980	3,020						16,980	3,020	20,000
TOTAL PERSON-TIME														
CONSULTING SERVICES AND DATA/SOFTWARE (6)			50,000	187,262	9,023	37,793	17,109	4,277		9,000	3,000	272,394	45,070	317,463
OTHER DIRECT COSTS														
STAFF			246,395	720,788	44,163	136,034	88,991	22,248		4,911	546	1,105,249	158,827	1,264,076
TOTAL 2024 COST			296,395	908,050	53,186	173,826	106,100	26,525		13,911	3,546	1,377,642	203,897	1,581,539

(1) FHWA FTA PL (80%), WisDOT (5%), MPO (15%)
 (2) STBG Urban Rideshare (80%) MPO (20%)

(4) \$3,000 from three partners
 (6) Data Software and Consultant Services

(7) MPO contribution to Dane LIQ City & others also contribute.
 (8) SATO Staff & Indirect Costs
 (9) Other SATO Direct Costs



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

Governor Tony Evers
Secretary Kristina Boardman
wisconsin.gov
Telephone: (608) 266-1114
Email: sec.exec@dot.wi.gov

March 14, 2025

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

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

Dear Ms. Swann and Ms. Brookins:

Under the authority delegated to me by Governor Tony Evers, I am hereby approving the Greater Madison Metropolitan Planning Organization's (Madison MPO) amendment to the 2025-2029 Transportation Improvement Program (TIP) for the Dane County urbanized area. The amendment was approved and adopted by the Madison MPO on February 5, 2025. We will reflect by reference the 2025-2028 federal aid projects covered by this approval in our 2025-2028 Statewide Transportation Improvement Program (STIP).

Copies of the TIP Amendment and 2025 Resolution Number 2 for the Madison MPO are enclosed. This TIP amendment represents a comprehensive, continuous, and cooperative effort between the MPO, local communities, affected transit operators, and the Wisconsin Department of Transportation (WisDOT), and is designed to meet the objectives of Title 23 USC 134 and 135 and their implementing regulations 23 CFR 450 and the MPO regional transportation system plan.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kristina Boardman".

Kristina Boardman
Secretary

cc: Alexandra Andros, Greater Madison MPO
Mary Forlenza, FHWA
Jason Nordberg, FHWA
Will Keenan, FHWA
Anthony Greep, FTA
Michelle Elias, WisDOT Southwest Region
Charles Wade, WisDOT Bureau of Planning and Economic Development
Colleen Hoesly, WisDOT Bureau of Planning and Economic Development

MPO 2025 Resolution No. 2

**Amendment No. 3 to the 2025-2029 Transportation Improvement Program
for the Madison Metropolitan Area & Dane County**

WHEREAS, the Greater Madison MPO (Metropolitan Planning Organization) approved the *2025-2029 Transportation Improvement Program for the Madison Metropolitan Area & Dane County* on October 2, 2024; and

WHEREAS, the Greater Madison MPO adopted MPO 2024 Resolution No. 24 on November 6, 2024, approving Amendment No. 1; and

WHEREAS, the Greater Madison MPO adopted MPO 2024 Resolution No. 28 on December 4, 2024, approving Amendment No. 2; and

WHEREAS, the Madison Metropolitan Planning Area transportation projects and certain transportation planning activities to be undertaken using Federal funding in 2025–2028 must be included in the effective TIP; and

WHEREAS, an amendment is needed to revise the John Nolen Drive (Broom Street to Lakeside Street) reconstruction project listing, revising the project funding, adding the project ID numbers, adding the bridge ID numbers, and identifying the railroad crossing safety improvements.

WHEREAS, the MPO’s public participation procedures for minor TIP amendments such as this have been followed; and

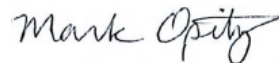
WHEREAS, the revised project is consistent with *Connect Greater Madison: Regional Transportation Plan 2050*, the long-range regional transportation plan for the Madison Metropolitan Planning Area as adopted on May 11, 2022:

NOW, THEREFORE, BE IT RESOLVED that the Greater Madison MPO approves Amendment No. 3 to the *2025-2029 Transportation Improvement Program for the Madison Metropolitan Area & Dane County*, making the following project revision as shown on the attached project listing table:

1. **REVISE** the John Nolen Drive (Broom Street to Lakeside Street) reconstruction project listing on page 42 of the Streets/Roadway Projects section, revising the project funding, adding the project ID numbers, adding the bridge ID numbers, and identifying the railroad crossing safety improvements.

February 5, 2025

Date Adopted



Mark Opitz, Chair, Greater Madison MPO

PROJECT LISTINGS FOR AMENDMENT NO. 3 TO THE 2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM

Primary Jurisdiction/ Project Sponsor	Project Description	Cost Type	Jan.-Dec. 2025				Jan.-Dec. 2026				Jan.-Dec. 2027				Jan.-Dec. 2028				Jan.-Dec. 2029				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
STREET/ROADWAY PROJECTS																							
CITY OF MADISON * 111-22-014	JOHN NOLEN DRIVE Broom St. to Lakeside St. Reconstruct roadway and <u>replace six bridges. Construct railroad safety improvements at North Shore Drive and Broom Street crossings.</u> Reconstruct shoreline, widen path. (1.00 mi.)	PE																					5992-11-20, -21, -22, -23, -24, -25, -26, -27, -28, -53, -54, -59, -60 Project ID 5991-11-20 is for Design (local funding) Project ID 5991-11-21: \$15,125 (BIP Grant) Project IDs 5992-11-22, -23, -24, -25, -26, -27: \$16,389 BR funding for bridges with the following IDs: P-13-0753, B-13-0332, B-13-0333, P-13-0754, P-13-0755, P-13-0756. Project ID 5991-11-28: STBG: \$1,250; PROTECT: \$4,000; TAP: \$4,763 Project ID 5992-11-53 (N. Shore Drive RR Crossing): \$64 WSOR local funding 5992-11-54 is for N. Shore Drive RR Signals (local funding) Project IDs 5992-11-59, -60 are for Broom Street RR Crossing and Signals (local funding)
			ROW CONST UTL TOTAL	41,527		12,568	54,095	Continuing															
		BR/BIP /PROTECT / TAUR B						MWSOR															

¹ Project programming shown in 2029 is for informational purposes only.
 (x) = Major project with capacity expansion. (*) = MPO action required. Shading denotes those projects programmed for Federal funding.
 NOTE: Funds Key page 9.

Table B-2

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

Funding Source		Programmed Expenditures					Estimated Available Funding				
Agency	Program	2025	2026	2027	2028	2029	2025	2026	2027	2028	2029
Federal Highway Administration	National Highway Performance Program	34,355	53,915	35,757	16,274	45,269	34,355	53,915	35,757	16,274	45,269
	Bridge Replacement and Rehabilitation	32,786	3,394	763	0	0	32,786	3,394	763	0	0
	Surface Transp. Block Grant Program - Madison Urban Area	9,488	5,413	10,395	11,139	10,239	9,488	5,413	10,395	11,139	10,239
	Surface Transp. Block Grant Program - State Flexibility	5,202	3,625	0	3,228	0	5,202	3,625	0	3,228	0
	Surface Transp. Block Grant Program - Transp. Alternatives	6,340	1,167	1,774	1,386	0	6,340	1,167	1,774	1,386	0
	Highway Safety Improvement Program	3,054	907	1,967	0	0	3,054	907	1,967	0	0
	Safe Streets and Roads for All (Madison projects will continue through 2029)	0	0	0	0	0	0	0	0	0	0
	Reconnecting Communities (Design for Madison's Perry Street Overpass will continue through 2026)	0	0	0	0	0	0	0	0	0	0
	Wisconsin Electric Vehicle Infrastructure Program	0	0	0	0	0	0	0	0	0	0
	Carbon Reduction Program	unknown	unknown	unknown	unknown	unknown	unknown	unknown	unknown	unknown	unknown
	Charging and Fueling Infrastructure (Dane County Project will continue through 2027)	0	0	0	0	0	0	0	0	0	0
Federal Transit Administration	Section 5307 Urbanized Area Formula Program	17,048	20,870	21,780	21,934	22,146	17,048	20,870	21,780	21,934	22,146
	Sec. 5339 Bus & Bus Facilities	1,970	2,028	2,087	2,148	2,211	1,970	2,028	2,087	2,148	2,211
	Sec. 5337 State of Good Repair	1,350	1,390	1,483	981	1,010	1,350	1,390	1,483	981	1,010
	Sec. 5310 E/D Enhanced Mobility Program	539	0	0	0	0	539	489	499	509	519
	Sec. 5311 Rural Area Formula Program	1,477	1,520	1,565	1,611	1,658	1,477	1,520	1,565	1,611	1,658
	Sec. 5314 NRP, Sec. 5339 Alt. Analysis Program	0	0	0	0	0	0	0	0	0	0
	Areas of Persistent Poverty	670	0	0	0	0	670	0	0	0	0
	CARES/ARPA	19,679	0	0	0	0	19,679	0	0	0	0

- * Fifth year of funding (2029) is informational only.
- ** Funding shown in calendar year versus state fiscal year.

Note:

All state roadway projects using applicable funding sources (e.g., NHPP, STBG State Flexible, BR) are programmed through 2028. Local BR, STBG (BR), and STBG Rural projects are programmed through 2027. HSIP (other than annual small HES program) projects are programmed through 2027. Local STBG -Transp. Alternatives projects are programmed through 2029. Local STBG-Urban (Madison Urban Area) projects are programmed through 2029. Transit funding is not yet programmed and is based on needs and anticipated future funding levels (See also Table B-4 Metro Transit System Projected Expenses and Revenues). Programmed transit funding for 2024 excludes carryover projects for which the Federal funding is already obligated. Roadway and transit inflation rate @ 2.48% per year applied to expenses, except for the STBG-Urban program.

MPO Agenda Cover Sheet

April 2, 2025

Item No. 5

Re:

MPO 2025 Resolution No. 6 Amendment MPO Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects

Staff Comments on Item:

Currently, MPO Policies for STBG Transportation Alternatives (TA) Set Aside Program Projects restrict non-infrastructure projects to Safe Routes to School (SRTS) plans and programs. By restricting eligible project types, this policy ensures that limited funding is dedicated to infrastructure projects and a specific subset of otherwise (by federal law and state policy) eligible non-infrastructure projects that have been identified by the MPO as priorities.

The Americans with Disabilities Act (ADA) of 1990 applies to all facilities, and public agencies with 50 or more employees are required to evaluate their facilities and to develop a Program Access Plan (Transition Plan) to address any deficiencies. Transition Plans are required to be updated periodically until all accessibility barriers are removed.

With the anticipated adoption of the US Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG) by USDOT and USDOJ, all future construction projects within the public right-of-way must comply with these standards. As these standards did not exist when (or if) communities developed their original ADA Transition Plans, all ADA Transition Plans need to be updated to account for PROWAG requirements.

The proposed policy changes would allow TA funding to be used for updating or developing ADA Transition Plans for public rights-of-way. Furthermore, the proposed changes would establish a requirement that beginning in 2036 only communities with ADA Transition Plans for their public rights-of-way will be eligible for infrastructure project funding through the Transportation Alternatives program, and that if WisDOT adopts a similar requirement whichever is the earlier deadline would apply.

Notice of the proposed changes was emailed to MPO contacts, including potential subrecipients of assistance, potential service providers, other State agencies and representatives of other funding sources, and any relevant State associations and professional organizations on March 3, 2025. No comments were received.

This item was presented and discussed at the March 2025 MPO Policy Board meeting and at the February 2025 Technical Coordinating Committee meeting.

