

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

**January 8, 2020**

**Madison Water Utility**  
**119 E. Olin Avenue, Conference Rooms A-B**

**6:30 p.m.**

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If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Madison Planning, Community & Econ. Development Dept. at (608) 266-4635 or TTY/TEXTNET (866) 704-2318.  
*Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.*

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*Por favor contáctenos con al menos 48 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 48 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 48 小时提出请求，以便我们做出安排。*

## **AGENDA**

1. Roll Call
2. Approval of December 4, 2019 Meeting Minutes
3. Communications
4. Public Comment (for items *not* on MPO Agenda)
5. Resolution TPB No. 167 Approving Amendment #2 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County
  - City of Stoughton, Accessible Van Purchase [NEW Section 5310 Program Project, 2020]
  - Madison Area Rehabilitation Centers, Purchase Two Accessible Vehicles [NEW Section 5310 Program Project, 2020]
  - Interstate 39/90 (South Beltline/USH 12/18 to Rock County Line), Reconstruction and Capacity Expansion Project [Modify scope to add rest areas and cost/funding, Const. thru 2022]
  - Interstate 39/90 (Lien Road to USH 51), Resurfacing [NEW, Const. in 2026]
  - Interstate 94 (CTH N to Airport Road in Lake Mills) [NEW, Const. in 2026]
  - University Avenue (Shorewood Blvd. to University Bay Dr.), Reconstruction [Revise schedule and local cost/funding, Const. in 2022]
6. Resolution TPB No. 168 Amending the Program Management and Recipient Coordination Plan for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program for the Madison Urbanized Area
7. Resolution TPB No. 169 Approving Amendment #2 to the 2019 Unified Planning Work Program and Memorandum of Agreement with Dane County for MATPB to Share in Cost of Fly Dane 2020 Project
8. Submission of Federal Safety Grant Application with City of Madison and UW Traffic Operations Safety Lab

9. Presentations and Discussion on Rebranding Project for MATPB and the Rideshare Etc. Program
10. Status Report on Capital Area RPC Activities
11. Announcements and Schedule of Future Meetings
12. Adjournment

Next MPO Board Meeting:

**Wednesday, February 5, 2020 at 6:30 p.m.**  
Madison Water Utility, 119 E. Olin Avenue, Room A-B

**Madison Area Transportation Planning Board (an MPO)  
December 4, 2019 Meeting Minutes**

Madison Water Utility, 119 E. Olin Ave, Conference Rooms A-B

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Chair Opitz called the meeting to order at 6:30 PM.

**1. Roll Call**

**Members present:** Sambah Baldeh, Margaret Bergamini, Paul Esser, Steve Flottmeyer (left during item #8), Grant Foster, Patrick Heck, Tom Lynch, Jerry Mandli, Ed Minihan (left during item #9), Mark Opitz, Bruce Stravinski, Mike Tierney (left during item #7), Doug Wood

**Members absent:** Kelly Danner

**MPO staff present:** Bill Schaefer, Colleen Hoesly, Ben Lyman

**Others present in an official capacity:**

Brandon Lamers, Michael Hoelker, Diane Paoni, and Brian Mitchell (WisDOT); Dane County Sheriff David Mahoney; Acting Chief of City of Madison Police Victor Wahl; Michael Cechvala (Madison Transportation)

**2. Approval of November 6, 2019 Meeting Minutes**

Minihan moved, Wood seconded, to approve the November 6, 2019 meeting minutes. Motion carried.

**3. Communications**

Schaefer noted that emailed comments were received regarding items #5 and #6, which were provided to board members.

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

None

**5. Resolution TPB No. 160 Approving Amendment #1 to the Regional Transportation Plan 2050 for the Madison Metropolitan Area to Add Beltline DPRTSU [sic] Project**

Schaefer presented information from a staff memo prepared responding to issues raised about the Beltline shoulder running project, including concerns about induced demand and the feasibility of making the part-time shoulder open to High Occupancy Vehicles (HOVs). Opitz went over the written comments received. The MPO received nineteen email comments with eleven were in favor of the plan and TIP amendments for the project, including comments from the Dane County Sheriff, Epic, Certco, WPS Health Solutions, Verona Road Business Coalition, and Middleton Chamber of Commerce. They cited travel time reliability and safety benefits. Eight comments from area residents and environmental groups were received in opposition to the amendments to add the project, citing safety and environmental concerns. An email was also received indicating that the City of Madison Transportation Planning and Policy Board opposed the amendments for the same reasons. More than a dozen members of the public were in attendance for the meeting; five attendees registered to speak during the public comment period in opposition to the amendments, similarly citing safety and environmental concerns as listed below with their comments:

Robert Alt, City of Madison resident: Concerns regarding Beltline noise and air pollution; requested that accident rates be studied and publicly reported; and asked for noise mitigation for adjacent neighborhoods and the arboretum;

Mary Anne Reed, City of Monona resident: Against narrowing lanes on the Beltline due to safety concerns, including avoiding debris on the roadway and making space for emergency services vehicles;

Robbie Webber, City of Madison resident: Concerned regarding induced demand, safety impacts of narrowing lanes; said project is out of line with sustainability goals of the City of Madison and Dane County; concerned about spillover traffic effects on local roadways; suggested to wait for the Beltline Study to be completed as she expects study to show that additional routes crossing the Beltline would reduce congestion at crossings/interchanges and would improve traffic flow both on and off the Beltline; stated that all highway expansion/lane addition projects should be for HOV only or HOV and toll in the future; disagreed with environmental justice analysis by staff;

Tom Wilson, City of Madison resident: Disagrees with supposition that reducing idling and increasing vehicle speeds will reduce air pollution; resources should be used to improve transit, not to facilitate SOV travel; concerned that some board members are not willing to make difficult decisions and continuing outdated approaches to transportation; he supports the maintenance portion of the project (resurfacing, drainage, and median wall improvements);

Don Ferber, City of Madison resident: Project is contrary to locally adopted plans to reduce carbon footprints; adding lanes will not move the region in that direction; urges delaying the project until the Beltline study is completed.

Minihan, Tierney, Stravinski, Baldeh, and Wood all spoke in favor of the amendments for the project, citing travel time reliability, safety, and operations improvements. Minihan said that he recently visited southeast Michigan where shoulder running had been implemented, and talked with first responders there and they said it was working well and had improved safety. Wood noted that it was a very cost effective improvement that would provide a short-term fix to the congestion and congestion related crashes on the Beltline. Foster and Bergamini voiced their opposition to the amendments. They expressed their concern about making a decision before a long-term strategy for the Beltline was developed, and concern about the project enabling an increase in the use of single occupant vehicles.

Board member discussion included questions regarding operations and cost/funding for the active management of the shoulder, emergency response, and incident management, directed to Lamers, Hoelker, Mahoney, and Wahl; Wahl deferred to Mahoney's response. Mahoney stated that the experience of first responders/EMS in other jurisdictions was favorable to DPTSU and that he supported it. He said it would reduce the more severe rear end crashes, which was what they were most concerned about.

Esser moved, Minihan seconded, to approve Resolution TPB No. 160 Approving Amendment #1 to the Regional Transportation Plan 2050 for the Madison Metropolitan Area to Add Beltline DPTSU Project was passed, with Foster, Bergamini, and Heck dissenting.

6. **Resolution TPB No. 161 Approving Amendment #1 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County**
  - **Beltline (Whitney Way to I-39/90), Resurfacing, Drainage Upgrades, Reconstruction of Median Barrier Wall [Modify scope and cost/funding, adding ITS infrastructure and software to implement dynamic part-time shoulder use, Const. in 2021].**

Minihan moved, Stravinski seconded, to approve Resolution TPB No. 161 Approving Amendment #1 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County. Motion carried, with Foster, Bergamini, and Heck dissenting.

[Note: Per staff suggestion, item #9 was taken up out of order after item #6.]

**7. Review of Round Two Section 5310 Program (Enhanced Services for Seniors and Individuals with Disabilities) Grant Project Applications for 2020 and Preliminary Approval of Draft Recommendations for Project Funding**

Lyman described the applications for funding, the application review and scoring process, and the two applications to be funded. Baldeh requested that applicants be invited to present on their applications to the policy board in future funding cycles, noting this was done for CDBG projects.

Foster moved, Baldeh seconded, to give preliminary approval of the draft recommendations for project funding for the second round of Section 5310 Program (Enhanced Services for Seniors and Individuals with Disabilities) grant project applications for 2020. Motion carried.

**8. Review and Approval of Proposed Revisions to Policies and Scoring Criteria for STBG Urban Transportation Alternatives Set Aside Program Projects**

Lyman discussed the process used to evaluate the scoring criteria, including how jurisdictions were selected for comparison and that JUST Bikes Coalition member agencies were invited to submit suggestions on criteria revision as representatives of groups that conduct outreach and involvement programs with disadvantaged populations. He gave an overview of the proposed changes to the application screening criteria and scoring criteria. Foster expressed concern about removing the scoring criteria related to facility maintenance. Lyman responded that it has more weight now as a screening criteria with a requirement that the facility will be maintained year-round versus just accounting for one point in the scoring.

Foster moved, Wood seconded, to approve the proposed revisions to the Policies and Scoring Criteria for STBG Urban Transportation Alternatives Set Aside Program Projects. Motion carried.

**9. Update on East-West Bus Rapid Transit Planning Study and Downtown Routing Options Being Considered**

Cechvala, City of Madison Transportation, presented on the routing options currently being considered for BRT through the downtown Madison area. Discussion followed, including Lynch introducing new factors that are being considered, including use of the Racial Equity and Social Justice Initiative toolkit and an accessibility analysis. Cechvala then presented on the routing options being considered at the west end of the route, and discussion turned to the possibility of relocating the West Transfer Point. Schaefer complimented city staff on the work done to lead the project and in particular the analysis completed of the routing options, which was very much staff versus consultant led.

**10. Brief Update on Rebranding Project for MATPB and the Rideshare Etc. Program**

Schaefer said that Distillery had been selected as the consultant for the rebranding project, and that they would be at the January meeting to discuss the project with the board. Hoesly added that developing the MATPB mission and vision would be part of the project discussion.

**11. Status Report on Capital Area RPC Activities**

Stravinski said the Capital Area RPC is working on its mission statement, and developing an abbreviated process for minor changes or adjustments to urban service areas.

**12. Announcements and Schedule of Future Meetings**

The next meeting is on Wednesday, January 8, 2020 at 6:30 PM at Madison Water Utility, 119 E. Olin Avenue, Room A-B.

**13. Adjournment**

Esser moved, Baldeh seconded, to adjourn. Motion carried. The meeting adjourned at 9:15 PM.



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

**Governor Tony Evers**  
**Secretary Craig Thompson**  
[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (608) 266-1114  
FAX: (608) 266-9912  
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December 13, 2019

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

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

Dear Mr. Fulkerson and Ms. Brookins:

Under the authority delegated to me by Governor Tony Evers, I am hereby approving the 2020 – 2024 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County. The Wisconsin Department of Transportation (WisDOT) will reflect by reference the 2020 – 2023 federal aid projects covered by this approval in our 2020 – 2023 Statewide Transportation Improvement Program (STIP), subject to the understandings I have indicated below.

The TIP as amended by the Madison Area Transportation Planning Board (MATPB) in Resolution No. 161 dated December 4, 2019 represents a cooperative effort between the Metropolitan Planning Organization (MPO), local communities, the transit operator and WisDOT, and is designed to meet the objectives and recommendations of the 2050 regional transportation system plan. A copy of the resolution approving the TIP as amended is attached.

Based on our review, we believe that the TIP as amended fulfills the federal transportation and planning requirements (Title 23 U.S.C. 134 and 135 and their implementing regulations 23 CFR 450 as amended) with respect to the inclusion of: 1) a four-year priority list of projects; 2) a financial plan that reflects federal, state and local resources that are reasonably expected to be available during this program period; and 3) both transit and highway projects to be funded with Federal Transit Act and Title 23 funds. Opportunities for public review and comment on the proposed TIP were provided through a public meeting and legal notice requesting citizen input.

In accordance with 23 CFR 450.336, the Wisconsin Department of Transportation (WisDOT) hereby certifies that the metropolitan transportation planning process is addressing major issues facing the State and its urbanized areas, and is being carried out in accordance with the following requirements:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;
- (2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the Fixing America's Surface Transportation Act (FAST Act) (P.L. 114-357), and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
- (6) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) 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;
- (8) 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;
- (9) Section 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

The TIP will become effective upon your subsequent approval of WisDOT's 2020 – 2023 STIP.

Sincerely,



Craig Thompson  
Secretary

ecc: William Schaefer, MATPB  
Mary Forlenza, FHWA  
Mitch Batuzich, FHWA  
Matt Spiel, FHWA  
Evan Gross, FTA  
William Wheeler, FTA  
Stephen Flottmeyer, WisDOT SW Region  
Jennifer Murray, WisDOT BPED  
Chuck Wade, WisDOT BPED



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December 30, 2019

William Schaefer, Director  
Madison Area Transportation Planning Board  
100 State Street., Suite 400  
Madison, WI 53703

Dear Mr. Schaefer:

In accordance with the Agreement for Comprehensive, Continuing, and Cooperative Transportation Planning for the Madison Metropolitan Planning Area, we hereby approve the 2020 MPO work program and authorize work to proceed on the transportation planning activities designated for funding. This authorization is effective January 1, 2020.

Approval of the work program is subject to the understanding set forth in the enclosed FHWA/FTA approval letter. The approved federal funding level for the MPO portion of the CY 2020 work program is as follows:

<b>FHWA PL (WI)</b>	<b>\$797,883.00</b>
<b>WisDOT Match</b>	<b>\$ 47,020.24</b>
<b>Local Match</b>	<b>\$152,450.51</b>
<b>Total:</b>	<b>\$997,353.75</b>

*Catalog of Federal Domestic Assistance (CFDA) number - 20.205 State ID number - 395.202  
For 2 CFR 200.331(a)(1) funding details, please see attached table.*

When submitting your progress reports, we request that you also send a copy directly to the Southwest Region, System Planning and Operations Planning Chief, Stephen Flottmeyer.

We look forward to a productive year in 2020, as we work together to develop and implement an innovative multi-modal long-range transportation plan for the Madison Metropolitan Planning Area.

Sincerely,

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

Charles Wade, Director  
Bureau of Planning and Economic Development

ecc: Stephen Flottmeyer, SPO Planning Chief - Southwest Region  
Jennifer Murray, WisDOT Planning Section Chief  
Mitch Batuzich, FHWA  
Mary Forlenza, FHWA  
Matthew Spiel, FHWA  
William Wheeler, FTA  
Even Gross, FTA  
WisDOT, BBS, Expenditure Accounting Unit



The following information is included per 2 CFR 200.331(a)(1) regulation to inform subrecipient of award details.

(i)	Subrecipient name	City of Madison
(ii)	Subrecipient's unique entity identifier (DUNS)	076147909
(iii)	Federal Award Identification Number (FAIN)	693JJ22030000Z450WI2020168
(iv)	Federal Award Date of award to the recipient by the Federal agency	12/20/2019
(v)	Subaward Period of Performance start and end date	January 1, 2020 – December 31, 2020
(vi)	Amount of Federal funds obligated by this action by the pass-through entity to the subrecipient	\$797,883.00
(vii)	Total amount of Federal funds obligated to the subrecipient by the pass-through entity including the current obligation	\$797,883.00
(viii)	Total amount of the Federal award committed to the subrecipient by the pass-through entity	\$797,883.00
(ix)	Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	MPO Planning Activities within 23 CFR 420 & 450
(x)	Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Federal Highway Administration Wisconsin Department of Transportation Jim Kuehn Statewide MPO-RPC Coordinator Bureau of Planning and Economic Development <a href="mailto:james.kuehn@dot.wi.gov">james.kuehn@dot.wi.gov</a> ; 608-266-3662
(xi)	CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement	20.205
(xii)	Identification of whether the award is R&D	Not an R&D award.
(xiii)	Indirect cost rate for the Federal award	Per approved Work Program



**Federal Highway Administration**  
525 Junction Rd, Suite 8000  
Madison, WI 53717-2157

**Federal Transit Administration**  
200 W. Adams Street, Suite 320  
Chicago, IL 60606-5232

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December 20, 2019

Mr. Chuck Wade, Director  
Bureau of Planning and Economic Development  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
Madison, WI 53707

Dear Mr. Wade:

Thank you for your December 6, 2019 letter conveying WisDOT endorsement of the Wisconsin Metropolitan Planning Organizations' 2020 Unified Planning Work Programs and the associated allocation of planning funding to support implementation (enclosed). The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) approve the following 2020 MPO work programs as the basis for federally funded metropolitan transportation planning activities in accordance with 23 CFR parts 420 and 450:

- *Overall Work Program – 2020*, Southeastern Wisconsin Regional Planning Commission, Approved by Resolution No. 2019-22, November 21, 2019;
- *2020 Unified Planning Work Program for the Madison, WI Metropolitan Area*, Madison Area Transportation Planning Board, Approved by Resolution TPB No. 164, November 6, 2019;
- *2020 Transportation Work Program & Budget*, East Central Wisconsin Regional Planning Commission, Adopted by Resolution 30-19 on October 25, 2019 (Appleton MPO and Oshkosh MPO);
- *2020 Transportation Planning Work Program*, Brown County Planning Commission, Green Bay MPO, Approved by Resolution No. 2019-10, November 6, 2019;
- *Urban Transportation Planning Work Program for the Eau Claire Urbanized Area 2020*, Chippewa-Eau Claire Metropolitan Planning Organization, Adopted by Resolution No. 19-05, October 2, 2019;
- *2020 Planning Work Program for the La Crosse Area Planning Committee*, Approved by Resolution 11-2019, November 20, 2019;
- *2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, Bay-Lake Regional Planning Commission, Sheboygan MPO, Approved by Resolution No. 11-2019, October 25, 2019;
- *2020 Unified Planning Work Program, Wausau Metropolitan Planning Organization*, Marathon County Metropolitan Planning Commission, Adopted by Resolution No. 11-19 on November 12, 2019;
- *2020 Work Program, Janesville Area Metropolitan Planning Organization*, Approved by Resolution No. 2019-06, November 11, 2019;

- *2020 Unified Transportation Work Program for the Fond du Lac Urbanized Area*, Fond du Lac MPO, Adopted by Resolution No. 06-19 on October 2, 2019;
- *Stateline Area Transportation Study Metropolitan Planning Organization (SLATS MPO) 2020 Unified Planning Work Program*, Adopted by resolution 2019-9 on October 28, 2019;
- *2020 – 2021 Unified Transportation Planning Work Program and Budget*, Duluth Superior Metropolitan Interstate Council. Adopted by Resolution No. 19-12 on September 18, 2019; and
- *Dubuque Metropolitan Area Transportation Study (DMATS) FY 2020 Transportation Planning Work Program*, East Central Intergovernmental Association, adopted May 9, 2019.

The MPOs are authorized to proceed with activities in the approved work programs beginning January 1, 2020 through December 31, 2020. WisDOT may advance a request for authorization of the corresponding federal funding to be effective on January 1, 2020.

Approval of the MPO work programs is granted subject to the following:

1. Costs incurred by each MPO must be accumulated and accounted to the individual work item level.
2. Prior Federal approval is required when any of the following changes occurs to an approved individual UPWP:
  - Any change which would result in the need for additional Federal funding.
  - Cumulative transfers among separately budgeted projects, elements or activities that exceed or are expected to exceed 10 percent of the total approved work program budget for the individual MPO.
  - Significant change in the scope of work for separately budgeted work elements, including adding or deleting consequential work items.
  - Need to extend the period of availability of funds.
  - Changes in key personnel where specified.
  - Contracting out, sub-granting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the grant.

Any of the work program changes listed above requires an amendment approved by the individual MPO Policy Board and FHWA.

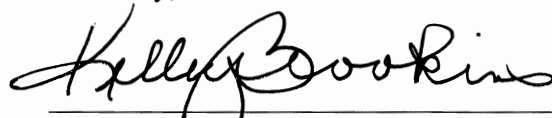
We look forward to working with WisDOT and the MPOs on another successful year of metropolitan transportation planning. Should you have any questions regarding this approval, please contact Mitch Batuzich of FHWA at (608) 829-7523, or Evan Gross of FTA at (312) 886-1619.

Sincerely,



Glenn D. Fulkerson  
Division Administrator  
Federal Highway Administration

Sincerely,



Kelley Brookins  
Regional Administrator  
Federal Transit Administration

## Enclosure

ecc: Bill Wheeler, FTA Region V, [William.Wheeler@dot.gov](mailto:William.Wheeler@dot.gov)  
 Evan Gross, FTA Region V, [evan.gross@dot.gov](mailto:evan.gross@dot.gov)  
 Mary Forlenza, FHWA  
 Mitch Batuzich, FHWA  
 Matt Spiel, FHWA  
 Glenn Fulkerson, FHWA  
 Tracey Blankenship, FHWA  
 Daniel Holt, FHWA  
 Chris Brown, FHWA  
 Charles Wade, WisDOT, BPED, [Charles.Wade@dot.wi.gov](mailto:Charles.Wade@dot.wi.gov)  
 Jennifer Murray, WisDOT BPED, [Jennifer.Murray@dot.gov](mailto:Jennifer.Murray@dot.gov)  
 Jim Kuehn, WisDOT, BPED, [james.kuehn@dot.wi.gov](mailto:james.kuehn@dot.wi.gov)  
 Steve Flottmeyer, WisDOT Southwest Region, [Stephen.Flottmeyer@dot.wi.gov](mailto:Stephen.Flottmeyer@dot.wi.gov)  
 Tony Barth, WisDOT Southeast Region, [Tony.Barth@dot.wi.gov](mailto:Tony.Barth@dot.wi.gov)  
 Brian Brock, WisDOT Northeast Region, [brian.brock@dot.wi.gov](mailto:brian.brock@dot.wi.gov)  
 Michael Wendt, WisDOT North Central Region, [Michael.Wendt@dot.wi.us](mailto:Michael.Wendt@dot.wi.us)  
 Timothy Mason, WisDOT Northwest Region, [Timothy.Mason@dot.wi.gov](mailto:Timothy.Mason@dot.wi.gov)  
 Kevin Muhs, Southeastern Wisconsin Regional Planning Commission,  
[KMUHS@SEWRPC.org](mailto:KMUHS@SEWRPC.org)  
 Bill Schaefer, Madison Area Transportation Planning Board,  
[wschaefer@cityofmadison.com](mailto:wschaefer@cityofmadison.com)  
 Eric Fowle, East Central Wisconsin Regional Planning Commission,  
[efowle@eastcentralrpc.org](mailto:efowle@eastcentralrpc.org)  
 Cole Runge, Brown County Planning Commission, [runge\\_cm@co.brown.wi.us](mailto:runge_cm@co.brown.wi.us)  
 Ann Schell, West Central Wisconsin Regional Planning Commission,  
[aschell@wcvrpc.org](mailto:aschell@wcvrpc.org)  
 Peter Fletcher, La Crosse Area Planning Committee, [PFletcher@lacrossecounty.org](mailto:PFletcher@lacrossecounty.org)  
 Jeff Agee-Aguayo, Bay-Lake Regional Planning Commission, [jagee@baylakerpc.org](mailto:jagee@baylakerpc.org)  
 Dave Mack, Marathon County Metropolitan Planning Commission,  
[Dave.Mack@co.marathon.wi.us](mailto:Dave.Mack@co.marathon.wi.us)  
 Duane Cherek, Janesville Area Metropolitan Planning Organization,  
[cherekd@ci.janesville.wi.us](mailto:cherekd@ci.janesville.wi.us)  
 Alexander Brown, Janesville Area Metropolitan Planning Organization,  
[brown@ci.janesville.wi.us](mailto:brown@ci.janesville.wi.us)  
 T.J. Nee, Stateline Area Transportation Study, [NeeT@beloitwi.gov](mailto:NeeT@beloitwi.gov)  
 Ron Chicka, Duluth-Superior Metropolitan Interstate Commission, [rchicka@ardc.org](mailto:rchicka@ardc.org)  
 Chandra Ravada, Dubuque Metropolitan Area Transportation Study, [cravada@ecia.org](mailto:cravada@ecia.org)