Materials Presented on Item:

1. DRAFT revised Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects
2. MPO 2025 Resolution No. 6 Amending the Greater Madison MPO's Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects

Staff Recommendation/Rationale:

Staff recommends approval



Policies and Scoring Criteria For STBG Transportation Alternatives Set Aside Program Projects

Introduction

As a metropolitan planning organization serving an urban area with a population over 200,000, the Greater Madison MPO receives a direct suballocation of federal funding under the STBG Transportation Alternatives (TA) Set Aside Program. The Greater Madison MPO selects projects for funding with this allocation. Once the projects are selected, WisDOT oversees the projects to ensure that all federal requirements are met and disburses the federal funding to the project sponsors. WisDOT also solicits and selects projects for TA funding in smaller urban areas under 50,000 population that do not have an MPO.

The following is a description of the program policies and criteria for scoring projects that the MPO will use to select and fund TA projects using the MPO's suballocation of funding. The policies listed below are those that differ from federal and WisDOT policies. Any policies not mentioned in this document, such as eligible project sponsors and minimum project cost, follow WisDOT's policies. WisDOT's TA guidelines, policies, procedures, and the application form that project sponsors must use are available on WisDOT's website at <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>. In addition to the WisDOT TA application, sponsors of projects seeking MPO funding for projects in the Madison urban area must complete the MPO's Supplemental Application for TA Funding, available on <https://www.greatermadisonmpo.org/planning/improvementprogram.cfm>.

MPO Policies

- **Eligible Project Categories:**

The MPO will accept projects within only the following federally eligible STBG Transportation Alternatives Set Aside Program categories:

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.†
- Enhancement of existing off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including: widening a paved path, paving unpaved trail, or adding wayfinding to existing facilities.†
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including stand-alone wayfinding and system enhancements such as bicycle fix-it-stations or rest areas, removal of barriers to/construction of accessible routes and ADA improvements, and transit stop improvements such as shelters, benches, and bicycle racks.

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.;
- Bike share capital costs, including bicycles, docks, and other equipment.;
- ~~Safe Routes to School (SRTS) non-infrastructure projects [SRTS infrastructure projects should be applied for as Bicycle/Pedestrian Infrastructure Projects]; and-~~
- ADA Transition Plans for Public Rights-of-Way (excluding portions of Transition Plans for facilities and programs not within Public Rights-of-Way). [Note that MPO staff and resources are available to assist with community ADA Transition Planning upon request.]

Federally eligible projects for which the MPO will not utilize its TA funds include reconstruction of existing multi-use paths (unless it involves significant improvement such as widening), purely recreational trails, and most “transportation enhancement” activities, including environmental mitigation, historic preservation, and scenic beautification (see 23 U.S.C. Section 133 (b) for the complete list of eligible project activities under federal law).

- Eligible Project Costs:
For infrastructure projects, funding will only be awarded for construction. Design, right of way, and utilities costs will not be eligible expenses for TA funds awarded by the MPO.
- Cost Share:
In order to stretch the limited funding available, projects will be required to provide a larger local match than the required 20% minimum. A sliding scale between 80/20 and 60/40 will be used, calculated by the formula below with all projects costing over \$600,000 requiring a 40% local share.

Formula for computing the federal share:

P = Federal participation percentage (round to zero decimal places)

X = Project cost

Total Project Cost	Federal Share (Percentage)
= or < \$300,000	80%
\$300,001 - \$599,999	$P = 80 - ((X - 300,000) / 15,000)$
= or > \$600,000	60%

- Project Screening:
The MPO eliminated Project Readiness and Constructability from the scoring criteria and established project readiness instead as a screening criterion. Do not submit applications for funding for projects which do not meet the following requirements:

For Infrastructure Projects:

- The project will be ready for construction when scheduled. This means that at least some initial design work has been completed and it is beyond a purely conceptual stage. [Note: TA projects are required to begin within four years of project award and be completed within six years.]

- There are no serious engineering feasibility, real estate, environmental, railroad, or funding issues that need to be resolved. [Note: These issues make it more likely that projects cannot meet the required WisDOT timelines. [Expect projects that require railroad coordination to take at least two years for that coordination to occur.](#)]
- The project has the necessary financial commitment and local support so that it can begin to move forward immediately upon notice of funding.
- The project will be maintained for year-round use as appropriate (if not plowed in winter, it should be groomed or set for cross-country skiing or otherwise maintained for appropriate year-round use).
- The project will include appropriate wayfinding to ensure that it can be accessed and used conveniently, safely, and consistently.
- [The project will meet or exceed accessibility design requirements under the Americans with Disabilities Act \(ADA\).](#)
- [Beginning in 2036, only communities¹ with ADA Transition Plans for their Public Rights-of-Way will be eligible for infrastructure project funding. \[Some state DOT's already have this requirement; if WisDOT adopts this or a similar requirement, whichever is earliest of the state and MPO deadlines will apply.\]](#)

For Safe Routes to School Non-Infrastructure Projects:

- The project is ready to move forward upon notice of funding. [TA projects are required to begin within four years of project award and be completed within six years.]
- The project has the necessary financial commitment and local support so that it can begin to move forward immediately.

Project Scoring Criteria - Bicycle/Pedestrian Infrastructure Projects

The project scoring criteria for bicycle/pedestrian infrastructure projects are grouped under the following categories with the point totals (out of 100) as follows:

1. Importance to Regional Transportation System and Supports Regional Development Framework (35 points)
2. Access and Service Area (20 points)
3. Congestion Mitigation (5 points)
4. Safety Enhancement (15 points)
5. Environment (5 points)
6. Equity (15 points)
7. Cost Efficiencies (5 points)

The following table is used to score project funding applications and should be considered when developing applications.

[¹This only applies to communities required to have ADA Transition Plans. The requirements of the ADA apply to all public entities or agencies, no matter the size. The transition plan formal procedures as outlined in 28 C.F.R. section 35.150 only govern those public entities with more than 50 employees.](#)

1. Importance to Regional Transportation System and Supports Regional Development Framework – 35 Points Total		
Criteria	Points	Scoring Guidelines
<p><u>Importance to Regional Transportation System:</u></p> <ul style="list-style-type: none"> Degree of importance to the regional pedestrian/bicycle system (i.e., located on the designated primary and secondary bicycle network or providing an important connection to this system). [The MPO's Bicycle Transportation Plan for the Madison Metropolitan Area & Dane County (2015) used criteria to functionally classify the bicycle network (primary, secondary, other) and also identified and mapped high priority regional path projects. The planned bicycle facilities, functional class, and regional priority path maps were updated as part of the Connect Greater Madison: 2050 Regional Transportation Plan (2022). See maps on pages 4-40, 4-41, and 4-42, and Regional Priority Multi-Use Path Projects list beginning on page A-8. Note: <i>For a small local infrastructure improvement, the degree of importance to neighborhood or school area pedestrian/bike connections will be considered.</i>] <p><u>Supports Regional Development Framework</u></p> <ul style="list-style-type: none"> Project improves bicycle/pedestrian accessibility to or connectivity within an employment and/or mixed-use center or corridor or neighborhood identified in the Regional Development Framework. [See CARPC RDF Centers and Corridors map] 	<p>0 – 6</p> <p>0 - 4</p>	<p>6 points if on planned regional network.</p> <p>4 points if connection to planned regional network.</p> <p>2 points if important neighborhood connection</p> <p>4 points if existing regional center/corridor. 3 points if existing local center/corridor. 2 points if planned center/corridor. 1 point if existing neighborhood.</p>
<p><u>New or Missing Link, Network Extension, or Elimination of Barrier:</u></p> <ul style="list-style-type: none"> Project provides a new bicycle/pedestrian link where other suitable alternatives do not currently exist. The project provides a missing link that would connect a neighborhood, employers and/or services to a route or facility that already exists. [See map of gaps and barriers within the regional bikeway network on page 3-32 of the Connect Greater Madison: 2050 RTP. The project provides an important missing link in the low stress bicycle network. [See the current Low-Stress Bicycle Network Map] The project is an extension of a current bicycle and/or pedestrian facility, facilitating increased usage. The project eliminates a barrier to use of a facility such as providing a new crossing of a major highway or improving an existing crossing. 	<p>0 – 15</p>	<p>Maximum points for projects that fill gap in the bikeway network, particularly the low stress network, connecting residents to jobs and services.</p>

<p><u>Quality of Life:</u></p> <ul style="list-style-type: none"> The project provides bicycling and walking opportunities in areas of natural, cultural, or historic interest, enhancing use of the facility for recreational as well as transportation purposes. <p><u>Health:</u></p> <ul style="list-style-type: none"> The project provides improved access to healthy food resources, health care, and/or active recreation opportunities. 	<p>0 – 7</p>	<p>Up to 7 points for projects that utilize natural etc. areas, providing high quality recreational opportunities</p>
	<p>0 – 3</p>	<p>Up to 3 points for projects that connect to grocery stores or health care facilities or active recreation opportunities.</p>

2. Access and Service Area – 20 Points Total		
Criteria	Points	Scoring Guidelines
<p><u>Population Served:</u></p> <ul style="list-style-type: none"> The project serves a large number of people based on population within 1 mile of the facility, location of the facility within the overall bikeway network, and location within the region and community. 	<p>0 – 10</p>	<p>Maximum points for projects with a large population within a relatively short distance of the facility or likely to make use of the facility due to its location.</p>
<p><u>Destinations Served:</u></p> <ul style="list-style-type: none"> The project serves a large number of destinations based on jobs, services, schools, shopping, parks/recreational facilities, and/or entertainment within 2 miles of the facility, location within the network, and location within the region and community. 	<p>0 – 10</p>	<p>Maximum points for projects providing access to regional or local mixed-use or employment/activity centers, community facilities, and services.</p>

3. Congestion Mitigation – 5 Points Total		
Criteria	Points	Scoring Guidelines
<p>The project will increase the attractiveness of pedestrian/bicycle travel in a corridor or area with significant peak period traffic congestion. [See maps on page 3-12 of the Connect Greater Madison: 2050 RTP for information on corridors with poor travel time reliability.]</p>	<p>0 – 5</p>	

4. Safety Enhancement – 15 Points Total		
Criteria	Points	Scoring Guidelines
<p><u>Crash History, Documented Safety Problem, or other Safety and Accessibility:</u></p> <ul style="list-style-type: none"> The project is located in a corridor or area with a history of bicycle/pedestrian crashes, and the project addresses the safety problem(s) or issue(s). 	<p>0 – 15</p>	<p>Maximum points for projects that address an existing major safety problem based on number of crashes relative to use and/or a documented safety issue, including deficiency identified in SRTS plan.</p>

<ul style="list-style-type: none"> The project addresses a hazardous condition that discourages bicyclists from using the facility or corridor. The project addresses a network deficiency identified in a Safe Routes to School Plan. 		
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5. Environment – 5 Points Total

Criterion		Scoring Guidelines
<u>Use of Alternative Modes:</u> <ul style="list-style-type: none"> Extent to which the project will result in an increase in bicycling, walking, and transit trips for transportation purposes, resulting in reduced motor vehicle trips/VMT. 	0 – 5	

6. Equity – 15 Points Total

Criteria	Points	Scoring Guidelines
<u>Environmental Justice & Accessibility:</u> <ul style="list-style-type: none"> The project improves pedestrian/bicycle access for environmental justice areas. [These include areas with concentrations of low income and minority populations and households with no motor vehicle available. See maps in Appendix D – EJ Analysis of the current Transportation Improvement Program for the Madison Metropolitan Area & Dane County.] 	0 – 15	<p>Up to 15 points will be awarded for projects located in/connecting to or otherwise improving ped/bike access to a Tier 1 EJ Area.</p> <p>Up to 9 points for projects located in/connecting to or otherwise improving ped/bike access to a Tier 2 EJ Area.</p>

7. Cost Efficiencies – 5 Points Total

Criteria	Points	Scoring Guidelines
<u>Other Funding, Cost Efficiencies:</u> <ul style="list-style-type: none"> Maximizes use of available federal funds by leveraging other state, local, or private funding. Project demonstrates cost efficiencies and/or leverages additional funding from past or for future project phases or enhancements. 	0 – 3	
<u>Opportunity/Risk:</u> <ul style="list-style-type: none"> Is there a risk of a lost opportunity or loss of other funding if not selected in the current program cycle? If funded now the project could be done more cost effectively because it can be built at the same time as another project in the same corridor. 	0 – 2	

Project Scoring Criteria - Safe Routes to School Non-Infrastructure Projects

1. Scope of Audience/Reach/Impact – 50 Points Total		
Criteria	Points	Scoring Guidelines
The project will reach a broad audience and a large portion of students within a school district would be impacted by the programming or activities	0 – 15	Maximum points awarded for district-wide programs
The program or activities add(s) value to other improvements or programs that are happening in the community or school	0 – 10	Maximum points awarded for programs build on existing momentum, or that will support planned improvements or programs
Project is likely to increase the number of children walking and bicycling to school safely and ensure that infrastructure that is added is being used	0 – 15	Maximum points awarded for programs that will document student mode split changes, and which have established goals and supporting policies to increase the number of children walking and bicycling to school
Project engages the broader community beyond the school, students, faculty/staff, and parents	0 – 10	Maximum points awarded for programs that engage community partners and champions outside the school system

2. Health, Safety, and Environmental Justice – 50 Points Total		
Criteria	Points	Scoring Guidelines
The program or activities is/are located at schools with a high rate of students eligible for free and reduced lunches	0 – 20	Maximum points awarded for programs that target or provide a higher level of support to these schools than to those with low rates of such students
The program or activities foster(s) improved childhood health, reduced childhood obesity and encourages a healthy and active lifestyle	0 – 15	Maximum points awarded for programs that promote active transportation beyond the school commute
The program or activities increase(s) real or perceived bicycle, pedestrian, and traffic safety	0 – 15	Maximum points awarded for programs that address real or perceived safety problems that have been identified and documented

MPO 2025 Resolution No. 6

Amending the Greater Madison MPO's Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects

WHEREAS, the Greater Madison MPO is the designated Metropolitan Planning Organization (MPO) for the Madison, WI Metropolitan Area with responsibilities to perform metropolitan transportation planning and programming activities; and

WHEREAS, as a large MPO with an urbanized area population over 200,000 or Transportation Management Area, the Greater Madison MPO receives an allocation of funding from the Federal Surface Transportation Program Transportation Alternatives (TA) Program under Section 11109 of the Infrastructure Investment & Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), 23 U.S.C. 133(h), which can be utilized for a wide variety of capital projects supporting active transportation and access to transit within the Madison Urban Area; and

WHEREAS, the MPO scores and selects projects for funding under the TA program utilizing a set of screening and scoring criteria from applications submitted by eligible public sponsors which include Dane County and local units of government within the Madison Urban Area; and

WHEREAS, the MPO conducted a comprehensive review and revision of its policies and project criteria for the TA program in 2021 in order to more closely align them with the goals and policy objectives of its Regional Transportation Plan; and

WHEREAS, the MPO adopted updated Policies and Scoring Criteria for the TA Program on October 6, 2021, and administrative revisions were made to those policies and scoring criteria on November 10, 2022; and

WHEREAS, under those policies, the only non-infrastructure projects eligible for TA Program funding are Safe Routes to School plans and programming; and

WHEREAS, The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities, and that Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities, and that with the advent of the Act, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination; and

WHEREAS, Title II of the ADA requires all local governments with more than 50 employees to have an ADA Transition Plan as specified in 28 C.F.R. section 35.150; and

WHEREAS, the MPO intends to facilitate and support its partner communities in updating or developing Transition Plans for their public rights-of-way; and

WHEREAS, it has been 35 years since the ADA was adopted and many communities have never completed or have failed to update their Transition Plans; and

WHEREAS, the MPO Technical Coordinating Committee endorsed the proposed changes to the MPO's TA Policies to include ADA Transition Plans as eligible non-infrastructure projects, and to

set a deadline of 2036 after which communities without Transition Plans will not be eligible for TA funding for infrastructure projects on February 26, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Greater Madison MPO approves an amendment to its policies and project criteria for the TA program, making the revisions shown in the attached document entitled Policies and Scoring Criteria for STBG Transportation Alternatives Set Aside Program Projects, dated April 2, 2025, to address the aforementioned issues.

Date Adopted

Mark Opitz, Chair, Greater Madison MPO

MPO Agenda Cover Sheet
March 2, 2025

Item No. 6

<p>Re:</p> <p>MPO 2025 Resolution No. 7 Amending the MPO Program Management and Recipient Coordination Plan for the Madison Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program</p>
<p>Staff Comments on Item:</p> <p>The MPO Program Management and Recipient Coordination Plan (PMRCP) for the Madison Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program was last amended in January 2020. In 2024, the Federal Transit Administration (FTA) updated the circular guiding the administration of the Section 5310 program. This amendment would incorporate the updated circular, as well as making changes to clarify details of the existing PMRCP that have proven to be vague or unclear during the last four funding cycles. Administrative changes to bring the document into compliance with the MPO’s Style Guide, and to reflect the MPO’s name change are also included.</p> <p>Notice of the proposed changes was emailed to MPO contacts, including potential subrecipients of assistance, potential service providers, other State agencies and representatives of other funding sources, and any relevant State associations and professional organizations on March 3, 2025. No comments were received.</p>
<p>Materials Presented on Item:</p> <ol style="list-style-type: none">1. DRAFT revised Program Management and Recipient Coordination Plan for the Madison Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program2. MPO 2025 Resolution No. 7 Amending the MPO Program Management and Recipient Coordination Plan for the Madison Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program
<p>Staff Recommendation/Rationale:</p> <p>Staff recommends approval</p>



Program Management and Recipient Coordination Plan

for the Madison Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

~~Madison Area Transportation Planning Board — a Metropolitan Planning Organization~~Greater Madison Metropolitan Planning Organization (MPO)

and

City of Madison, Metro Transit

Adopted February 2014

Amended September 2014

Amended June 2019

Amended January 2020

Amended April 2025

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1. Introduction

Mobility Programs for Seniors and People with Disabilities under SAFETEA-LU

Under the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), signed into law in August 2005 – there were two programs that were designed to enhance mobility for seniors and people with disabilities:

Transportation for Elderly Persons and Persons with Disabilities (Section 5310), which provided federal funds to help private non-profit agencies purchase vehicles and other capital items to transport seniors and people with disabilities. In Dane County, past funding was used to purchase vans for non-profit organizations used for transportation for seniors.

New Freedom Program (Section 5317), which provided federal funds to expand transportation mobility options for people with disabilities. MPOs in large urbanized areas exceeding 200,000 in population such as Madison (called Transportation Management Areas or TMAs) received a direct allocation of funding under the program. These funds were also distributed by WisDOT through a competitive application process coordinated with the MPO, and the funds could be used by private non-profit agencies, state and local governments, and public and private transportation operators for capital purchases and operating expenses associated with new services that went beyond the requirements of the Americans with Disabilities Act (ADA). Section 5317 funds were used to fund mobility management services for Dane County specialized transportation services and for funding new accessible vans and training and financial incentives for Union Cab drivers providing accessible cab rides.

Consolidation of Programs under MAP-21

In July of 2012, Moving Ahead for Progress in the 21st Century (MAP-21) supplanted SAFETEA-LU and combined the two programs (Transportation for Elderly Persons and Persons with Disabilities and New Freedom Program) to create the **Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310 program)**. This new program continues to enhance mobility for seniors and people with disabilities, and the activities that were eligible for funds under the former New Freedom Program are now eligible for Section 5310 funding.

Under SAFETEA-LU and previous legislation, Section 5310 program funds were apportioned to states for distribution to subrecipients. Another significant change instituted by MAP-21 was that Section 5310 program funds are apportioned to rural, small urban, and large urban areas. In large MPO areas (TMAs) such as Madison, the designated recipient must be designated by the state and responsible local officials. As a result, a local administration process needed to be developed by the ~~Madison Area Transportation Planning Board (MATPB)~~ ~~–~~ ~~a~~ ~~Greater Madison~~ Metropolitan Planning Organization (MPO)[±] to allow the funds associated with the new program to be distributed in the Madison area.

Although MAP-21 consolidated the former Section 5310 and 5317 programs, it specifies that at least 55% of program funds be used for traditional capital projects for seniors and people with disabilities, including mobility management. The remaining funds (up to 45%) may be used for non-traditional projects.

The most recent federal transportation authorization bills, the Fixing America’s Surface Transportation (FAST) Act, adopted in December 2015, and the Bipartisan Infrastructure Law (BIL, alternately known as the

[±] ~~Now the Greater Madison MPO~~

Infrastructure Investment and Jobs Act (IIJA)), adopted in November 2021, continued the same structure and rules for the Section 5310 program.

Purpose of the Program Management and Recipient Coordination Plan

The Program Management and Recipient Coordination Plan (PMRCP) is designed to identify the policies and procedures for administering the Section 5310 program in the Madison Urbanized Area. These policies and procedures are based on program requirements issued by the Federal Transit Administration (FTA).

~~Circular FTA C 9070.1G~~[Circular FTA C 9070.1H](#) Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions provides guidance for Section 5310 projects. It covers project requirements, administration procedures, and other relevant components of the federal Section 5310 program. The PMRCP serves as a local companion to FTA C 9070.1H~~G~~, describing the roles and mechanisms for carrying out policies and procedures in the Madison Urbanized Area, satisfying the FTA requirement for a Program Management Plan. [Award Management Requirements Circular C 5010.1F incorporates and updates guidance for award administration and management activities for all applicable FTA Federal assistance programs.](#)

Summary of Roles and Responsibilities for Section 5310 Program in the Madison Urban Area

The City of Madison – Metro Transit (Metro Transit) is the largest provider of public transportation in Dane County and the second largest public transit agency in Wisconsin. Metro Transit is the direct recipient for Section 5310 program funds. Metro Transit is also the designated recipient for other federal funds, such as Urbanized Area Formula (Section 5307) grants, and has the legal, financial, and staffing capabilities to receive and administer federal funds. As the designated recipient, Metro Transit is responsible for administering grant agreements, with subrecipients applying for federal funds, and satisfying documentation and reporting requirements.

The ~~Madison Area Transportation Planning Board (MATPB)~~[Greater Madison](#) Metropolitan Planning Organization (MPO) serves as the MPO for Madison Urban Area in central Dane County. With a 20~~10~~²¹ population of about ~~457,895~~^{408,000}², the Madison Urban Area is a Transportation Management Area (TMA) as determined by the Federal Highway Administration (FHWA) and FTA. The MPO's role in the Section 5310 program is to select and prioritize projects for funding and prepare and maintain the PMRCP in cooperation with Metro Transit.

² 20~~10~~²¹ Census population within the Madison Urban Area as adopted by USDOT 6/11/2013 and by MPO 3/4/15
Program Management and Recipient Coordination Plan

2. Summary of the Section 5310 Enhanced Mobility Program

The purpose of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is:

To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas...Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

– FTA Section 5310 Fact Sheet

Designated Recipient

The governor of each state or an official designee must designate a public entity to be the recipient for Section 5310 funds. The designated agency must have the requisite legal, financial, and staffing capabilities to receive and administer federal funds under this program. In many cases it is appropriate for the designated recipient (DR) for the Section 5310 program to be the same as the DR for Urbanized Area Formula (Section 5307) funds. Alternatively, the DR for the former Section 5317 program, the MPO, the state, or another public agency may be a preferred choice based on local circumstances. Up to 10% of the recipient's total fiscal year apportionment may be used to fund program administration costs.

The DR is primarily responsible for applying to FTA for Section 5310 grants on behalf of itself and/or subrecipient(s). In addition, the DR is responsible for the development of a Program of Projects (POP) which identifies the subrecipients and projects for which the recipient is applying for financial assistance. In the Madison Urbanized Area, the MPO will prepare the POP for submission to the FTA by the DR. In addition, the DR manages all aspects of grant distribution, including reporting to the FTA.