**Wisconsin Department of Transportation**  
Office of the Secretary  
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Madison, WI 53705

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**Secretary Craig Thompson**  
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FAX: (608) 266-9912  
Email: [sec.exec@dot.wi.gov](mailto:sec.exec@dot.wi.gov)

December 6, 2019

Mary Forlenza  
Federal Highway Administration  
525 Junction Rd, Ste 8000  
Madison, WI 53717

**Re: 2020 Unified Planning Work Program (UPWP) Endorsement for all Wisconsin Metropolitan Planning Organizations (MPOs)**

The Wisconsin Department of Transportation (WisDOT) endorses each MPO's 2020 UPWP and hereby approves all associated Indirect Cost Allocation Plans as the basis for state and federal funding under the Cooperative Agreements for Continuing Transportation Planning between the MPOs, the local Transit Operators, and WisDOT. Attached is the 2020 MPO Funding Endorsement table detailing FHWA/FTA funding allocations per the MPOs' respective approved and adopted UPWPs.

Actual state and local shares matching federal planning funds vary by MPO, as indicated on the attached table exhibiting the associated Federal, State, and Local funds. All funding allocations listed are to be used to complete work activities contained in the MPOs' 2020 UPWPs. In finalizing their respective work programs, MPO staff have taken into account comments received by FHWA, FTA, WisDOT, and the MPOs' public involvement process. We look forward to your approval and continuing support of Wisconsin's Metropolitan Transportation Planning Program.

Sincerely,

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

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

Cc via e-mail: William Wheeler, Federal Transit Administration  
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Bureau of Financial Management

**2020 MPO Funding Endorsement Table**

12.06.2019 - after GB and Dubuque release of Federal PL funds / before Fox Cities Amendment accepting released Federal PL funds

MPO	Federal PL/CPG Formula Funding (a)	State Match	Local Match	Total PL/CPG Funding	Percentage of Federal PL/CPG Formula Funding (a)	Percentage of State Match	Percentage of Local Match	Total Funding (All Sources)
Beloit	118,754.00	5,282.33	24,406.17	148,442.50	80.00000%	3.55850%	16.44150%	\$148,442.50
Dubuque	4,107.00	243.00	783.75	5,133.75	80.00000%	4.73340%	15.26660%	\$5,133.75
Eau Claire	208,507.00	12,040.24	40,086.51	260,633.75	80.00000%	4.61960%	15.38040%	\$260,633.75
Fond du Lac	111,298.00	6,426.90	21,397.60	139,122.50	80.00000%	4.61960%	15.38040%	\$139,122.50
Fox Cities & Oshkosh	577,363.00	34,024.72	110,316.03	721,703.75	80.00000%	4.71450%	15.28550%	\$721,703.75
Green Bay	361,523.00	24,175.95	66,204.80	451,903.75	80.00000%	5.34980%	14.65020%	\$451,903.75
Janesville	168,000.00	8,154.51	33,845.49	210,000.00	80.00000%	3.88310%	16.11690%	\$210,000.00
La Crosse	193,623.00	11,180.76	37,224.99	242,028.75	80.00000%	4.61960%	15.38040%	\$242,028.75
Madison	797,883.00	47,020.24	152,450.51	997,353.75	80.00000%	4.71450%	15.28550%	\$997,353.75
SEWRPC	3,323,932.00	202,901.12	628,081.88	4,154,915.00	80.00000%	4.88340%	15.11660%	\$4,154,915.00
SEWRPC -Salt Study	119,083.00	0.00	29,770.75	148,853.75	80.00000%		20.00000%	\$148,853.75
Sheboygan	168,000.00	8,348.13	33,651.87	210,000.00	80.00000%	3.97530%	16.02470%	\$210,000.00
Superior	68,000.00	3,166.08	13,833.92	85,000.00	80.00000%	3.72480%	16.27520%	\$85,000.00
Wausau	168,000.00	8,736.63	33,263.37	210,000.00	80.00000%	4.16030%	15.83970%	\$210,000.00
<b>TOTAL</b>	<b>\$6,388,073.00</b>	<b>\$371,700.61</b>	<b>\$1,225,317.64</b>	<b>\$7,985,091.25</b>	80.00000%	4.6549%	15.3451%	<b>\$7,985,091.25</b>

**\$4,303,768.75**

**(a) Total Federal Planning Funds (includes PL and CPG)**

**Note:** Federal PL/CPG Funds includes both FHWA-PL and FTA-5303 funds.

Extension of 2019 Work Activity Funding \*\*

MPO	Federal PL/CPG Formula Funding (a)	State Match	Local Match	Estimated PL/CPG Funding for Extended 2018 Work Activities	Percentage of Federal PL/CPG Formula Funding (a)	Percentage of State Match	Percentage of Local Match
La Crosse	\$46,560.00	\$2,755.42	\$8,884.58	<b>\$58,200.00</b>	80.00000%	4.73440%	15.26560%
Madison	\$117,200.00	\$7,101.44	\$22,198.56	<b>\$146,500.00</b>	80.00000%	4.84740%	15.15260%

\*\* 2019 UPWP work activity funds are to be used as indicated in approved amendments to the 2019 UPWPs and invoiced for reimbursement before May 31, 2020.

**TPB (MPO) Agenda Cover Sheet**  
**January 8, 2020**

**Item No. 5**

**Re:**

Resolution TPB No. 167 Approving Amendment #2 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

**Staff Comments on Item:**

A TIP amendment was requested by WisDOT to add two Interstate resurfacing projects and modify the scope and cost/funding of the Interstate (USH 12/18 to County Line) expansion project to include rest areas. Also, the schedule for the MPO-funded University Avenue (Shorewood Blvd. to University Bay Dr.) reconstruction project has been pushed back a year with the letting in November 2021 and construction in 2022 rather than 2021. WisDOT has approved this schedule change. Staff is hopeful the delay will not affect the MPO's available funding in the next program cycle. The delay is due in large part to the time spent exploring the storm water interceptor off alignment of the street project, which is not being pursued now at this time. The city will now be constructing storm sewer along the roadway corridor, which according to city Engineering staff will protect against a 25-year flood event. The cost estimate with the new storm sewer work is being refined, but the overall project cost will utilize all of the committed federal funding with a higher than 40% match to be required by the city. The total cost estimate is not being revised at this time, but the listing is being clarified to show some of it for utilities.

A TIP amendment is also needed to add the two Section 5310 program projects that were selected for funding in the second round of applications administered. Those are the purchase of an accessible van by the City of Stoughton for their shared ride taxi service and the purchase of two accessible vehicles by Madison Area Rehabilitation Centers to transport individuals with intellectual disabilities to and from work and other activities.

**Materials Presented on Item:**

1. Resolution TPB No. 167 Approving Amendment #2 to the 2020-2024 TIP (including attachments)
2. Final Section 5310 Program of Projects table with the two additional projects funded in the second application round.

**Staff Recommendation/Rationale:**

Staff recommends approval.

## Resolution TPB No. 167

### Amendment No. 2 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County

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

**WHEREAS**, MATPB adopted TPB Resolution No. 161 on December 4, 2019, approving Amendment No. 1; and

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

**WHEREAS**, an amendment is needed to:

(a) modify the scope and cost/funding of the federally funded Interstate 39/90 (South Beltline/USH 12/18 to Rock County Line) Reconstruction and Capacity Expansion project, adding funding for the construction of rest areas;

(b) add the federally funded Interstate 39/90 (Madison to Portage) (Lien Road to USH 51) Resurfacing-Mill & Overlay project;

(c) add the federally funded Interstate 94 (Madison to Lake Mills) (CTH N to Airport Road) Resurfacing-Mill & Overlay project; and

(d) modify the local cost/funding and timing of the federally funded University Avenue (Shorewood Blvd to University Bay Drive) Reconstruction project; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that MATPB approves Amendment No. 2 to the 2020-2024 Transportation Improvement Program for the Madison Metropolitan Area & Dane County, making the following project revisions and additions as shown on the attached project listing table:

1. **REVISE** the Interstate 39/90 (South Beltline/USH 12/18 to Rock County Line) Reconstruction and Capacity Expansion Project on page 28 of the Street/Roadway Projects section, revising the project description to include the construction of rest areas, increasing federal NHPP and state construction funding, and revising the total project cost.
2. **ADD** the Interstate 39/90 (Lien Road to USH 51) Resurfacing-Mill & Overlay Project to page 28 of the Street/Roadway Projects section.
3. **ADD** the Interstate 94 (CTH N to Airport Road in Lake Mills) Resurfacing-Mill & Overlay Project to page 28 of the Street/Roadway Projects section.



4. **REVISE** the University Avenue (Shorewood Blvd to University Bay Drive) Reconstruction Project on page 40 of the Street/Roadway Projects section, adding utility costs to the project, revising the total construction cost, and delaying construction until 2022.