Metro Transit was identified as the most appropriate DR in the Madison Urbanized Area because of Metro staff's experience with similar federal funding programs, including the Urbanized Area Formula Program (Section 5307) and Bus and Bus Facilities Program (Section 5339). The State of Wisconsin designated Metro Transit as the recipient of Section 5310 program funds for the Madison Urbanized Area via a letter from Governor Walker to the FTA dated December 9, 2013.

Eligible Subrecipients

Eligible subrecipients are entities that are allowed to apply for and receive funds through the Section 5310 program.

The eligible subrecipients for this program are:

- State or local government authorities
 - To be eligible for "traditional 5310 capital projects", a state or local government authority must be approved by WisDOT to coordinate services for seniors and individuals with disabilities or certify that there are no non-profit organizations readily available in the area to provide the service.
- Private non-profit organizations
 - Private non-profit organizations must be certified as such by the State of Wisconsin or Internal Revenue Service prior to the application deadline for that funding cycle.

- Operators of public transportation that receive a grant indirectly through a recipient
 - Not eligible for “traditional 5310 capital projects”

Subrecipients that have failed to provide required documentation in a timely manner and/or support for required site visits for past awards are not eligible for funding until the following conditions have been met:

- Documentation and site visits have been brought current.
- Individual responsible staff have changed, and new responsible staff have met with Metro and MPO staff to discuss subrecipient roles and responsibilities.

Eligible Activities

According to FTA requirements, at least 55% of the Section 5310 funding apportionment must be used for capital expenses for public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities (“traditional Section 5310 capital projects”). It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project. Mobility management expenses, previously eligible under Section 5317, are eligible and qualify for this traditional Section 5310 project requirement.

The remaining 45% of the funds may be used for operating or capital expenses associated with:

- Public transportation projects that exceed the requirements of the ADA
- Public transportation projects that improve access to fixed route transit service and decrease reliance by individuals with disabilities on complementary paratransit
- Alternatives to public transportation that assist seniors and individuals with disabilities

Before a project can be awarded funds, the project must be certified by the DR that it is included in a locally developed coordinated public transit – human services transportation plan. The 2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County, prepared and published by the MPO, serves as this document.

Section 5310 Program Goals and Objectives

The following principles from the 2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County summarize the goals and objectives for the use of Section 5310 program funds in the Madison Urban Area.

Independence – Promote and maintain the independence of older adults, people with disabilities, and others with limited resources, by encouraging and supporting the use of transportation options that foster independence; and, provide training and resources to allow transit-dependent people the greatest possible access to the community.

Accessibility – Eliminate geographical inequity in availability of transportation options; provide access to transportation services throughout Dane County that are open to seniors and people with disabilities and not limited to a specific group of clients or customers; and, connect communities and their residents to transportation services that are integrated and open to the general public.

Efficiency – Develop cost effective solutions and avoid duplication of service provision; seek out cost-sharing opportunities and partnerships to extend the usefulness of transportation resources; and, evaluate services based on productivity and measures of cost effectiveness that exemplify good stewardship of public resources.

Resourcefulness – Use a mix of resources (human, monetary, equipment, contractual) to create and sustain services that meet different transportation needs; and, apply innovative thinking and cultivate community relationships to address issues.

Funding priorities and project selection criteria are listed in Section 4, Project Selection Criteria and Process.

Funding for Projects and Program Administration

Section 5310 program funds are awarded on an annual calendar cycle. For example, Fiscal Year 2020 allocations are awarded in Calendar Year 2019.

The Section 5310 program can generally fund up to 80% of a project’s capital costs (in some limited cases up to 90%) and up to 50% of a project’s operating costs. Administrative costs (up to 10% of the federal apportionment) are funded at 100% federal share. The remaining costs can be covered by:

- Other federal (non-DOT) transportation funding sources.
- State and local funding sources.
- Private funding sources.

It is the responsibility of the subrecipient to secure and administer funds outside the 5310 program.

Metro Transit and the MPO are eligible to be reimbursed for Section 5310 administrative costs. Subrecipients will not be reimbursed for administrative costs related to application development, program reporting, or other activities. The administrative costs will be used for activities described in Section 3, Roles and Responsibilities.

3. Roles and Responsibilities

Although Metro Transit is the DR for the Madison Urbanized Area’s Section 5310 program, the program is co-administered by Metro Transit and ~~MATPB~~the MPO. Metro Transit may apply for funding for projects it conducts; therefore, in this document the word “subrecipient” applies to Metro Transit as well as other entities. Each entity’s administrative roles and responsibilities are summarized below.

Metro Transit Roles and Responsibilities

- Develop, execute, manage, and amend grant agreements with subrecipients.
- Apply for federal funds on behalf of eligible subrecipients as identified by the MPO and manage the program’s federal grants.
- Complete program grant reporting to the FTA on a quarterly and annual basis.
- Work with subrecipients and WisDOT to procure capital items and ensure compliance with all applicable state and federal requirements.
- Process payments, draw down federal funds, complete financial audits, and complete grant closeouts.
- Collect and maintain financial reports, operating statistics, and vehicle data from subrecipients.
- Monitor subrecipient compliance with federal requirements (Section 504, ADA, etc.).
- Conduct on-site inspections of subrecipient projects, if needed.
- ~~Amend~~Ensure that Metro Transit’s Title VI Plan, Equal Employment Opportunity (EEO) Plan, Disadvantaged Business Enterprise (DBE) Goals, and other applicable documents ~~to~~ include the Section 5310 program.
- Review subrecipients’ Title VI, EEO, and DBE programs.
- Investigate and address Title VI, EEO, and DBE complaints.
- Monitor subrecipients’ adherence to maintenance plans and safety standards.
- Participate in the roles and responsibilities of eligible subrecipients for project applications on behalf of Metro Transit.

MPO Roles and Responsibilities

- Develop and revise the program’s PMRCP.
- Develop and approve the annual Program of Projects (POP) as part of the Transportation Improvement Program (TIP) process.
- ~~Develop and revise~~Keep the Coordinated Public Transit – Human Services Transportation Plan for Dane County current, with updates every four to five years.
- Notify potential subrecipients of application cycles; distribute project application materials.
- Determine subrecipient and project eligibility; maintain a list of potential subrecipients.
- Provide technical assistance to potential subrecipients.
- Develop and conduct the project selection process, which includes:
 - Develop the application form to distribute to potential subrecipients.
 - Release a solicitation for project applications to potential subrecipients.

- Develop project selection criteria.
- Receive and review project applications from subrecipients.
- Recruit persons to serve on the project evaluation team each year (if it is decided to use one) and work with the team to review and score the project applications.
- Present project scoring and funding recommendations to the MPO's advisory committees and to the program's decision-making body (MPO Policy Board). Utilize the Transportation Improvement Program (TIP) process in the MPO's Public Participation Plan for providing the public and private transportation providers with notice and an opportunity to comment on projects selected for funding.
- Notify successful subrecipients of their award amounts and reporting requirements.
- Ensure compliance with Section 5310 program requirement that at least 55% of the federal funding apportionment is used for "traditional 5310 capital projects".
- Provide demographic data to help subrecipients comply with Title VI requirements.

Subrecipient Roles and Responsibilities

- Inform ~~MATPB~~ (MPO) staff of intention to apply for Section 5310 program funds, complete and submit application(s) and/or provide project description(s) and funding information, provide follow-up information, and participate in interviews and/or on-site visits if conducted.
- Work with Metro Transit and WisDOT to procure capital items and; assure that procurement regulations are met.
- Develop and maintain a Maintenance Plan to be held on file with Metro Transit.
- Insure, insure, and maintain all vehicles funded through the program.
- Complete and submit acceptance certifications to Metro Transit upon vehicle delivery.
- Deliver the project as described in the grant project application, including local management and administration, in a timely manner. Projects must be completed within the calendar year of the funding award (by December 31) or funding will be forfeited. In extenuating circumstances, grant agreements may be extended by one calendar year at the discretion of Metro, the MPO, and the City of Madison. Subrecipients should communicate any concerns about meeting this deadline with Metro and MPO staff as soon as they have any doubt about being able to meet this deadline.
- Provide financial management of the project, including provision of non-Section 5310 funds and assurance that Section 5310 funds are used for the project identified in the project application.
- Submit financial and progress reports, operating statistics, and vehicle data to Metro Transit.
- Maintain a Title VI plan and comply with federal Title VI requirements.
- Submit to on-site inspections as requested by Metro Transit and the Wisconsin State Patrol.
- Comply with private sector participation requirements in Section 5.
- Maintain a Data Universal Numbering System (DUNS) profile and provide the DUNS number to Metro Transit. DUNS numbers can be requested at no charge at www.dnb.com.
- Register for a System for Award Management (SAM) account and profile and provide the SAM registration to Metro Transit. SAM registration can be performed for no charge but requires an account through www.login.gov.
- Comply with all additional applicable state and federal requirements.

Failure to fulfill these roles and responsibilities will result in the cancellation of operational grant funding, and in the repossession by Metro (lienholder) of vehicles procured with section 5310 funding.

4. Project Selection Criteria and Process

Project Planning and Coordination

Medium-range planning for Section 5310 program projects is included in the five-year Coordinated Public Transit – Human Services Transportation Plan for Dane County, completed by the MPO. This planning process is conducted within the framework of the MPO’s long range transportation plan (currently the Regional Transportation Plan 2050 adopted in 2017) and the currently adopted Transit Development Plan for the Madison Urban Area.

A competitive process is used to select and prioritize projects for Section 5310 program funding the Madison urban area. The MPO will solicit project applications from eligible subrecipients.

Project Application Process

The application process will be led by the MPO. Specific tasks, deadlines, and meeting dates will be identified in the materials that are distributed to eligible subrecipients as appropriate.

- MPO staff informs eligible subrecipients of upcoming application cycle.
- Eligible subrecipients notify MPO staff of intention to apply.
- MPO staff distributes application materials to interested eligible subrecipients.
- Completed applications are due to MPO staff.
- MPO staff assembles an evaluation panel with objective individuals who do not represent any of the applicants, which scores the applications. †Note: Evaluation panel will generally be used, but is optional.†
- MPO staff prepares a draft program of projects (POP) based on the scores, funding available, and requirements of the Section 5310 program.
- MPO staff notify applicants of award recommendations included in the draft POP.
- MPO board votes on accepting the funding recommendations in the draft POP; projects selected at this time are included in the preliminary POP. Applicants are encouraged to attend this board meeting to make presentations or answer board questions before the vote is taken.
- MPO staff distributes letters to applicants informing them of whether or not they are included in the preliminary POP. Applicants whose projects are not recommended for funding may submit letters of protest, which are due to the MPO staff contact one week prior to the scheduled adoption of the POP.
- MPO board approves the POP with any changes as part of approval of the TIP or a TIP amendment.
- Applicants work with Metro Transit to develop project agreements.
- Metro Transit applies to the FTA for funding for the projects on behalf of the subrecipients.

Project application materials are developed by WisDOT. MPO staff have the option of using these application materials as they are or developing alternative application materials to distribute. The benefit of using application materials developed by WisDOT is that applicants that do not ~~immediately~~ know whether they should apply for state-managed Section 5310 funds or MPO-managed Section 5310 funds can fill out one standard application. Applicants for projects that serve areas both within the MPO Planning Area and outside the Planning Area are encouraged to apply for funding through both the MPO and WisDOT, with project costs proportionally allocated relative to the services provided within and outside the Planning Area.

Applicants that are approved for vehicle capital funds should contact Metro Transit as soon as possible to begin the procurement process. Applicants that are approved for operating funds should contact Metro Transit as soon as possible to develop project agreements.

Project Selection Criteria

The projects that receive funds through the Madison Urbanized Area’s Section 5310 program are selected by the MPO based on published criteria. The evaluation criteria used by the evaluation panel to score project applications are as follows:

Section 5310 Application Scoring Criteria		Maximum Points
1. Demonstration of Need and Project Benefits		40
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
Project Type	<ul style="list-style-type: none"> Replacement or Service Level Maintenance Vehicle- Explains why current fleet cannot meet current needs. (10 Points) Expansion Vehicle- Describes the planned service expansion and how the need for the expanded service was determined. (8 Points) Mobility Management (Traditional)-Describes how project will help meet the transportation needs of seniors and individuals with disabilities, and identifies specific services and activities the project will provide. (10 Points) Non-Traditional Projects- Describes how project will help meet transportation needs of seniors and individuals with disabilities. Identifies specific services and activities the project will provide. (8 Points) 	10
Supported by the Coordinated Plan- The project overcomes barrier to transportation and/or meets an unmet need. <ul style="list-style-type: none"> Identified as a Tier 1 Strategy Project. (10 Points) Identified as a Tier 2 Strategy Project. (6 Points) Not identified as a strategy, but addresses a need. (3 Points) 		10
The project serves a reasonable number of individuals or trips given the project budget. <ul style="list-style-type: none"> Should include total number of people served, and percentage of seniors or individuals with a disability served. 		10
2. Promotes the Development of a Coordinated Network		30
The application identifies other transportation services available and how the project complements rather than duplicates them. <ul style="list-style-type: none"> Could include (but not limited to) increased hours of operation, reduction of coverage gaps, increased access to medical/employment/recreation trips. <u>For contracted shared-ride service providers, identify existing contracts or contracts that would be sought if new or replacement vehicles were available to provide service.</u> 		15
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
The application describes who is eligible to ride/participate in proposed service. <ul style="list-style-type: none"> Public- Project/service is open to all eligible seniors or individuals with disabilities. (5 Points) Private- Project/service is limited to a select client base. (2 points) 		5
3. Financial and Management Capacity		30
The project has a reasonable level of administrative costs.		10

The application identifies local match sources that are backed up by budgets, support letters, and other documentation.	10
The project sponsor has the capacity to meet the project management, reporting, and project delivery functions of the Section 5310 program.	10

Projects will be selected by the MPO for inclusion in the POP based on their scores and the extent to which they fulfill the general funding priorities and address specific service needs identified in the Coordinated Public Transit – Human Services Transportation Plan, including the Priority Tier each project falls under:

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 capital and operating assistance to meet growing demand for the service(s) within present boundaries
- Are able to improve efficiency and functionality by building on existing infrastructure
- Allow for growth, but do not automatically extend new service without a careful evaluation of transportation needs across populations and jurisdictions

Tier 2b- Respond to emerging community needs, opportunities, and create new partnerships

Tier 2b supports projects that:

- Are under development and bring new resources
- Address identified transportation needs and gaps and/or focus on an underserved group of individuals
- Improve the efficiency and effectiveness of the overall system
- Provide an added benefit to the transportation services network and riders
- Are innovative in their approach in reaching out to new riders or geographic areas

Additionally, the MPO will select and prioritize projects based on their ability to satisfy the Section 5310 Program Goals and Objectives described in Section 2: independence, accessibility, efficiency, and resourcefulness.

Annual Program of Projects Development, Appeal, Approval, and Amendment Process

The MPO is responsible for developing and amending the Program of Projects (POP) since it has the responsibility for selecting the projects and prepares the five-year Transportation Improvement Program (TIP). The POP must be consistent with the TIP and the federal share cannot exceed the allocation of Section 5310 program funds; however, the TIP may include illustrative projects that do not yet have completed and accepted project applications. The requirements for the POP include:

- Identification of each subrecipient, including whether they are governmental authorities, private non-profit agencies, or Indian tribal governments or tribal transit agencies.
- A description of each project.
- The total project cost and the federal share, including specifying any awarded funds that were carried over from prior apportionment years, and any funds from special funding bills (e.g. CARES or CRRSAA).

- Whether each project is a capital or an operating expense and whether or not it meets the requirements for a “traditional Section 5310 capital” project.

MPO staff develops a draft POP after project applications are reviewed and scored by the evaluation panel. The draft POP and a description of any projects not selected for funding are presented to the MPO’s advisory committees.

MPO staff distributes ~~letters-emails~~ to each applicant with the draft POP, informing them whether or not their project is included. Applicants may appeal the decision of MPO staff to include or not include any project in the draft POP. Applicants must submit their appeal in writing by one calendar week prior to the scheduled adoption of the POP. Appeals must be submitted to the MPO staff contact, who will be identified in the notice and is listed on page 23. Any appeals will be included in the meeting packet for the MPO board. The MPO board will make the final decision on which projects are included in the POP.

Following review and a recommendation by the MPO ~~advisory-Technical Coordinating C~~ommittees, the MPO Policy Board may approve the project recommendations ~~(with or without modifications)~~, or direct staff to develop alternative proposals. The approved POP is then forwarded to Metro Transit, which forwards it to the FTA and carries it out. Amendments to the POP are conducted as needed using the same process.

5. Private Sector Participation

The FTA requires that local recipients provide private for-profit transit and paratransit operators a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of proposed transportation services. Therefore, each applicant for funds from the Madison Urbanized Area's Section 5310 program must make efforts to comply with this policy and provide documentation of these efforts in its application.

Applicants who utilize in-house resources or other methods to deliver projects must demonstrate that they made reasonable efforts to include participation by private for-profit operators if applicable.

6. Civil Rights

Recipients of the Madison Urban Area's Section 5310 program funds are required to meet civil rights requirements under Title VI, as well as Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE) regulations.

The MPO maintains a record of funding requests for the Section 5310 Program received from private non-profit organizations, state or local governmental authorities, and Indian tribes. The record identifies those applicants that would use grant program funds to provide assistance to predominantly minority and low-income populations. The record shall also indicate which applications were rejected and accepted for funding.

Metro Transit, as a City of Madison utility, utilizes the City of Madison Department of Civil Rights to oversee civil rights issues. Metro Transit will be the liaison between subrecipients, the City of Madison Department of Civil Rights, and the FTA.

Title VI

The elements of a Title VI Program are determined by FTA Circular 4702.1B (Appendix A) and include, but are not limited to:

- Title VI notice to the public, including a list of locations where the notice is posted.
- Title VI complaint procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint) and Title VI complaint form.
- List of transit-related Title VI investigations, complaints, and lawsuits.
- Public participation plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission.
- Language Assistance Plan for providing language assistance to persons with limited English proficiency.
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees.
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

Metro Transit prepares a Title VI Program Update for submission to the FTA every three years.

Section 5310 Program subrecipients must submit their Title VI Programs to Metro Transit. Metro will develop a schedule that outlines the frequency with which subrecipients must submit their Title VI programs. A subrecipient's Title VI program must be approved by the subrecipient's appropriate governing entity or official(s) responsible for policy decisions (e.g., board of directors, mayor, tribal executive, city administrator, etc.). Subrecipients must submit a copy of the board resolution, meeting minutes, or similar documentation as evidence of approval.

Contractors and subcontractors are not required to submit a Title VI report. However, they are responsible for complying with the Title VI Program of the recipient with whom they are contracting. Recipients and subrecipients are responsible for ensuring that their contractors are complying with their Title VI Program and Title VI regulations.

Metro Transit, the MPO, and WisDOT are available to assist subrecipients with Title VI compliance. Metro Transit will provide sample notifications, forms, and program language to subrecipients upon request. The MPO will provide demographic data to assist subrecipients in conducting their analysis and subsequently developing their Title VI Program.

Metro Transit, in coordination with the City of Madison Department of Civil Rights, oversees subrecipient compliance with Title VI as follows:

- **Grant Agreements** – Through annual grant agreements, the subrecipient agrees to comply with applicable civil rights statutes and regulations, including Title VI of the Civil Rights Act, Equal Employment Opportunity (EEO), and Disadvantaged Business Enterprise (DBE). As subrecipients to Metro Transit, Section 5310 Program subrecipients must comply with the FTA’s Annual List of Certifications and Assurances signed annually by Metro Transit.
- **Review of Subrecipient’s Title VI Program** – Metro Transit reviews the contents of Title VI Program materials as submitted by subrecipients, including public notification language, LEP, complaint procedures and complaint form, and public participation and outreach. Metro provides sample materials and technical assistance to subrecipients in developing a compliant Title VI Program.
- **Investigation and Monitoring of Title VI Complaints (or potential complaints and/or lawsuits)** – As part of its annual application, Metro Transit requires subrecipients to report any Title VI complaints or lawsuits. Subrecipients may contact Metro Transit at any time during the year to report Title VI complaints, potential complaints, and/or lawsuits. Metro Transit may also receive complaints regarding subrecipients or their contractors directly from the public. When a complaint is determined to be a civil rights issue, Metro Transit staff will consult with the City of Madison Department of Civil Rights office as appropriate.
- **On-Site Visits** – Metro Transit and/or City of Madison Civil Rights Department staff may conduct on-site visits as necessary to monitor subrecipient compliance. During on-site visits, staff will verify the location of the public notification language as stated in the subrecipient’s Title VI Program. During this time, staff may also discuss with the subrecipient any new or potential opportunities for public participation and public outreach that may present themselves since the previous submission of the subrecipient’s Title VI Program.

Disadvantaged Business Enterprise (DBE)

The objectives of the US Department of Transportation’s (DOT’s) DBE regulations, as specified in 49 CFR Part 26, are to:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts.
- Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law.
- Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs.
- Help remove barriers to the participation of DBEs in DOT assisted contracts.
- Assist the development of firms that can compete successfully in the market-place outside the DBE Program.

Metro Transit has developed and administers its DBE Program Plan. The plan outlines policies and procedures established to satisfy the DBE requirements. Metro Transit's DBE Program Plan is on file with the FTA. Any plan updates with significant changes are submitted to FTA. All DBE submissions to the FTA, including the DBE Program Plan and all required reporting, are completed by Metro Transit staff.

Metro Transit staff works closely with subrecipients to address DBE requirements. In goal setting, three-year goals are established based on anticipated FTA-funded contracting opportunities by both subrecipients and Metro Transit. Contract-specific goals may also be established, and these goals may require a greater amount of subrecipient technical assistance from Metro Transit and/or the MPO. Work with subrecipients also includes the ongoing collection of data for contract monitoring and reporting on FTA-funded contracts.

Prior to awarding Section 5310 Program funds, subrecipients may be asked to identify potential contracting and procurement opportunities and Metro Transit staff works with subrecipients to identify potential DBE participation. Metro Transit staff also ensures that subrecipients use appropriate DBE contract language in their solicitations. WisDOT's Office of Business Opportunity and Equity Compliance (OBOEC) provides assistance to potential DBEs to become certified and maintains the Unified Certification Program Directory. Subrecipients must report to Metro Transit as required on DBE goal achievement on all FTA-funded contracting.

Equal Employment Opportunity (EEO)

Metro Transit and Section 5310 Program subrecipients must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to, discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws.

Each Section 5310 Program contract between Metro Transit and a subrecipient for the provision of FTA funding shall contain language that requires the subrecipient to comply with FTA regulations related to EEO. In addition, private providers under contract with subrecipients are required to comply with these regulations.

If a subrecipient's transit-related staff reaches 15 or more and/or the dollar threshold for capital, operating, or planning assistance is met, Metro Transit will require the subrecipient to submit a formal Affirmative Action (AA) / EEO Plan to Metro Transit for review and approval. Metro will withhold the approval of future grants until it receives the AA / EEO Plan from the subrecipient. The Equal Employment Opportunity Act by definition explicitly exempts Indian tribes from its provisions.

Assurances

Metro Transit annually signs the FTA Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements, which binds Metro Transit to all civil rights requirements.

Through annual grant agreements, subrecipients agree to comply with all applicable civil rights statutes and regulations. These include Title VI of the Civil Rights Act, Equal Employment Opportunity, and Americans with Disabilities Act. As subrecipients to Metro Transit, Section 5310 Program subrecipients must comply with the FTA's Annual List of Certifications and Assurances as stated in their grant agreements with Metro Transit.