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Date Adopted

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Mark Opitz, Chair  
Madison Area Transportation Planning Board



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

Funding Source		Programmed Expenditures					Estimated Available Funding				
Agency	Program	2020	2021	2022	2023	2024*	2020	2021	2022	2023	2024*
Federal Highway Administration	National Highway Performance Program	63,416	14,487	2,217	3,337	0	63,416	14,487	2,217	3,337	0
	Bridge Replacement and Rehabilitation	0	0	0	0	0	0	0	0	0	0
	Surface Transp. Block Grant Program - Madison Urban Area	171	12,886	181	23,558	1,369	171	12,886	181	23,558	1,369
	Surface Transp. Block Grant Program - State Flexibility	0	0	2,570	0	13,842	0	0	2,570	0	13,842
	Surface Transp. Block Grant Program - Transp. Alternatives	675	1,364	0	0	0	675	1,364	0	unknown	unknown
	Highway Safety Improvement Program	0	3,108	0	1,697	0	0	3,108	0	1,697	0
Federal Transit Administration	Section 5307 Urbanized Area Formula Program	6,777	8,008	8,249	8,499	8,759	6,777	8,008	8,249	8,499	8,759
	Sec. 5339 Bus & Bus Facilities	0	939	954	969	984	0	939	954	969	984
	Sec. 5337 State of Good Repair	0	955	970	985	1,000	0	955	970	985	1,000
	Sec. 5310 E/D Enhanced Mobility Program	332	0	0	0	0	365	0	0	0	0
	Sec. 5311 Rural Area Formula Program	1,058	1,075	1,091	1,108	1,126	1,058	1,075	1,091	1,108	1,126
	Sec. 5314 NRP, Sec. 5339 Alt. Analysis Program	0	0	0	0	0	0	0	0	0	0

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

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

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

Section 5310 Program of Projects for the Madison Urbanized Area - 2020										
Subrecipient	Service Area	Service Area Urban/Rural	Sub Type <sup>1</sup>	Project Type	Project Description/ALI	FTA Amount	Local Amount	Total Amount	Coordination Plan Page	Project Type <sup>2</sup>
<b>Category A Projects</b> - Certified as having met federal requirements and approved for funding.										
Dane County DHS	Dane County	Urban/Rural	LG	Capital	One-Call Center, Mobility Training, and Bus Buddy Program	\$112,166	\$28,070	\$140,236	17, 20, 25, 27 - 29, 33	14f
City of Madison - Metro Transit	Madison Area	Urban	DR	Capital	Patatransit Eligibility & Mobility Coordinator	\$77,040	\$19,260	\$96,300	27, 28, 33, 34	14f
Community Living Connections	Madison Area	Urban	PNP	Capital	Accessible Vehicle	\$38,560	\$9,641	\$48,201	29 - 31	14a
City of Stoughton	City of Stoughton & Three-Mile Radius	Urban/Rural	LG	Capital	Accessible Vehicle	\$30,359	\$7,590	\$37,949	33	14a
Madison Area Rehabilitation Centers (MARC)	Stoughton and Greater Madison	Urban/Rural	PNP	Capital	Accessible Vehicle	\$73,787	\$32,400	\$106,187	35, 38	14a
City of Madison - Metro Transit			DR		Grant Administration	\$33,191		\$33,191		12
<b>Total</b>						<b>\$365,103</b>	<b>\$96,961</b>	<b>\$462,064</b>		
<b>Category B Projects</b> - Pending federal requirements and/or pending approval for funding.										
<b>Total</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

<sup>1</sup> DR - Direct Recipient, PNP - Private Non-Profit, LG - Local Governmnet, PO - Private Operator receiving indirect funds

<sup>2</sup> Project type defined in FTA C 9070.1G:

12 - Administration expenses

14a - Rolling stock and related activities (meeting the 55% requirement)

14b - Passenger facilities (meeting the 55% requirement)

14c - Support facilities and equipment (meeting the 55% requirement)

14d - Lease of equipment (meeting the 55% requirement)

14e - Acquisition of transportation services under a contract, lease, or other arrangement, including user-side subsidies (meeting the 55% requirement)

14f - Support for mobility management and coordination programs (meeting the 55% requirement)

15a - Public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities

15b - Public transportation projects that exceed the requirements of the ADA

15c - Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service

15d - Alternatives to public transportation that assist seniors and individuals with disabilities with transportation

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

# TPB (MPO) Agenda Cover Sheet

## January 8, 2020

Item No. 6

**Re:**

Resolution TPB No. 168 Amending the Program Management and Recipient Coordination Plan for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program for the Madison Urbanized Area

**Staff Comments on Item:**

The Federal Transit Administration's Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program provides funding to local governments, non-profit organizations, and operators of public transportation for projects that remove barriers to transportation service or expand transportation mobility options that go beyond required ADA complementary paratransit service. MPOs for large urban areas such as Madison receive an allocation of funding under the program and select projects for funding.

A Program Management and Recipient Coordination Plan (PMRCP, or PMP) is required, which identifies the policies and procedures for administering the Section 5310 program. The current PMP was adopted by MATPB in 2014, and was amended in June of 2019. It outlines the division of responsibilities between Metro Transit and MATPB. Metro is the designated recipient (DR) of the funds, but MATPB prioritizes and selects the projects for funding. Metro Transit's DR responsibilities include applying to FTA for the program grants and handling all aspects of grant administration, including reporting to the FTA.

Following the June 2019 amendment to the PMP, FTA submitted comments to MATPB regarding changes required to reflect current FTA documents, reporting requirements, categorical exclusions, drug and alcohol testing, project closeout, audits, and restrictions on lobbying. These changes are incorporated in the proposed PMP amendment.

Staff also proposes revisions to the project selection process based on experience in awarding projects, notably that the actual process has included MATPB review and preliminary approval of the Program of Projects, which lists the projects to be funded; the process in the PMP does not include this preliminary review. Additionally, reference in the PMP to applicants' ability to appeal funding recommendations does not include a process or criteria for appeals, and overstates the intent, which is that applicants may register a protest if their project is not selected for funding. Finally, during the December 2019 meeting, MATPB board members suggested that applicants be provided an opportunity to present their projects to the policy board and answer questions prior to POP approval. It should be noted that staff does not believe it is necessary to require applicants to present on their projects, and believes that such a requirement would simply create another obstacle for non-profit organizations to applying for funding. The PMP is being amended to incorporate these changes to the project award process.

**Materials Presented on Item:**

1. Resolution TPB No. 168
2. Draft Program Management and Recipient Coordination Plan showing proposed revisions

**Staff Recommendation/Rationale:** Staff recommends approval of Resolution TPB No. 168 revising the Program Management and Recipient Coordination Plan for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program for the Madison Urbanized Area.

## **Resolution TPB No. 168**

### **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**, the PMP needs to be amended again to incorporate comments received from 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 PMP does not include preliminary review and approval of the POP by the MATPB, although it has been the practice of the MATPB to conduct this preliminary review and approval of the POP; and

**WHEREAS**, the PMP refers to appeals being due to MPO staff but does not provide any criteria or process for appeals, and the intent of this section was to provide applicants with an opportunity to protest awards which they do not agree with but not to provide applicants with an opportunity to submit new information or have their application re-considered after scoring; and

**WHEREAS**, during the December 4, 2019 MATPB meeting, board members suggested that applicants should be provided an opportunity to make presentations on and answer questions about their applications:

**NOW, THEREFORE BE IT RESOLVED** that MATPB 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.

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Date Adopted

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Mark Opitz, Chair,  
Madison Area Transportation Planning Board





# 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 (MPO)

and

City of Madison, Metro Transit

Adopted February 2014

Amended September 2014

Amended June 2019

**DRAFT Revisions Based on FTA Comments October 2019 and MATPB Policy Board requests of 12/4/19**

DRAFT

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# 1. Introduction

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

Under the previous federal transportation authorization legislation – the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) – there were two programs that were designed to enhance mobility for seniors and people with disabilities.

These programs were:

**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, a new federal transportation authorization bill was signed into law. The new law – Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) – 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 is 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 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 similar projects with fewer restrictions.

The most recent federal transportation authorization bill, the Fixing America's Surface Transportation (FAST) Act, adopted in 2015, 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).

**Proposed** [Circular FTA C 9070.1G](#) 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 9070.1G, 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.

## **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) – A Metropolitan Planning Organization (MPO) serves as the MPO for Madison Urban Area in central Dane County. With a 2010 population of about 408,000<sup>1</sup>, 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.

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<sup>1</sup> 2010 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:

...Enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

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

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

### 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 2013-2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County, prepared and published by the MPO, has served as this document. ~~The Draft 2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County, also prepared and published by the MPO, is being reviewed and is scheduled to be adopted concurrently with this related Program Management Plan amendment. Once adopted, the 2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County will replace the 2013 plan.~~

### 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. 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 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 the Coordinated Public Transit – Human Services Transportation Plan for Dane County
- 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; assure that procurement regulations are met
- Develop and maintain a Maintenance Plan to be held on file with Metro Transit
- Inspect, 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
- 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](http://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](http://www.login.gov)
- Comply with all additional applicable state and federal requirements

## 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 may 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 draft preliminary POP. ~~Appeals are~~ 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 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.

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**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:

<b>Section 5310 Application Scoring Criteria</b>		<b>Maximum Points</b>
<b>1. Demonstration of Need and Project Benefits</b>		<b>40</b>
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"> <li>• Replacement or Service Level Maintenance Vehicle- Explains why current fleet cannot meet current needs (10 Points)</li> <li>• Expansion Vehicle- Describes the planned service expansion and how the need for the expanded service was determined (8 Points)</li> <li>• 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)</li> <li>• 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)</li> </ul>		10
Supported by the Coordinated Plan- The project overcomes barrier to transportation and/or meets an unmet need. <ul style="list-style-type: none"> <li>• Identified as a Tier 1 Strategy Project (10 Points)</li> <li>• Identified as a Tier 2 Strategy Project (6 Points)</li> <li>• Not identified as a strategy, but addresses a need (3 Points)</li> </ul>		10
The project serves a reasonable number of individuals or trips given the project budget. <ul style="list-style-type: none"> <li>• Should include total number of people served, and percentage of seniors or individuals with a disability served</li> </ul>		10
<b>2. Promotes the Development of a Coordinated Network</b>		<b>30</b>
The application identifies other transportation services available and how the project complements rather than duplicates them. <ul style="list-style-type: none"> <li>• Could include (but not limited to) increased hours of operation, reduction of coverage gaps, increased access to medical/employment/recreation trips</li> </ul>		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"> <li>• Public- Project/service is open to all eligible seniors or individuals with disabilities (5 Points)</li> <li>• Private- Project/service is limited to a select client base (2 points)</li> </ul>		5
<b>3. Financial and Management Capacity</b>		<b>30</b>
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
- 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 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 committees, 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.

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## 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.

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## 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:
  - Gaps in service filled by Section 5310 projects
  - Ridership
  - Physical improvements (such as sidewalks, transportation facilities, or technology)

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

(continued next page)



- 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 monthly 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 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-visits.

## 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 771.117(c) — activities and projects which have very limited or no environmental effects at all (e.g., planning studies, preliminary design work, program administration, operating assistance and the purchase of transit vehicles).
- CE under 23 CFR 771.117(d) — activities and projects involving construction and/or have a greater potential for off-site environmental impacts (e.g., construction of transit facilities, parking, etc.). These projects may be designated CE after review of documentation. In order to receive a documented CE, a subrecipient must complete a CE checklist, including an Environmental Justice (EJ) analysis. WisDOT will first review the completed checklist before sending it to FTA, which has final authority to grant the CE. For a copy of the checklist and more detail on the review process, see the WisDOT Transit Procedures and Oversight Manual.
- 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).<sup>2</sup>

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.

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<sup>2</sup> [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Section\\_118\\_Guidance-November\\_2014.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Section_118_Guidance-November_2014.pdf)

## **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.

## **Drug and Alcohol Testing**

Recipients or subrecipients that receive only Section 5310 program funds assistance are not subject to FTA's drug and alcohol testing rules. However, these subrecipients, 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 [FTA 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 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.