7. Maintenance

Consistent with federal requirements, each subrecipient must maintain its facilities (and substantial facility components), vehicles, and other substantial assets.

Subrecipients are required to develop maintenance plans covering their federally-funded vehicles and facilities and to provide Metro Transit with a copy of their plan(s). Subrecipients must maintain all federally-funded property in good operating order and maintain ADA accessibility features.

Subrecipients are expected to develop their own maintenance plans, although WisDOT provides extensive written guidance on developing maintenance plans as well as sample plans upon request. Once adopted, subrecipients are monitored for adherence to the plans by Metro Transit staff for compliance during on-site visits.

Metro Transit requires subrecipients to design and operate maintenance programs that include:

- Preventative maintenance practices and schedules for vehicles.
- Preventative maintenance practices for accessibility equipment.
- Preventative maintenance practices for facilities.
- A system for recording maintenance and repair activities.
- A process for authorizing and controlling maintenance activities and costs.
- Quality control for outsourced maintenance.
- A procedure for pursuing warranty recoveries.

Metro Transit must have an up-to-date maintenance plan on file from Section 5310 program subrecipients prior to applying for grants from the FTA. Subrecipients will not be required to resubmit maintenance plans with each application cycle, but are required to submit updated plans when necessary, e.g., when they have acquired new vehicles or other substantial assets not addressed in previously submitted plans or when the plan on file is out-of-date.

All transit vehicles are required to meet safety standards and undergo inspections based on program and/or vehicle capacity. WisDOT and Metro Transit require that all vehicles purchased with Section 5310 program funds be registered as human service vehicles (HSVs) or municipal vehicles, and be plated accordingly. All vehicles are considered HSVs and are subject to annual HSV inspections conducted by the Wisconsin State Patrol per Wisconsin State Statutes Section 110.05 and Wisconsin Administrative Code Trans 301. Upon request, State Patrol also will conduct initial inspections right after vehicle delivery. These inspections cover the integrity of vehicle safety and mechanical features.

Wisconsin Administrative Code Trans 301 addresses equipment and safety standards for HSVs. It adopts all federal regulations from 49 CFR 393 (Parts and Accessories Necessary for Safe Operation), 49 CFR 571 (Federal Motor Vehicle Safety Standards), and 36 CFR 1192 (Americans with Disabilities Act [ADA] Accessibility Guidelines for Transportation Vehicles). Trans 301 also provides additional equipment standards and requirements and provides inspection and enforcement standards.

8. Section 5310 Program Management

Vehicle Procurement

Although Metro Transit is the DR for the Madison Urban Area's Section 5310 Program, vehicle procurement activities are generally handled by the WisDOT Bureau of Transit through its statewide procurement process. Subrecipients will work with Metro Transit and WisDOT to arrange procurement of vehicles that meet the needs of the project. All grant agreements require subrecipients to comply with all relevant federal procurement laws and regulations and submit all third party contracts to Metro Transit for review.

WisDOT Transit procedures require staff to review all federally funded third party contracts to ensure federal contract clauses are included. WisDOT provides toolkits for assisting subrecipients with common procurements. Technical assistance for federal procurements is available from transit project managers or a WisDOT designated agent (e.g. a contractor). WisDOT maintains a subrecipient procurement assistance web page that contains links to:

- [The WisDOT procurement manual.](#)
- [FTA-compliant toolkits for micro and small purchases.](#)
- [FTA-compliant toolkit for shared-ride taxi requests for proposals.](#)
- [System for Award Management \(SAM\).](#)

WisDOT also has a toolkit for procuring architecture and engineering services according to Brooks Act requirements, and WisDOT Transit provides opportunities for training on federal procurement regulations.

Buy America and Pre-award and Post-delivery Reviews

WisDOT's HSV procurement solicitations detail federal Buy America requirements and impose Buy America pre-award certification requirements on all vendors submitting bids. For each vehicle type a vendor bids on, it must submit a "Certification of Compliance with 49 U.S.C. 5323(j)." If a vendor is unsure whether an offered vehicle is compliant with Buy America requirements, it may submit a "Certification of Non-Compliance with 49 U.S.C. 5323(j)" with its bid; however, it must provide documentation of an FTA-approved exception before WisDOT will consider the bid.

In addition to the pre-award certification, the solicitations require bidders to provide certification and a detailed list of all major vehicle components and subassemblies and their respective calculated percentages of total manufacturer's cost made in the United States. WisDOT reviews the Buy America information submitted by bidders and provides a pre-award certification.

For each delivered FTA-funded vehicle, Metro Transit requires the vehicle recipient to complete a post-delivery Buy America compliance certification that declares it has received and reviewed appropriate Buy America documentation. Metro will not pay the vendor until it receives this certification.

WisDOT's procurement manual details Buy America requirements and provides instructions for completing pre-award and post-delivery certifications for FTA subrecipients conducting their own procurements. Metro Transit, with WisDOT's assistance, provides technical support to subrecipients needing assistance with this or other aspects of their procurements.

Financial Management

Metro Transit is responsible for managing grants, contracts, and interagency agreements to ensure that expenditures comply with federal rules and regulations for all FTA grant programs. Financial management responsibilities include:

- Investigating and resolving accounting problems to ensure compliance with state and federal rules.
- Managing the documentation associated with individual grants, contracts, and interagency agreements.
- Submitting federal financial reports.
- Rectifying and closing out FTA grants when projects are completed.

Metro Transit uses the Electronic Clearing House Operation System (ECHO Web) process to request FTA grant awards so that transactions are processed in a timely manner and accounts are balanced and documented.

Metro Transit maintains records for vehicles, facilities, and other substantial assets purchased with Section 5310 Program funds. Metro Transit ensures that all equipment used by subrecipients that is purchased with federal funds through the Section 5310 Program is used for the program or project for which it was acquired. Records are updated and appropriate equipment use is assured through reporting by subrecipients and on-site reviews. See Section 9, Project Monitoring and Reporting.

Disposition of Assets

In the event that a subrecipient no longer needs equipment purchased with federal funds through the Section 5310 Program and useful life remains, the equipment is transferred in accordance with Metro Transit, WisDOT, and FTA requirements and guidelines.

In the event a vehicle or other substantial asset has reached the end of its useful life, the subrecipient must receive approval from Metro Transit to dispose of the asset.

Accounting Systems

Subrecipients establish a set of accounts in which all transit-related costs, revenues, and operating sources are recorded and clearly identified, easily traced, and substantially documented. Accounting practices and records must be in accordance with Generally Accepted Accounting Principles.

Metro Transit uses the same accounting system for the Section 5310 Enhanced Mobility Program that it uses for its other state and federal grant programs.

Metro uses the information contained in the quarterly reports to monitor subrecipients' fiscal and operational activities. Requests for reimbursement are approved by Metro Transit before being processed for payment.

9. Project Monitoring and Reporting

The goal for monitoring and reporting for Section 5310 program funds is to ensure effective use of program funds, provide useful information for the planning and prioritization of future projects, and fulfill federal requirements without placing an excessive burden on the designated recipient or subrecipients.

Metro Transit Reporting

Metro Transit will submit required Section 5310 reports to the FTA by October 31 of each year, covering a 12-month period ending on September 30, as well as quarterly reports, as required by the FTA. Subrecipients are required to submit required information to Metro Transit so that Metro Transit can consolidate the information to include in the report to the FTA. Metro Transit will act as a liaison between the FTA and subrecipients during audits. Annual reports filed by Metro Transit will include:

- An updated POP (prepared by the MPO).
 - Civil rights compliance issues (such as Title VI, EEO, or DBE complaints).
 - A milestone activity report.
 - A Federal Financial Report.
 - Program measures, including both quantitative and qualitative information as available on each of the following measures:³
 - a. Traditional Section 5310 projects
 - (1) Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support because of traditional Section 5310 projects implemented in the current reporting year; and
 - (2) Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310-supported vehicles and services because of traditional Section 5310 projects implemented in the current reporting year.
 - b. Other Section 5310 projects.
 - (1) Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year;
 - (2) Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year; and
 - (3) Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year.
 - Metro should ensure that the above information is reported for all recipients and subrecipients of Section 5310 funding in projects selected by the MPO. Metro may consolidate information for all projects in the Annual Report for any open Section 5310 grants awarded.
- Gaps in service filled by Section 5310 projects
— Ridership
— Physical improvements (such as sidewalks, transportation facilities, or technology)

³ FTA C 9070.1H pages II-2 and II-3.

In addition, Metro will fulfill National Transit Database (NTD) reporting requirements.

Reporting Requirements for Subrecipients

Quarterly Reports. Quarterly reports are due to Metro Transit 10 business days following the end of each quarterly period – January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. The following data must be submitted to Metro Transit on a quarterly basis for each vehicle, transportation program, or other service funded through the Madison Urbanized Area’s Section 5310 program:

- A narrative describing accomplishments and/or problems and changes to milestones and budgets.
- A copy of all recorded civil rights or Title VI complaints.
- The actual or estimated number of one-way unlinked passenger trips (if applicable), and the categorical purpose of each trip (if known, optional).
- The actual or estimated statistics related to delivering mobility management, fixed-route orientation, client eligibility, or similar services; such as contacts through call centers, website visits, and training sessions.
- The number of individual clients served.
- Physical improvements completed (such as sidewalks, transportation facilities, or technology).
- Quarterly revenues and sources of revenue for the project.
- Quarterly capital and operating costs (separated).
- Quarterly actual or estimated vehicle revenue miles (required) and hours (if known).
- Fleet summary including year, mileage, make/model, and relevant features.
- Inventory of related facilities.

Annual Reports. Metro Transit will submit required annual Section 5310 reports to the FTA by October 31 of each year, covering a 12-month period ending on September 30. Metro Transit will be responsible for consolidating this data from quarterly reports and may request additional information from subrecipients.

Monthly Reports. Metro Transit (City of Madison) requires the completion of a Subrecipient Risk Assessment Worksheet for all subrecipients of each grant awarded. Subrecipients determined to be High Risk will be required to submit monthly programmatic reports and invoices. Subrecipients determined to be Medium or High Risk may be required to:

- Undergo additional site visits.
- Identify deficiencies and develop a resolution plan.
- Participate in increased interaction/communication with [MATPB-MPO](#) and/or Metro Transit staff

National Transit Database (NTD) Reporting. Subrecipients must provide Metro Transit with information necessary for Metro Transit to file annual NTD reports. The necessary information, which commonly includes vehicle miles and hours, passenger trips, and financial information, will vary depending on the project and subrecipients must coordinate with Metro Transit to determine what is necessary. NTD information is due to Metro Transit by March 15 annually.

Metro Transit will use these reports to monitor subrecipient fiscal and operational management and to satisfy federal reporting requirements.

Metro Transit will schedule on-site visits with subrecipients on a triennial cycle to review operations and maintenance records. In addition, to improve subrecipient monitoring procedures, Metro staff may request and review supporting documentation, including local match documentation, for one subrecipient's reimbursement request per quarter. Selection of the reimbursement request will be based on either a risk assessment or random selection.

Section 504 and ADA Reporting

The annual Federal Certifications and Assurances for FTA Assistance, which is signed by all subrecipients, contains the ADA certification. Metro Transit staff verifies compliance with Section 504 and ADA requirements while reviewing annual grant applications and during annual on-site audits.

10. Other Provisions

Environmental Protection

Most projects and activities funded through the Section 5310 Enhanced Mobility Program do not involve significant environmental impacts. Typically, projects are considered categorical exclusions because they are types of projects that have been “categorically” (i.e., previously) excluded in regulations from the requirements to conduct environmental reviews and prepare environmental documentation.

FTA classifies categorical exclusions (CE) into two groups:

- CE under 23 CFR 771.118(c) – routine activities and projects which have very limited or no environmental effects at all (e.g. utility and similar appurtenances within or adjacent to existing transportation right-of-way; stand-alone pedestrian and bicycle projects, including transit plaza amenities; environmental mitigation or stewardship activities; planning and administrative activities; actions promoting safety, security, and/or accessibility; acquisition or transfer of real property interest; acquisition or maintenance of vehicles and/or equipment; maintenance, rehabilitation, or reconstruction of facilities; assembly or construction of facilities that is consistent with existing local land use regulations; joint development of facilities for transit and non-transit purposes without substantially expanding the existing footprint; emergency recovery actions; actions within existing operational right-of-way; action with limited federal funding; bridge removal and related activities; preventative maintenance of culverts and channels; and, geotechnical and other similar investigations).
- CE under 23 CFR 771.118(d) – activities and projects which have limited potential for environmental effects, and adequate documentation has been collected to demonstrate that the CE would apply and that no significant environmental impacts would result (e.g. highway modernization, bridge replacement or rail grade separation, hardship or protective property acquisition, acquisition of right-of-way, facility modernization, minor facility realignment for rail safety purposes, facility modernization or expansion outside the existing right-of-way, or other activities or projects with adequate documentation to show that they should receive a CE).⁴

Even if a project is determined to be a CE, there may be other relevant state and federal environmental protection requirements that must be satisfied (depending on the project’s type and location).

For projects with environmental impacts that are determined not to be a CE, FTA requires the preparation of an environmental assessment (EA) for public comment and FTA review. In the unlikely event that significant environmental impacts are identified with a project, an environmental impact statement (EIS) is required.

School Transportation

Consistent with federal laws, Section 5310 program funds may not be used for exclusive school bus service. The Federal Certifications and Assurances for FTA grants require the subrecipient to certify compliance with each annual sub-grant agreement.

Metro Transit oversees compliance with the prohibition by monitoring route schedules submitted with application materials, on websites, and/or in promotional materials with route schedules. Metro staff also looks for signs that might indicate exclusive school bus service (e.g., a school route only) during vehicle inspections.

⁴ https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Section_118_Guidance-November_2014.pdf

Drug and Alcohol Testing

Recipients or subrecipients that receive only Section 5310 program assistance are not subject to FTA's drug and alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for all employees who hold commercial driver's licenses (49 CFR Part 382). Section 5310 recipients and subrecipients that also receive funding under one of the covered FTA programs (Section 5307, 5309, or 5311) should also include any employees funded under Section 5310 projects in their testing program. See [Circular FTA C 9070.1HFTA Circular C 9070.1G](#) Chapter 8 Section 11 for more information.

Closeout

Recipients should initiate project closeout with subrecipients within ninety days after all funds are expended and all work activities for the project are completed. Recipients should similarly initiate POP closeout with FTA within ninety days after all work activities for the POP are completed. A final Federal Financial Report, final budget, and final POP must be submitted electronically via the electronic grant management system at the time of closeout.

FTA expects grants awarded for a specific POP to be completed within a reasonable, specified time frame, generally not to exceed two to three years. Although this provides recipients with a great deal of flexibility in developing and subsequently revising programs of projects, it is not intended that grants be continually revised or amended in ways that will excessively prolong the life of the grant, and consequently result in a large number of active Section 5310 grants. If small amounts of funds remain in an inactive grant, the recipient should request that the funds be deobligated and the project closed out. If the deobligated funds are still within their period of availability, FTA can reobligate the funds in a new grant to the recipient along with other currently available funds. Otherwise the deobligated funds lapse and are reapportioned by FTA among states and UZAs in a subsequent year.

Audit

States and designated recipients are responsible for ensuring that audits are performed pursuant to the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," resolving audit findings, and bringing problems to FTA's attention. FTA has not required States and designated recipients to ensure an annual financial audit of a subrecipient is performed when assistance is provided solely in the form of capital equipment procured directly by the state or designated recipient. Even if the amount of FTA funds the recipient passes to a particular subrecipient does not trigger the requirement for an A-133 audit, the recipient may wish to review A-133 audit reports prepared for subrecipients that are required to be audited because the total federal funds from all sources exceed the threshold (currently \$750,000).

Subrecipients are required to bring to the attention of the recipient any audit findings relevant to their use of FTA funds.

Restrictions on Lobbying

Federal financial assistance may not be used to influence any member of Congress or an officer or employee of any agency in connection with the making of any federal contract, grant, or cooperative agreement. The state, subrecipients, and ~~third party~~~~third-party~~ contractors at any tier awarded FTA assistance exceeding \$100,000 must sign a certification so stating and must disclose the expenditure of nonfederal funds for such purposes (49 CFR part 20).

Other federal laws also govern lobbying activities. For example, federal funds may not be used for lobbying congressional representatives or senators indirectly, such as by contributing to a lobbying organization or

funding a grass-roots campaign to influence legislation (31 U.S.C. 1352). These laws do not prohibit general advocacy for transit. Providing information to legislators about the services a recipient provides in the community is not prohibited, nor is using nonfederal funds for lobbying, so long as the required disclosures are made.

Staff Contacts

Agency	Name	Phone	Email
Madison Area Transportation Planning Board Greater Madison MPO (MPO) Staff	Ben Lyman	(608) 243-0182	blyman@cityofmadison.com
Metro Transit	Scott Korth	(608) 266-6538	skorth@cityofmadison.com
Wisconsin Department of Transportation (WisDOT)	Lori Jacobson Lorrie Olson -or- John Swissler Eric Anderson	(608) 266- 1535 <u>1128</u> (608) 264-9532 <u>267-</u> <u>1845</u>	lori.jacobson@dot.wi.gov Lorrie.Olson@dot.wi.gov eric1.anderson@dot.wi.gov John.Swissler@dot.wi.gov

Appendix A – Recipient Designation Letter



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

December 9, 2013

Ms. Marisol Simon
Regional Administrator
Federal Transit Administration, Region V
200 West Adams Street, Suite 320
Chicago, IL 60606

Dear Ms. Simon:

I am pleased to notify you that pursuant to 49 U.S.C. Section 5310 I have appointed the following entities as Designated Recipients of Federal Transit Administration formula funds for the Transportation Management Areas (TMAs) listed below:

<u>Designated Recipient</u>	<u>TMA</u>
Valley Transit	Appleton, WI
Green Bay Metro	Green Bay, WI
Madison Metro	Madison, WI
Milwaukee County	Milwaukee, WI

Attached are the resolutions from each area's planning commission, identifying these entities as the Designated Recipients of 5310 funds for their respective TMA.

If you have any questions, please feel free to contact John Alley, transit section chief, Wisconsin Department of Transportation, at (608) 266-0189.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Walker".

Governor Scott Walker

Enclosures

Appendix B – MPO Board Resolution

[\[insert adopting resolution\]](#)

Appendix C – References

- ~~Fact Sheet – Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310~~ [Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 \(FTA\)](#)
- [Award Management Requirements Circular, C 5010.1F \(FTA\)](#)
- ~~Enhanced Mobility for Seniors and Individuals with Disabilities Program Guidance, C 9070.1H~~ [Circular FTA-C 9070.1G – Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions \(FTA\)](#)
- [Transit Procurement Procedures \(WisDOT\)](#), includes links to:
 - [Procurement Manual \(WisDOT\)](#)
 - [Best Practices Procurement Manual \(FTA\)](#)
 - Toolkits and other resources for procurement and contracting
- [Americans with Disabilities Act Guidance and Reference Materials \(US Department of Justice\)](#)
- ~~Fiscal Year 2013 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements~~ [Certifications and Assurances for FTA Grants and Cooperative Agreements \(FTA\)](#)
- ~~Circular FTA 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients~~ [Title VI Requirements and Guidelines for Federal Transit Administration Recipients, Circular FTA 4702.1B \(FTA\)](#)
- [SAM.gov \(General Services Administration\)](#)
- [Wisconsin State Statutes \(Legislative Reference Bureau\)](#)
- [Wisconsin Administrative Code \(Legislative Reference Bureau\)](#)
- Wisconsin state-wide [Elderly and Disabled Transportation Capital Assistance \(WisDOT\)](#)
- [Title VI of the Civil Rights Act of 1964 \(US Department of Justice\)](#)
- [49 CFR Part 26 Sample Disadvantaged Business Enterprise Program \(US DOT\)](#)
- [ECHO-Web User Manual \(FTA\)](#)

Appendix D – Index of Program Management Plan Requirements

Circular FTA C 9070.1HG Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions specifies that the Project Management Plan should address the following topics. The reference page numbers of the topics are shown at the right.

a. Program Goals and Objectives	<u>54</u>
b. Roles and Responsibilities	<u>76</u>
c. Coordination	<u>108</u>
d. Eligible Subrecipients	<u>43</u>
e. Local Share and Local Funding Requirements	<u>64</u>
f. Project Selection Criteria and Method of Distributing Funds	<u>119</u>
g. Annual Program of Projects Development and Approval Process	<u>1311</u>
h. State Administration, Planning and Technical Assistance (use of administrative costs)	<u>65</u>
i. Transfer of Funds (applies to State Management Plans)	N/A
j. Private Sector Participation	<u>1513</u>
k. Civil Rights	<u>1614</u>
l. Section 504 and ADA Reporting	<u>2421</u>
m. Program Measures (method for collecting and reporting data)	<u>2220</u>
n. Program Management	<u>2018</u>
o. Other Provisions	<u>2522</u>

Appendix E – Acronyms and Abbreviations

DR – Direct Recipient

ECHO Web – Electronic Clearing House Operation

FTA – Federal Transit Administration

LEP – Limited English Proficiency

MAP-21 – Moving Ahead for Progress in the 21st Century

~~MATPB – Madison Area Transportation Planning Board – a Metropolitan Planning Organization~~

Metro Transit – the City of Madison – Metro Transit

MPO – ~~Madison Area Transportation Planning Board~~ – Greater Madison Metropolitan Planning Organization

PMRCP – Program Management and Recipient Coordination Plan

NTD – National Transit Database

POP – Program of Projects

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users

WisDOT – Wisconsin Department of Transportation

TIP – Transportation Improvement Program

TrAMS – Transit Award and Management System (online web reporting for the FTA)

MPO 2025 Resolution No. 7

Amending the Program Management and Recipient Coordination Plan for the Madison Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

WHEREAS, the Madison Area Transportation Planning Board (MATPB) – An MPO adopted Resolution TPB No. 84 on November 13, 2013, supporting designation of the City of Madison – Metro Transit as the recipient for federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funds with MATPB responsible for preparing the Program Management and Recipient Coordination Plan (“Program Management Plan”, or PMP) in coordination with Metro Transit, prioritizing and selecting projects for Section 5310 program funding, and preparing the annual Program of Projects (POP) as part of the Transportation Improvement Program process; and

WHEREAS, the Governor designated the City of Madison – Metro Transit as the recipient of Section 5310 Program funds for the Madison Urbanized Area via letter to the Federal Transit Administration (FTA) on December 9, 2013; and

WHEREAS, a Program Management Plan that describes policies and procedures for administering the Section 5310 program in the Madison area, including the division of responsibilities between Metro Transit and MATPB is required to be on file with FTA; and

WHEREAS, MATPB adopted Resolution TPB No. 85 on February 5, 2014 approving the *Program Management and Recipient Coordination Plan for the Madison Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* as the required PMP; and

WHEREAS, MATPB adopted Resolution TPB No. 94 on September 3, 2014 amending the Madison Area Program Management Plan (PMP) to add project selection criteria and a competitive process for selecting projects, which has been used since 2015; and

WHEREAS, MATPB adopted Resolution TPB No. 156 on June 19, 2019 amending the Madison Area PMP to revise the project selection criteria to make the scoring process more transparent and incorporate some other changes based on experience in scoring projects, which was used in 2019; and

WHEREAS, MATPB adopted Resolution TPB No. 168 on January 8, 2020 amending the Madison Area PMP to incorporate comments received from the FTA in October, 2019, regarding changes required to reflect current FTA documents, reporting requirements, categorical exclusions, drug and alcohol testing, project closeout, audit, and restrictions on lobbying; and

WHEREAS, the MATPB was re-named the Greater Madison MPO (MPO) on November 13, 2024; and

WHEREAS, the FTA released Circular FTA C 9070.1H Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions, providing guidance for Section 5310 projects, in 2024; and

WHEREAS, the FTA released Award Management Requirements Circular C 5010.1F, incorporating and updating guidance for award administration and management activities for all applicable FTA Federal assistance programs, in 2024; and

WHEREAS, the MPO adopted MPO 2024 Resolution No. 22 on November 6, 2024 adopting the 2024 Coordinated Public Transit – Human Services Transportation Plan; and

WHEREAS, the Dane County Specialized Transportation Commission adopted the 2024 Coordinated Public Transit – Human Services Transportation Plan on November 20, 2024; and

WHEREAS, issues with Subrecipients complying with the Roles and Responsibilities outlined in the adopted PMP in recent years have resulted in the need to express those Roles and Responsibilities more explicitly, as well as to expressly state how Metro and the MPO will respond to problems with compliance;

NOW, THEREFORE, BE IT RESOLVED that the MPO approves an amendment to the *Program Management and Recipient Coordination Plan for the Madison Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* to address the aforementioned issues.