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**Staff Contacts**

<b>Agency</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Madison Area Transportation Planning Board (MPO) Staff	Ben Lyman	(608) 243-0182	<a href="mailto:blyman@cityofmadison.com">blyman@cityofmadison.com</a>
Metro Transit	Scott Korth	(608) 266-6538	<a href="mailto:skorth@cityofmadison.com">skorth@cityofmadison.com</a>
Wisconsin Department of Transportation (WisDOT)	Lorrie Olson	(608) 266-1535	<a href="mailto:Lorrie.Olson@dot.wi.gov">Lorrie.Olson@dot.wi.gov</a>
	-or- John Swissler	(608) 264-9532	<a href="mailto:John.Swissler@dot.wi.gov">John.Swissler@dot.wi.gov</a>

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## Appendix A – Recipient Designation Letter



**SCOTT WALKER**  
**OFFICE OF THE GOVERNOR**  
**STATE OF WISCONSIN**

P.O. Box 7863  
MADISON, WI 53707

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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**

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## Appendix C – References

- [Fact Sheet - Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 \(FTA\)](#)
- [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 \(US Department of Justice\)](#)
- [Fiscal Year 2013 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements \(FTA\)](#)
- [Circular FTA 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients \(FTA\)](#)
- [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 9070.1G 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 .....	4
b. Roles and Responsibilities .....	6
c. Coordination .....	8
d. Eligible Subrecipients .....	3
e. Local Share and Local Funding Requirements .....	5
f. Project Selection Criteria and Method of Distributing Funds .....	<u>998</u>
g. Annual Program of Projects Development and Approval Process .....	<u>111110</u>
h. State Administration, Planning and Technical Assistance (use of administrative costs) .....	5
i. Transfer of Funds (applies to State Management Plans) .....	N/A
j. Private Sector Participation .....	<u>131312</u>
k. Civil Rights .....	<u>141413</u>
l. Section 504 and ADA Reporting .....	<u>212120</u>
m. Program Measures (method for collecting and reporting data) .....	<u>202019</u>
n. Program Management .....	<u>181817</u>
o. Other Provisions .....	<u>222221</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 21<sup>st</sup> 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 – a 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

~~TEAM – Transportation Electronic Award and Management (online web reporting for the FTA)~~

TIP – Transportation Improvement Program

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

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**TPB (MPO) Agenda Cover Sheet**  
**January 8, 2020**

**Item No. 7**

**Re:**

Resolution TPB No. 169 Approving Amendment to the 2019 Unified Planning Work Program and Memorandum of Agreement with Dane County for MATPB to Share in Cost of the Fly Dane 2020 Project

**Staff Comments on Item:**

Fly Dane is a cooperative Dane County project related to the development of digital orthophotography. The City of Madison, along with other metro area communities, are participating in the 2020 project. MPO staff were approached by Dane County Land Information Office staff about participating in the project. MPO participation will allow for coverage of the entire MPO planning area and reduce the cost of the imagery for participating municipalities by 42% from \$350/section to \$200/section. MPO staff use the color 3-inch resolution imagery for updating the pedestrian and bicycle facility geodatabases and when conducting transportation analyses of urban sewer service amendments, among other purposes. MPO staff also felt it was a helpful service the MPO could provide to our area communities as the lower cost allowed more of them to participate and saved all money on the purchase. Due to staff cost savings from our Administrative Clerk position being vacant for many months, we are able to cover the MPO's contribution of \$12,000 towards the project.

A work program budget amendment is needed to shift funding for the Fly Dane 2020 project and carry the funding over to 2020 when the purchase will be made. The additional carryover funding must be spent and invoiced to WisDOT by the end of May next year. Along with the resolution amending the work program, the draft Memorandum of Agreement with Dane County for sharing in the cost of the project is attached. Staff is seeking approval for the work program amendment and the MOA for the purchase.

**Materials Presented on Item:**

1. Resolution TPB No. 169
2. Draft Memorandum of Agreement with Dane County Land Information Office for contribution towards the Fly Dane 2020 high resolution color aerial photography.

**Staff Recommendation/Rationale:** Staff recommends approval of Resolution TPB No. 169 approving Amendment #2 to the 2019 Work Program and the MOA for the Fly Dane project.

**Resolution TPB No. 169**  
**Approving Amendment #2 to the 2019 Unified Planning Work Program and Budget**

**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 Madison Area Transportation Planning Board (MATPB) is the designated MPO for the Madison, Wisconsin Metropolitan Area with responsibilities to perform regional transportation planning and programming; and

**WHEREAS** the MATPB Unified Planning Work Program is annually updated, and the 2019 Work Program dated November 2018 was approved on November 7, 2018; and

**WHEREAS** the MATPB Unified Planning Work Program was amended on October 2, 2019 in order to carry over into 2020 some 2019 funding to cover part of the cost for the travel model project, renewal of the Streetlight data subscription, and finish work on the MATPB and Rideshare Etc. program rebranding project; and

**WHEREAS** planning grants for 2019 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 MATPB'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** MATPB wishes to add a new project to the 2019 Work Program to participate in the Fly Dane 2020 project related to the development of digital orthophotography for the Madison metropolitan area; and

**WHEREAS** MATPB's participation in the Fly Dane 2020 project will allow for imagery coverage of the entire metro area and reduce the cost of the imagery for participating communities by 42%; and

**WHEREAS** the imagery will be used to update MATPB's pedestrian and bicycle facility geodatabases and other transportation planning purposes; and

**WHEREAS** MATPB is therefore requesting that the 2019 work program and budget be amended to add the project to participate in Fly Dane 2020, shifting \$12,000 in funding from Work Element 2200 (Long Range Multi-Modal System-wide Planning) to a new work element for this project as reflected in the attached revised 2019 Work Program budget; and

**WHEREAS** MATPB is also requesting that the date within which to complete the Fly Dane 2020 orthophotography purchase project be extended to May 31, 2020 with the carryover 2019 funding to be spent and invoiced by that date:

**NOW, THEREFORE, BE IT RESOLVED** that MATPB approves Amendment #2 to the 2019 Unified Planning Work Program revising the budget table to add the Fly Dane 2020 project and extending the date to complete this project and spend the funding until May 31, 2020 with the carryover funding to be spent and invoiced by May 31, 2020; and

**BE IT FURTHER RESOLVED** that MATPB approves the execution of a Memorandum of Agreement (MOA) with Dane County for MATPB to share in the cost of the Fly Dane 2020 project; and

**BE IT FURTHER RESOLVED** that the MPO Transportation 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 Madison Area Transportation Board 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, ex, or age in employment or business opportunity;
4. Sections 1101(b) of the Fixing America's Surface Transportation (FAST) Act (Pub. L. 114-357) 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.

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Date Adopted

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Mark Opitz, Chair

**2019 MADISON AREA TRANSPORTATION PLANNING BOARD BUDGET AND WORK PROGRAM ELEMENTS**

WORK ELEMENT NUMBER	WisDOT Work Element Percent (6)	PERSON MONTHS	STAFF HOURS	FHWA/ FTA PL FUNDS 80.0%	WisDOT (1)	MPO/ Local	STBG-U 80% (2)	OTHER PROGRAMS			TOTAL MPO Non-Local	Total MPO/ Local	MPO PROGRAM TOTAL	
				80.0000%	4.8474%	15.1527%	MPO/ Local	(See Key)	OTHER	MPO/ Local				
STAFF AND INDIRECT COSTS														
2100	100% AD	11.20	1,881	94,349	5,717	17,870					100,066	17,870	117,936	
2200	100% LR	19.06	3,200	160,533	9,727	30,406					170,260	30,406	200,666	
2300	50% LR	19.00	3,190	160,056	9,698	30,316					169,754	30,316	200,070	
	50% SR													
2400	100% SR	7.00	1,175	58,968	3,573	11,169					62,541	11,169	73,710	
2500	100% SR	5.00	840	42,120	2,552	7,978		(3)	See note		44,672	7,978	52,650	
2600	100% TIP	4.20	705	35,381	2,144	6,701					37,525	6,701	44,226	
2700	60% LR	7.80	1,310	65,707	3,981	12,445					69,689	12,445	82,134	
	40% SR													
2800	100% SR	10.72	1,800				88,800	22,200			88,800	22,200	111,000	
2800	100% SR	10.72	1,800						(4)	9,000	3,000	9,000	3,000	12,000
2900	100% LR	0.53	88						(5)	5,457		5,457	0	5,457
OTHER DIRECT COSTS														
4040				50,098	3,036	9,489					53,134	9,489	62,623	
4050				79,200	4,799	15,001					83,999	15,001	99,000	
4060				20,000	1,212	3,788					21,212	3,788	25,000	
4070				9,600	582	1,818					10,182	1,818	12,000	
SUMMARY OF TOTAL COSTS BY TYPE														
TOTAL PERSON-MONTHS AND HOURS		84.50	14,190											
CONSULTING SERVICES AND SOFTWARE/DATA (7)				158,898	9,628	30,097					168,526	30,097	198,623	
RIDESHARE/TDM ADVERTISING & MATERIALS										9,000	3,000	9,000	3,000	12,000
OTHER DIRECT COSTS														
STAFF				617,114	37,392	116,886	88,800	22,200		14,457	3,000	757,763	142,086	899,849
TOTAL 2019 COST				776,012	47,020	146,983	88,800	22,200		14,457	3,000	926,289	172,183	1,098,472

(1) FHWA/FTA PL (80%), WisDOT (4.85%), MPO (15.15%)  
 (2) STBG Urban Rideshare (80%) MPO (20%)

(3) Dane County (\$5,000 for Specialized Transp Services)  
 (4) Rideshare Advertising: WisDOT, UW, DANE COUNTY, MPO

(5) Capital Area Regional Planning Commission  
 (6) LR = Long Range; SR = Short Range, AD = Administration; TIP = TIP  
 (7) Consultant Services

**2018 MADISON AREA TRANSPORTATION PLANNING BOARD CARRYOVER FUNDING BUDGET AND WORK PROGRAM ELEMENTS**

WORK ELEMENT NUMBER	WisDOT Work Element Percent (6)	PERSON MONTHS	STAFF HOURS	FHWA/ FTA PL FUNDS 80.0%	WisDOT (1)	MPO/ Local	STBG-U 80% (2)	OTHER PROGRAMS			TOTAL MPO Non-Local	Total MPO/ Local	MPO PROGRAM TOTAL
							MPO/ Local	(See Key)	OTHER	MPO/ Local			
4040				151,394	9,548	28,301					160,941	28,301	189,242
TOTAL 2018 CARRYOVER COST				151,394	9,548	28,301					160,941	28,301	189,242

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## AGREEMENT

Number of Pages, including schedules: 8

Agreement No. \_\_\_\_\_

Expiration Date: December 31, 2021

Authority: Res. 045, 2019

Department: Land Information Office

Maximum Cost: \$12,000.00

Registered Agent: \_\_\_\_\_

Address:

**THIS AGREEMENT**, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Madison Area Metropolitan Planning Organization (hereafter, "ENTITY"),

### WITNESSETH:

**WHEREAS** COUNTY, whose address is c/o Dane County Land Information Office, 210 Martin Luther King Jr Blvd, Room 339; Madison, WI 53703, has contracted for the production of digital terrain and orthophotography data ("the data") from a private vendor, the acquisition, analysis and development of the data and its conversion to a usable product (hereinafter referred to as "the project"); and

**WHEREAS** ENTITY, whose address is 100 State Street, Suite 400, Madison, WI 53703, desires to acquire the data from COUNTY, COUNTY being willing to provide the data to ENTITY in exchange for ENTITY's participating in COUNTY's costs of producing the data; and

**WHEREAS** COUNTY is seeking the participation of private entities as well as municipalities within Dane County and agencies of federal, state and local governments in the project;

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and ENTITY do agree as follows:

1. The term of this Agreement shall commence as of the date by which all parties hereto have executed this Agreement and shall end as of the Expiration Date set forth on Page 1, unless sooner agreed to in writing by the parties or if terminated by a party pursuant to the provisions of this Agreement.
2. COUNTY agrees to arrange for the completion of the project, the same being more fully described on the attached Schedule A, incorporated herein by reference. Schedule A, at A-3, sets forth certain obligations on the part of ENTITY which ENTITY covenants to perform.
3. ENTITY agrees to share in the costs of the project in the manner and to the extent set forth in the attached Schedule B, incorporated herein by reference.

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4. Data derived from the project and requested by ENTITY will be delivered in the Wisconsin Coordinate Reference System (WISCRS) - Dane County. Imagery file format will be GeoTIFF or MrSID, as requested by ENTITY.
5. COUNTY will deliver to ENTITY the requested data which is detailed in the attached Schedule C, incorporated herein by reference.
6. ENTITY shall not assign or transfer any interest or obligation in this Agreement, whether by assignment or novation, without the prior written consent of COUNTY.
7. If, for any reason, a party fails to fulfill in a timely and proper manner its obligations under this Agreement, or if a party violates any of the covenants of this Agreement, the other party shall thereupon have the right to terminate this Agreement by giving a thirty (30) day written notice to the offending party of such termination and specifying the effective date thereof. Any ENTITY that chooses to terminate the Agreement pursuant to this provision must remit payment to the COUNTY for any services or goods incurred within the thirty (30) day notice period.
8. If during the term of this Agreement, a governmental ENTITY's governing body fails to appropriate sufficient funds to carry out that party's obligations under this Agreement, this Agreement shall be automatically terminated as of the date funds are no longer available and without further notice of any kind to the other party. This paragraph shall not relieve the governmental ENTITY of its responsibility to pay for services or goods provided or furnished to the governmental ENTITY prior to the effective date of termination. This paragraph does not apply to any private ENTITY. Further, COUNTY may utilize the provisions of this paragraph in any event.
9. The parties shall commence, carry on and complete their respective obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. Each party agrees to cooperate with the various departments, agencies, employees and officers of the other.
10. Each party agrees to secure at the party's own expense all personnel necessary to carry out the party's obligations under this Agreement. Such personnel shall not be deemed to be employees of the other party nor shall they or any of them have or be deemed to have any direct contractual relationship with the other party.
11. Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.
12. In the performance of this Agreement, each party shall be responsible for the consequence its own acts, errors or omissions and those of its employees, boards, commissions, agencies, officers, officials, representatives and employees and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors or commissions, including providing its own defense. In doing so, it is not the intent of any party to waive or modify the provisions of Wis. Stat. §893.80 or any other immunity, protection, or limitation of liability that may be available to the party under law. The obligations set forth under this paragraph shall survive the expiration or termination of this Agreement.
13. In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by the non-breaching party of any breach of the covenants of this Agreement or a waiver of any default of the breaching party and the making of any such payment or acceptance of any such service or product by the non-breaching party while any such default or breach shall exist shall in no way impair or



109 prejudice the right of the non-breaching party with respect to recovery of damages or other  
110 remedy as a result of such breach or default.

111  
112 14. During the term of this Agreement, both parties agree not to discriminate on the basis of  
113 age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation,  
114 national origin, cultural differences, ancestry, physical appearance, arrest record or conviction  
115 record, military participation or membership in the national guard, state defense force or any  
116 other reserve component of the military forces of the United States, or political beliefs against  
117 any person, whether a recipient of services (actual or potential) or an employee or applicant  
118 for employment. Such equal opportunity shall include but not be limited to the following:  
119 employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination,  
120 training, rates of pay, and any other form of compensation or level of service(s). Both parties  
121 will post in conspicuous places, available to all employees, service recipients and applicants  
122 for employment and services, notices setting forth the provisions of this paragraph. The listing  
123 of prohibited bases for discrimination shall not be construed to amend in any fashion state or  
124 federal law setting forth additional bases, and exceptions shall be permitted only to the extent  
125 allowable in state or federal law.

126  
127 15. In all solicitations for employment placed on a party's behalf during the term of this  
128 Agreement, the party shall include a statement to the effect that the party is an "Equal  
129 Opportunity Employer."

130  
131 16. Each party warrants that the persons executing this Agreement on its behalf are  
132 authorized to do so.

133  
134 17. It is expressly understood and agreed to by the parties hereto that in the event of any  
135 disagreement or controversy between the parties, Wisconsin law shall be controlling.

136  
137 18. This Agreement is intended to be an agreement solely between the parties hereto and  
138 for their benefit only. No part of this Agreement shall be construed to add to, supplement,  
139 amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or  
140 parties, including but not limited to employees of either of the parties.

141  
142 19. The entire agreement of the parties is contained herein and this Agreement supersedes  
143 any and all oral agreements and negotiations between the parties relating to the subject matter  
144 hereof. The parties expressly agree that this Agreement shall not be amended in any fashion  
145 except in writing, executed by both parties.

146  
147 20. The parties may evidence their agreement to the foregoing upon one or several  
148 counterparts of this instrument, which together shall constitute a single instrument.

149  
150 **IN WITNESS WHEREOF**, COUNTY and ENTITY, by their respective authorized agents,  
151 have caused this Agreement and its Schedules to be executed, effective as of the date by which  
152 all parties hereto have affixed their respective signatures.

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FOR ENTITY:

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

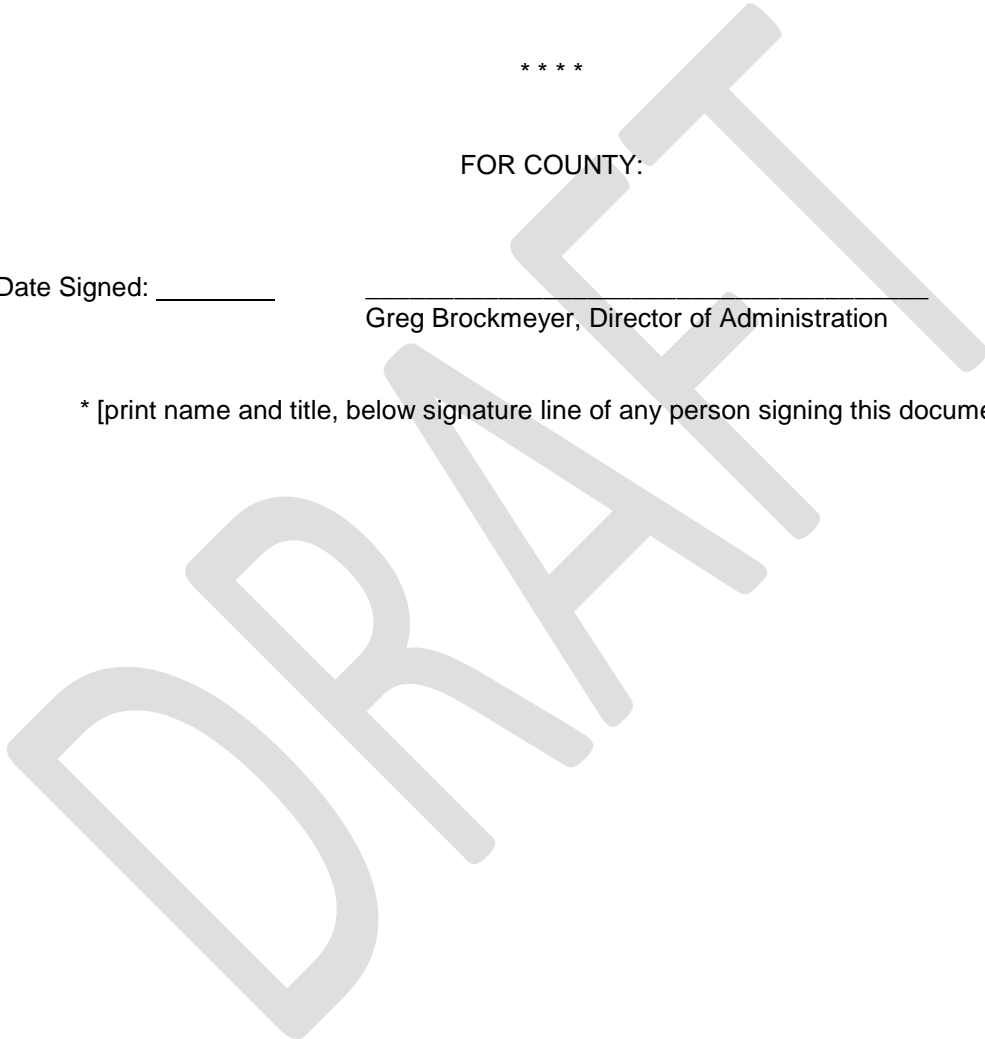
\* \* \* \*

FOR COUNTY:

Date Signed: \_\_\_\_\_

Greg Brockmeyer, Director of Administration

\* [print name and title, below signature line of any person signing this document]



**SCHEDULE A**

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- A.1 Introduction and general description:
  - A.1.1 Fly Dane Partnership is a Dane County cooperative project related to the development of digital orthophotography products and information.
  - A.1.2 It is intended that the partnership will consist of those entities electing to participate in the project's benefits and costs.
  - A.1.3 Project scope, services, schedules, and budget are outlined in COUNTY's Contract No. 13741. A copy of COUNTY's Contract No. 13741 is attached to this Schedule A and incorporated herein by reference.
  - A.1.4 The vendor under COUNTY's Contract No. 13741 is Ayres Associates, however, as between the parties to this Agreement COUNTY reserves the right in the exercise of its discretion to change vendors as the need to do so may arise.
- A.2 COUNTY's obligations. As administrator for the project, COUNTY agrees to:
  - A.2.1 Provide project planning, oversight and contract administration;
  - A.2.2 Serve as primary contact with vendor;
  - A.2.3 Provide products as requested by participating entities; (See Schedule C)
  - A.2.4 Contribute funding for base project;
  - A.2.5 Coordinate arrangements and meetings among participating entities as needed;
  - A.2.6 Communicate project information to participating entities;
  - A.2.7 Distribute data on behalf of participating entities;
  - A.2.8 Manage data distribution on behalf of participating entities;
  - A.2.9 Provide access to participating entities of data produced from the project;
  - A.2.10 Work with the vendor to develop a schedule for data development and delivery;
  - A.2.11 Develop quality control specifications;
  - A.2.12 Perform quality control procedures on products developed prior to distribution to participating entities; and
  - A.2.13 Act as data custodian for project data.
- A.3 ENTITY's obligations. ENTITY agrees to:
  - A.3.1 Provide funding as set forth in Schedule B.
  - A.3.2 Share information for use in the project.
  - A.3.3 Target any utilities or landscape features desired by any agency or department of ENTITY, prior to flight.

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- A.3.4 Identify areas with specific product needs, Schedule C.
- A.3.5 Participate in project planning meetings and the development of arrangements with participating entities;
- A.3.6 Share data with other entities at no cost;
- A.4 Timelines. The target dates for commencement or completion of the various steps in the project are as follows:
  - A.4.1 Utility and landscape features targeted: If the ENTITY is interested in utility marking, it should commence work in spring 2020 and have it in place by early March 2020.
  - A.4.2 The aerial imagery acquisition will be conducted between mid-March and late April 2020.
  - A.4.3 Processing of data: Commencing early April, 2020 or shortly after the flights are completed and certified.
  - A.4.4 Aerial imagery related products including reports and metadata will be completed and delivered to COUNTY on or before October 31, 2020.
  - A.4.5 Aerial imagery related products will be delivered to ENTITY on or before November 20, 2020.