Date Adopted

Mark Opitz, Chair, Greater Madison MPO

MPO Agenda Cover Sheet
March 2, 2025

Item No. 7

<p>Re:</p> <p>Amendment of Greater Madison MPO Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) Program 2024 Program of Projects to transfer accessible vehicle purchase funding from NewBridge Madison to the Down Syndrome Association of Wisconsin</p>
<p>Staff Comments on Item:</p> <p>The Greater Madison MPO selected NewBridge Madison for funding for the purchase of an accessible vehicle in the 2024 Section 5310 Program of Projects. A Purchase Order was placed with A&J Mobility for the vehicle. Due to City of Madison budget cuts that eliminated \$200,000 in funding to NewBridge Madison, they are no longer able to provide the local match required for this vehicle purchase and have terminated their agreement with the City of Madison/Metro Transit. The vehicle is complete and the vendor desires to deliver it and take payment as soon as possible.</p> <p>The Down Syndrome Association of Wisconsin (DSAW) applied for funding the purchase of two vehicles in 2024 and were selected for funding of just one of those vehicles in the 2025 Program of Projects. DSAW is willing and able to take over the purchase of the vehicle, as well as to purchase their awarded vehicle from the 2025 Program of Projects.</p> <p>Section 5310.g allows the transfer of a 5310-funded vehicle between eligible subrecipients through the amendment of a Program of Projects. FTA C 9070.1H (Chapter VI.2.a) If this amendment to the 2024 Program of Projects is approved, a subsequent TIP amendment for this transfer would be included in the next 2025-2029 TIP amendment.</p>
<p>Materials Presented on Item:</p> <ol style="list-style-type: none">1. 2024 Section 5310 Program of Projects for the Madison Urbanized Area – Amended2. Greater Madison MPO Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) Program Descriptions of Projects Applying for 2024 Funding and Funding Recommendations – Amended
<p>Staff Recommendation/Rationale:</p> <p>Staff recommends approval</p>

2024 Section 5310 Program of Projects for the Madison Urbanized Area - Amended

Subrecipient	Service Area	Service Area Urban/Rural	Sub Type ¹	Project Type	Project Description/ALI	FTA Amount	Local Amount	Total Amount	Coordination Plan Page	Project Type ²
Category A Projects - Certified as having met federal requirements and approved for funding.										
City of Madison - Metro Transit	Madison Area	Urban	DR	Capital	Paratransit Eligibility & Mobility Coordination (Traditional)	\$87,040	\$21,760	\$108,800	33	14f
Dane County DHS	Dane County	Urban/Rural	LG	Capital	One-Call Center (Mobility Management)(Traditional)	\$90,666	\$22,666	\$113,332	33	14f
Dane County DHS	Dane County	Urban/Rural	LG	Capital	Mobility Training Bus Buddy Program (Mobility Management)(Traditional)	\$11,200	\$2,800	\$14,000	33	15c
Madison Area Rehabilitation Centers (MARC)	Madison Area	Urban	PNP	Capital	Two Accessible Vehicles (Traditional)	\$105,600	\$26,400	\$132,000	33	14a
Down Syndrome Association of Wisconsin	Madison Area	Urban	PNP	Capital	Accessible Vehicle (Traditional)	\$115,200	\$28,800	\$144,000	33	14a
Fico Skye Transportation	Madison Area	Urban	PO	Capital	Accessible Vehicle (Traditional)	\$0	\$0	\$0	33	14a
City of Madison - Metro Transit			DR		Grant Administration	\$47,982		\$47,982		12
Total						\$457,688	\$102,426	\$560,114		
Category B Projects - Pending federal requirements and/or pending approval for funding.										
Total						\$0	\$0	\$0		

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

² Project type defined in FTA C 9070.1G:

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

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

Greater Madison MPO

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

Program Descriptions of Projects Applying for 2024 Funding and Funding Recommendations - Amended

Subrecipient:	Madison Metro
Project:	Paratransit Eligibility & Mobility Coordinator [Mobility Management Project] (Traditional)
Requested FTA Amount:	\$87,040
Recommended FTA Amount:	\$87,040

Metro's Mobility Management project is for the funding of a Paratransit Eligibility & Mobility Coordinator (PE/MC position). The activities of the position include paratransit application processing and eligibility determination, transit orientation for paratransit applicants and others interested in using paratransit or fixed route bus service, and referral of candidates to travel training programs offered by Dane County.

Typical activities of the PE/MC also include: maintain and update client physical and electronic files; document and process visitor eligibility for visitors to Madison and assist with Metro documentation for visitors to other communities; update knowledge on community and transportation resources; continue to work toward completion of Mobility Manager certification; provide information and assistance by phone, email, mail and during eligibility assessments, and; assist with research, resolution and documentation regarding customer feedback.

Staff recommends that this project be fully funded.

Subrecipient:	Dane County Department of Human Services
Project:	One-Call Center [Mobility Management Project] (Traditional)
Requested FTA Amount:	\$113,332
Recommended FTA Amount:	\$113,332

The Dane County Mobility Management Project consists of the Dane County Transportation Call Center (CC). The CC is a transportation resource center staffed by a Mobility Manager. It is a single point-of-entry to transportation information in Dane County and provides information on all modes of available transportation including public transit, human services programs, vehicle acquisition and repair loans, ride sharing and other programs. Personalized services include identification of transportation availability; options counseling; introduction and referral to public transit; individual and group ride services, assessment and eligibility determination to authorize rides for specialized transportation and related programs; enrollment in travel training programs and follow up assistance in maintaining mobility. The service is free and open to everyone.

Staff recommends that this project be fully funded.

Subrecipient:	Dane County Department of Human Services
Project:	Travel Training Bus Buddy Program [Mobility Management] (Traditional)
Requested FTA Amount:	\$11,200
Recommended FTA Amount:	\$2,800

The Travel Training project consists of the RSVP volunteer Bus Buddy program. Bus Buddy trains passengers how to use Metro transit fixed route buses. Bus Buddy Program participants receive accompanied training to familiarize them with mainline transit. Both individualized and group BB training is available. Training is provided by volunteers.

Staff recommends that this project be fully funded.

Subrecipient:	Madison Area Rehabilitation Centers (MARC)
Project:	Purchase Accessible Vehicles [Vehicle Capital Project] (Traditional)
Requested FTA Amount:	\$105,600
Recommended FTA Amount:	\$105,600
Vehicle Description:	Minivan – Rear Entry (3/2) (two)

MARC, Inc. works with approximately 325 individuals with developmental and intellectual disabilities in the Dane County area. Services are provided at five locations throughout the county and at 150 businesses, volunteer agencies, and recreational sites.

This project would support the purchase of two wheelchair accessible vehicles that would be used to transport individuals to and from work, to volunteer in the community, and to cultivate community relationships that enrich their lives in the greater Madison and Stoughton communities.

Staff recommends that this project be fully funded.

Subrecipient:	Down Syndrome Association of Wisconsin
Project:	Purchase Accessible Vehicle [Vehicle Capital Project] (Traditional)
Requested FTA Amount:	\$115,200
Recommended FTA Amount:	\$115,200
Vehicle Description:	Medium Bus – Accessible (10/2 or 8/3)

Funding for this vehicle was initially awarded to NewBridge Madison; however, due to lack of ability to provide the local match for the purchase of the vehicle, NewBridge refused delivery of the vehicle and cancelled their contract to purchase it. The Down Syndrome Association of Wisconsin applied for funding for two vehicles in the 2025 program cycle and was awarded funding for one vehicle. They are able to pay the local match for this vehicle and to take delivery of the custom vehicle from the manufacturer on short notice.

The Down Syndrome Association of Wisconsin (DSAW) will acquire one new vehicle in order to provide no cost transportation services for people with intellectual and developmental disabilities (PWIDD) and their families and caregivers who live and work in the Madison urban area. The goal of this project is to advance economic stability and independent living options for PWIDD through improved access to transportation. In its first year, this new service will enable at least 960 individuals to safely, reliably, affordably, and efficiently travel to and from DSAW programs offered at our community facility in downtown Sun Prairie and other community venues; places of employment throughout the Madison urban area; and non-medical appointments, shopping, and other essential life enrichment activities. The requested vehicle will not be used as a replacement vehicle.

Staff recommends that this project be fully funded.

Subrecipient:	Fico Skye Transportation
Project:	Transfer Ownership of Accessible Vehicle [Vehicle Capital Project] (Traditional)
Requested FTA Amount:	\$0
Recommended FTA Amount:	\$0
Vehicle Description:	Accessible Mini-Van

This project transfers ownership of an accessible min-van purchased with Section 5310 funding under a previous award to Capitol Express. Capitol Express was sold to a third party which subsequently closed and the vehicle was no longer in service. This project allows the vehicle to be used for Section 5310 eligible shared-ride transportation of seniors and people with disabilities.

No funding is required for this project.

MPO Agenda Cover Sheet
March 2, 2025

Item No. 8

<p>Re:</p> <p>Update on Active Transportation Plan (ATP)</p>
<p>Staff Comments on Item:</p> <p>Although an Active Transportation Plan will be new for the MPO, it is a natural extension of our <i>2015 Bicycle Transportation Plan</i> plus the additional work conducted for the <i>Pedestrian/Bicycle Facilities, Policies, and Street Standards</i> best practices project completed in 2021.</p> <p>Work on the ATP started last year, primarily planning the plan so to speak. As part of that effort, we reviewed our existing plans and projects, started updating existing data and seeking additional data (including safety and rail data from the UW Traffic Operations Safety Lab), and began a structure and outline for the plan. Also in 2024, with the help of Toole Design Group, we began developing a survey that will be a critical piece of our public engagement strategy.</p> <p>The survey instrument will be finalized by the end of this month. It will be conducted via SurveyMonkey and will go live mid to late April and will remain open through July. The survey will include a map feature that will allow people to pinpoint locations. An outreach staff team is working on an outreach strategy including attending local community events happening throughout the spring and summer. Survey results will be compiled and analyzed by the end of the summer, a draft plan will be completed by mid-September, and we will present the draft plan to the TCC as well as the Policy Board. The TCC will recommend approval to the policy board and the Board will adopt at the December meeting.</p> <p>Coordination with other communities and other agencies is an important part of this planning process including sharing resources. For instance, the City of Madison is also embarking on active transportation planning efforts as well as the City of Middleton. We meet regularly with the City of Madison team to learn about each other's planning work, to make sure our efforts are complementary and to avoid potential confusion for the public.</p>
<p>Materials Presented on Item: none. Staff will provide a presentation at the meeting.</p>
<p>Staff Recommendation/Rationale:</p> <p>NA</p>