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**SCHEDULE B**

**Payments**

- B.1 COUNTY will issue an invoice for payment to the ENTITY following the standard invoice process used by the COUNTY. The ENTITY shall remit payment within 30 days of receipt of invoice.
- B.2 ENTITY'S obligation for payment
  - B.2.1 Total payment \$12,000.00
- B.3 Payment Schedule
  - B.3.1 One-time invoice will be sent prior to Imagery Acquisition Acceptance on or before March 1, 2020 \$12,000.00

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## SCHEDULE C

### Deliverables

#### C.1 2020 Aerial Imagery (as specified)

##### C.1.1 Partner Buy-up:

##### C.1.1.1 Specified 3-inch resolution, 4-band, true color imagery for the following sections.

- T05N-R09E: Section 1, 2, 3, 4, 9, 10, 11, 12, 13, 14, 15, 16
- T05N-R10E: Section 1, 6, 7, 12
- T05N-R11E: Section 4, 5, 6, 7, 8, 9, 10, 17, 18
- T06N-R08E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28
- T06N-R09E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T06N-R10E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 36
- T06N-R11E: Section 17, 18, 19, 20, 28, 29, 30, 31, 32, 33
- T07N-R07E: Section 1, 2, 3, 4, 9, 10, 11, 12
- T07N-R08E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T07N-R09E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T07N-R10E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T07N-R11E: Section 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 22, 28, 29, 30, 31, 32, 33
- T08N-R07E: Section 34, 35, 36
- T08N-R08E: Section 25, 26, 27, 28, 31, 32, 33, 34, 35, 36
- T08N-R09E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T08N-R10E: Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T08N-R11E: Section 3, 4, 5, 6, 7, 8, 9, 10, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, 33, 34
- T09N-R08E: Section 13, 14, 23, 24, 25
- T09N-R09E: Section 13, 14, 23, 24, 25, 26, 30, 31, 32, 35, 36
- T09N-R10E: Section 6, 7, 8, 17, 18, 19, 20, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
- T09N-R11E: Section 27, 28, 29, 30, 31, 32, 33, 34

##### C.1.1.2 Partner pricing obligation for the following sections.

- T05N-R11E: Section 17, 18
- T06N-R08E: Section 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28

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- T06N-R10E: Section 25, 26, 36
- T06N-R11E: Section 17, 20, 28, 29, 30
- T07N-R07E: Section 1, 2, 3, 4, 9, 10, 11, 12
- T07N-R08E: Section 5, 6, 7, 8, 18, 19, 30, 31
- T08N-R07E: Section 34, 35, 36
- T08N-R08E: Section 31, 32
- T08N-R09E: Section 1, 2, 3, 4, 11, 12, 19, 20, 21
- T08N-R11E: Section 21, 28, 29
- T09N-R09E: Section 31, 32
- T09N-R10E: Section 27, 34

C.1.1.3 Pricing outlined in the Contract No 13741, Schedule B.1.2

- C.2 COUNTY will make the following Fly Dane 2020 products available to ENTITY upon request:
- C.2.1 Six-inch resolution, 4-band, true color imagery outside of areas identified above.
- C.2.2 Six-inch resolution, 4-band, true color imagery outside of areas identified above.
- C.3 Upon request, COUNTY will provide a hardcopy poster displaying the imagery produced over the ENTITY area.

**TPB (MPO) Agenda Cover Sheet**  
**January 8, 2020**

**Item No. 8**

**Re:**

Submission of Federal Safety Grant Application with City of Madison and UW Traffic Operations & Safety Lab

**Staff Comments on Item:**

MPO staff are working with City of Madison Transportation staff and the Wisconsin Traffic Operations and Safety Laboratory (TOPS) Lab to submit a grant application through USDOT's "State and Local Government Use of Roadway Safety Tools for Policy and Decision Making" funding opportunity. One of the goals of this funding opportunity is to "*Convert Data into Safety Tools Useful to Practitioners.*" The proposed project is to develop an interactive tool that would easily allow local agencies or MPOs to conduct a network safety screening of their intersections and identify and prioritize improvements to increase safety at the identified intersections. The tool will have a visualization and summary output component, which will provide practical safety estimates and graphs accessible to practitioners and local officials to facilitate dissemination of information without requiring a high level of statistical expertise. The proposed tool would be developed for the Dane County area, with the ability to be scaled up to other counties across the state and nation. It will build upon the network screening analysis that MPO staff worked on with the TOPS Lab.

The grant does not require local match funding. If awarded, most of the funding would go to the TOPS Lab, which would be responsible for the technical work. MPO and city staff would be responsible for providing data and testing and providing feedback on the tool. MPO staff time would be covered through our usual planning funding. This work is included in MATPB's approved work program, which includes reference to conducting follow up work to the intersection safety screening analysis, including working with others to identify potential countermeasures at high crash locations.

The cities of Stoughton and Sun Prairie have submitted letters of support for the project, in addition to several other MPOs from across the state. If the project is selected for funding, any interested municipality would have the opportunity to test the tool and provide feedback.

**Materials Presented on Item:**

1. Synopsis of grant proposal

**Staff Recommendation/Rationale:**

For informational purposes only.



## Integrated Safety Management and Visualization Tool for Local Agencies

The Madison Area Transportation Planning Board (MATPB) is teaming up with the City of Madison and the Wisconsin Traffic Operations and Safety Laboratory (TOPS Lab) to submit a grant application through USDOT's "State and Local Government Use of Roadway Safety Tools for Policy and Decision Making" funding opportunity. One of the goals of this funding opportunity is to **Convert Data into Safety Tools Useful to Practitioners**. MATPB is proposing to develop an interactive tool that would easily allow local agencies to conduct a network safety screening of their intersections and identify improvements to increase safety at the identified intersections. The proposed tool would be developed for the Dane County area, with the ability to be scaled up to other counties across the state and nation.

Roadway safety management is a process that consists of network screening, diagnosis, countermeasure selection, economic appraisal, prioritization, and safety effectiveness. In network screening, a list of sites with promise for safety treatment are ranked. Diagnosis focuses on engineering studies to select appropriate countermeasures. Economic appraisals are conducted with cost benefit analysis. Based on the economical appraisal, projects are prioritized for implementation. After selected treatments are implemented, effectiveness of treatments is evaluated over time.

In spite of the availability of integrated roadway safety management tools such as AASHTO Safety Analyst, adoption has been slow due to stringent data requirements, required resources and advanced statistical knowledge, and software licensing cost. Thus, the proposed tool will integrate all the steps of the safety management process, develop crash prediction models with local data, include pedestrians and bicycles in the safety analysis, and optimize facility and treatment selection based on a specified budget. The tool will facilitate identifying sites with promise of safety improvement, selecting cost effective countermeasures, and optimal financial resource allocation. The tool will have a visualization and summary output component, which will provide practical safety estimates and graphs accessible to practitioners and local officials to facilitate dissemination of information without requiring a high level of statistical expertise. Local agencies will only need to provide their data and the tool will develop crash prediction models and run the entire safety management process according to local agency's needs, experience, resources, policies, and priorities.

**TPB (MPO) Agenda Cover Sheet**  
**January 8, 2020**

**Item No. 9**

**Re:**

Presentation and Discussion on Rebranding Project for MATPB and the Rideshare Etc. Program

**Staff Comments on Item:**

Staff presented an update on the MATPB and Rideshare Etc. rebranding project at the September meeting and shared information about the selected consultant's proposal and qualifications at the December meeting. The MATPB rebranding was a recommendation of the [Public Participation Evaluation](#) that was done following the last regional transportation plan in 2017. The Rideshare Etc. rebranding was later identified as an opportunity and added to the scope.

An RFP was issued in September. Staff received nine proposals, interviewed three firms, and ultimately hired Distillery. The timeline for the project was revised slightly due to a later than anticipated start date and is now mid-December 2019 to early June 2020. The budget is \$25,000.

At this board meeting there will be a background presentation from staff followed by an introductory presentation from Distillery. The majority of time will be spent in guided discussion to inform the rebranding efforts, which will include the development of a foundational mission and vision for the agency, and new names and messaging for both the MPO and Rideshare Etc.

In preparation, board members are asked to think about the current branding of the MATPB and Rideshare Etc., and be prepared to discuss strengths, weaknesses and audiences for each.

**Materials Presented on Item:**

1. Background presentation on the rebranding project and the Rideshare/TDM program
2. List of questions to facilitate discussion regarding the MATPB mission and vision and rebranding

**Staff Recommendation/Rationale:**

For discussion purposes only.



# MATPB & Rideshare Etc. Rebranding

Board Meeting | January 8, 2020



# PROJECT BACKGROUND

- 2017 evaluation of the Public Participation Plan that guided the RTP 2050 process
- Findings included:
  - Low recognition of the MPO name and logo throughout the engagement process.
  - Frequent confusion about what the MPO is and does.
  - Importance of effective public engagement materials and strong digital presence

*“One of the [public meeting] attendees expressed a great deal of confusion about what the Madison Area Transportation Planning Board was. He explained that he believed MATPB to be a city council-like entity and said he expected to see a meeting, rather than a presentation. He expressed confusion when it was explained that MATPB was an organization.”*

# RECOMMENDATIONS

- Explore renaming the MPO to be easily recognizable
- Create a new, understandable logo and brand
- Leverage social media
- Engage the public year-round to increase name & logo recognition



**CASPER AREA**  
METROPOLITAN PLANNING ORGANIZATION  
Casper • Mills • Evansville • Bar Nunn • Natrona County



**FORWARD  
PINELLAS**



Henderson • Vanderburgh • Warrick



- >> Staff researched 405 other agencies
- 47% use “MPO”
  - 19% use “COG” or “RPC”

# REASONS FOR REBRANDING

## Who We Are > What We Do > Why It's Important

1. Articulate a mission and vision.
2. Streamline our brand and messaging.
3. Develop a brand package that can be leveraged to better inform, educate and engage the public.
4. Define our audiences and key messages.
5. Demonstrate the connection between the MPO and CARPC.
6. Foster a positive regional view of the MPO's role and value.



**MOVE PEOPLE • CREATE JOBS**  
**STRENGTHEN COMMUNITIES**

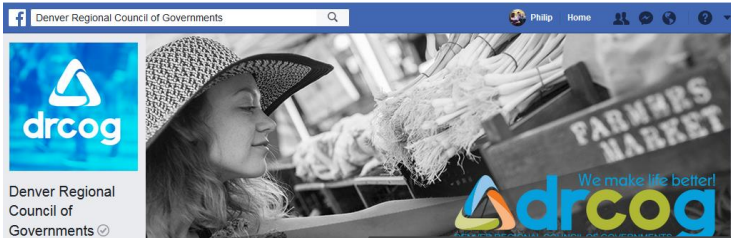
**MISSION**  
To collaboratively plan, prioritize, and fund the transportation system

**VISION**  
A safe, efficient, and connected multimodal transportation system

# REASONS FOR REBRANDING



# REASONS FOR REBRANDING



Denver Regional Council of Governments  
 @Denver.Regional.Counci...  
 Home  
 About  
 Reviews  
 Photos  
 Videos  
 Events  
 Posts  
 Community  
 Create a Page

Like Follow Share

Status Photo/Video

Write something on this Page...

Reviews  
 4.0 ★★★★★ 4 Reviews

Tell people what you think

Kyle Zeppelin  
 ★★★★★ February 15, 2017  
 Drcog's primary function over the last couple to promote road widening as way to support despite the fact that these policies have es

Taylor Brame  
 ★★★★★ October 2, 2014  
 Outstanding work

See All

## CONTACT US

Your comments are important to us. If you have questions, concerns, ideas, or suggestions, please take the time to call, email, or visit us.

121 S. Pincney Street, #400  
 Madison, WI 53703

608-266-4336

608-261-9967

mpo@cityofmadison.com

## GET INVOLVED

Do you want to get involved in the transportation planning process? Come to one of our meetings!

**Transportation Planning Board** meetings are usually held on the first Wednesday of the month at 6:30 PM at the Water Utility (119 E. Olin Ave., Room A-B, Madison, WI).

**Technical Coordinating Committee** meetings are usually held on the fourth Wednesday of the month at 2:00 PM at the Fitchburg Community Center (5510 Lacy Road, Prairie View Room, Fitchburg, WI).

**Citizen Advisory Committee** meetings are usually held bi-monthly on the thirds Wednesday of the month at 5:00 PM at the Madison Municipal Building (210 Martin Luther King Jr. Blvd, Lower Level, Room 130, Madison, WI).

Interested in learning more? Visit us online at:

www.facebook.com/MATPB  
 www.MadisonAreaMPO.org

## MPO PROFILE

## GOVERNANCE STRUCTURE

The MATPB is currently governed by a 14-member Police Board appointed by local units of government within the Metropolitan Planning Area: Dane County, and WisDOT. Current board members include:

David Ahrens  
 Alderperson, Representing the City of Madison

Mark Clear  
 Alderperson, Representing the City of Madison

Ken Golden  
 Member of Capital Area Regional Planning Commission, Representing the City of Madison

Chuck Camp  
 Metro Transit General Manager, Representing the City of Madison

Steve King  
 Alderperson, Representing the City of Madison

Vacant  
 Alderperson, Representing the City of Madison

Jerry Mandil  
 Director of Dane County Department of Public Works, Highway, & Transportation, Representing Dane County

Al Matano  
 County Board Supervisor, Representing Dane County

Robin Schmidt  
 County Board Supervisor, Representing Dane County

Jason Kramer  
 Trustee, Village of DeForest, Representing Villages & Small Cities

Mark Opitz  
 Planner, City of Middleton, Representing Villages & Small Cities

Patrick Stern  
 Alderperson, City of Fitchburg, Representing Village & Small Cities

Ed Minihan  
 Chair, Town of Dunn, Representing Town in MPO Planning Area

Steve Flottmeyer  
 Planning Manager, Southwest Region, Representing WisDOT

## WHAT IS THE MATPB?

Federal law requires that state governors designate a Metropolitan Planning Organization (MPO) for all urbanized areas with at least 50,000 residents in order to qualify for federal transportation funding. In the Madison Urbanized Area, the Madison Area Transportation Planning Board (MATPB) was created to meet this requirement.

The MATPB covers all or portions of the 34 contiguous villages, cities, and towns that are or are likely to become urbanized within the next 20+ years, as well as other areas containing important regional transportation corridors. The goal of the MPO planning process is to build regional agreement on transportation investments that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals.

## WHO DO WE COVER?

The MATPB currently consists of:

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

## WHAT DO WE DO?

- The development and maintenance of a long-range multimodal **Regional Transportation Plan (RTP)** that explains the MPO's transportation goals and policies, projects future needs and resources, and outlines a program for maintaining and/or expanding the transportation system over a 20 or more years.
- The development and maintenance of a five-year **Transportation Improvement Program (TIP)** that lists projects for which federal funds are anticipated for all transportation modes.
- The development annual adoption of **Unified Planning Work Program (UPWP)** describing the planning work activities to be performed by MPO staff and member agencies during the following calendar year.

The MPO also creates a number of mode specific plans, operates the Rideshare, etc. program, and completes other duties as required to comply with state and federal regulations.

## MATPB QUICK FACTS

- Planning Area of 415 square miles
- Planning Area population of 435,430
- Nearly 3,000 lane miles of roadway
- Over 251 miles of bicycle facilities
- Over 257 miles of pedestrian facilities
- About 13 million tons of freight shipped in 2013
- Four communities with bicycle friendly status
- Over 15 million transit passengers in 2014
- Over 1.6 million air passengers at MSN in 2014



# RIDESHARE ETC. REBRANDING

- Modernize the name and logo
- More effectively convey all that we do
- Generate interest in new and renewed partnerships
- Create a better platform to engage businesses, property owners and the general public

rideshare / etc



**Some good examples:**



# 2019 RFP PROCESS

**September 12:** RFP released

**October 4:** Proposals due

**October 22:** Consultants notified

# DELIVERABLES

- Mission and vision for MPO
- New name and logo for MPO
- New name and logo for Rideshare Etc.
- Style guides + basic templates
  - Business cards, email signatures, presentations
- Brand rollout strategy

# Rideshare Etc. Program



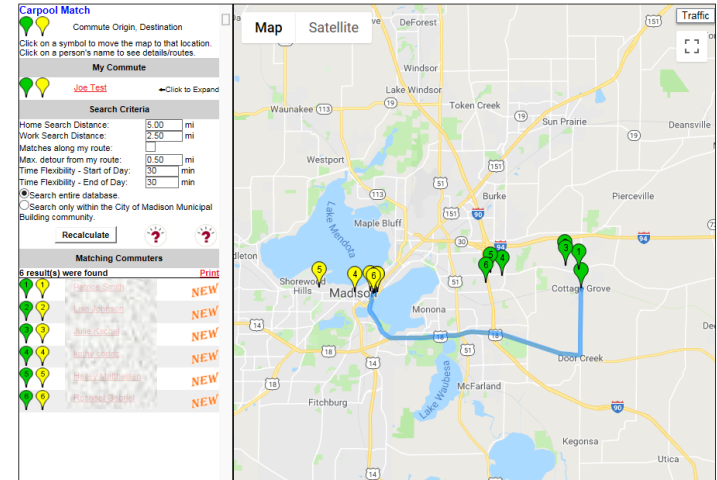
# PRIMARY ACTIVITIES

- Administer Rideshare Etc. online database and Guaranteed Ride Home program
- Assist individuals, employers and local governments
- Coordinate activities regionally
  - MATPB, WisDOT, Metro Transit, City of Madison, UW-Madison, BCycle, Sustain Dane, 1000 Friends of WI
- Support local groups promoting active transportation



# INDIVIDUAL ASSISTANCE

- [www.RideshareEtc.org](http://www.RideshareEtc.org) / 266-RIDE
  - Matching for carpools, vanpools, bike buddies, transit routes and park-n-rides within Dane County
  - 160 new registrants in 2018
  - 3,724 registrants (1,722 active for matching) as of 12/31/18
  - 2,473 carpool matches attempted with 1,951 finding at least one match
- Resources and links also available at:  
[www.madisonareampo.org/rideshare](http://www.madisonareampo.org/rideshare)



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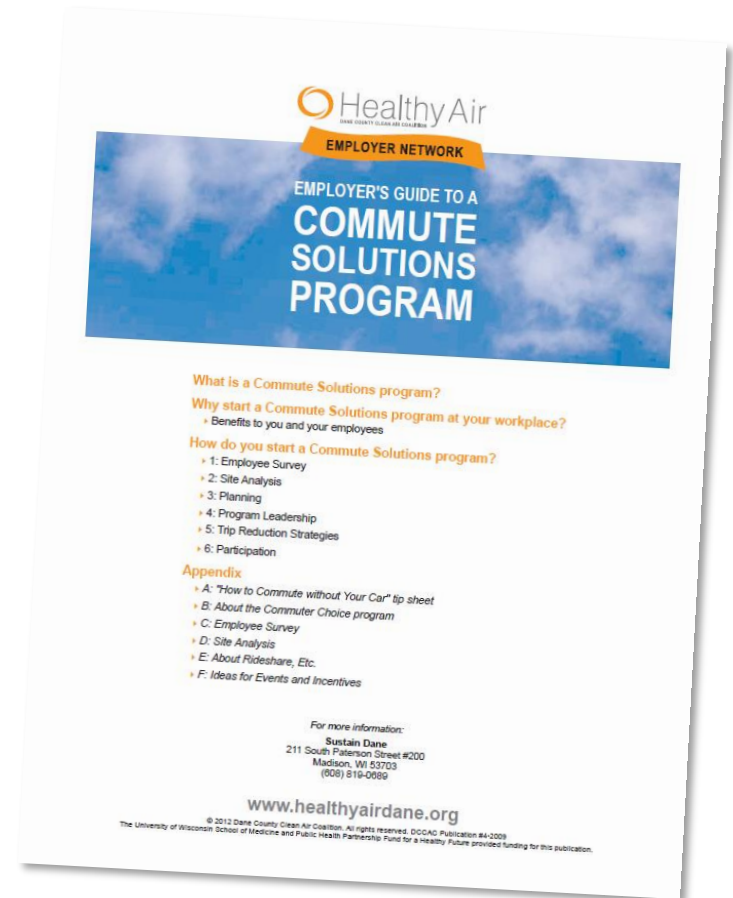
# GUARANTEED RIDE HOME PROGRAM

- Emergency ride home from work for non-drive-alone commuters
- Up to six Union Cab vouchers per year, up to \$75 each
- Annual cost around \$2,000
  - Average cost / ride = \$33
  - Average 50-60 rides / year



# EMPLOYER ASSISTANCE

- Attendance at resource fairs, wellness events, brown bags, etc.
- E-newsletter sent to HR, green team leaders, transportation and wellness coordinators
- Marketing materials
- Program development
  - Employee surveys, strategic planning, benefit recommendations
- Transportation management association (TMA) support
- Commuter challenges





# COMMUNITY ASSISTANCE

- Transportation surveys
- Transportation demand management (TDM) plan review for major developments
- Marketing and informational resources
- Support for groups promoting active transportation

- Dane County Healthy Kids Collaborative, Active Living Workgroup (Bicycle Friendly Community apps), Madison Signature Routes Cmte, Mobilize Dane DreamUp grant team



**DEFOREST**  
**Village of DeForest**  
**Commute-to-Work Survey**

The Village of DeForest and your employer would like to learn more about your commuting to work in an effort to provide transportation options that fit your needs. The information received in this survey will be used to inform the types of transportation services pursued. Examples of such services include bringing Metro Transit service to DeForest, establishing a vanpool service, providing carpooling incentives, or heightening the awareness of and/or incentivizing existing programs.

The information collected from this survey will be kept confidential. Thank you for your time.

**Survey Questions**

1) Where do you reside?  
 Address \_\_\_\_\_  
 OR  
 Nearest street intersection:  
 On Street: \_\_\_\_\_  
 At Street: \_\_\_\_\_

2) Where do you work?  
 Name of employer: \_\_\_\_\_

3) My typical arrival time at work: \_\_\_\_\_

4) My typical departure time from work: \_\_\_\_\_

8) Do you typically arrive and depart at the same time? (✓ only one)  
 Yes,  No.

9) Do you work: (✓ only one)  
 Full time  Part time  Compressed Week

10) Do you typically work on weekends? (✓ only one)  
 Yes,  No.

11) How do you typically commute to work? (✓ ALL that apply)  
 Drive Alone  Ride hailing company (Uber or Lyft)  
 Carpool  Bicycle  
 Vanpool  Other (please specify) \_\_\_\_\_  
 Taxi

12) What factors would influence your decision to bus, bike, carpool, vanpool, or take transit to work?, where 1 is the least important and 5 is the most important?  
 (Circle only one per row)

a) Travel time	1	2	3	4	5
b) Number of trips/frequency of service	1	2	3	4	5
c) Availability of midday or evening trips	1	2	3	4	5
d) Cost	1	2	3	4	5
e) Emergency guaranteed ride home service	1	2	3	4	5
f) Child care facilities at or near work site	1	2	3	4	5
g) Help finding people to rideshare with	1	2	3	4	5
h) Fixed or more flexible work hours	1	2	3	4	5
i) Change of work shift	1	2	3	4	5
j) Company subsidy for bus fare/ridesharing	1	2	3	4	5



# Thank You!

## Questions for MATPB Rebranding Discussion

1. How do you think the MPO is currently perceived by the general public? By member community staff and officials?
2. What qualities or services do you most want people to associate with the MPO?
3. Who do you believe the MPO is successfully reaching? Who do you find the most difficult to reach?
4. What challenges do you see the MPO facing in public perception, communication, and/or outreach?
5. What is the unique value that the MPO brings to the region?
6. What opportunities do you see that could benefit the MPO's presence in the region?