AGENDA

1. Roll Call

2. Approval of July 2, 2014 Meeting Minutes

3. Communications

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

5. Presentation on WisDOT Southwest Region Park-And-Ride (PNR) System Study

6. 2014-2016 Memorandum of Understanding Regarding the Capital Region Sustainable Communities Consortium

7. Election of Officers


9. Release of Draft 2015-2019 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County for Public Review and Comment

10. Resolution TPB No. 91 Approving the Madison Area TPB Title VI Non-Discrimination Program/Limited English Proficiency Plan

11. Resolution TPB No. 92 Approving Agreement Providing for the Provision of Services by the MPO to Dane County for Completion of a County Bicycle Wayfinding Plan

12. Status Report by Madison Area TPB Members on Studies and Plans Involving the TPB:
   • USH 51/Stoughton Road (USH 12/18 to IH 39/90/94) Corridor EIS Study
   • USH 51 (McFarland to Stoughton) Corridor EIS Study
   • Beltline (USH 14 to CTH N) Corridor EIS Study
   • Interstate 39/90/94 (Madison to Wisconsin Dells) Corridor EIS Study
   • City of Madison Sustainable Transportation Master Plan

13. Discussion of Future Work Items:
   • Public Participation Plan Update
   • 2015-2019 Transportation Improvement Program
   • Section 5310 Program Application Cycle for CY 2015 Projects
   • Roadway Functional Classification Update
   • Revisions to STP Urban Project Scoring Criteria
   • Regional ITS Strategic Plan
   • Bicycle Transportation Plan
   • Dane County Bicycle Wayfinding Plan

14. Announcements and Schedule of Future Meetings

15. Adjournment
Next MPO Meeting:

**Wednesday, September 3 at 6:30 p.m.**
City-County Building, 210 MLK Jr. Blvd., Room 354

If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Planning & 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.*

Si Ud. necesita un intérprete, materiales en formatos alternos, o acomodaciones para poder venir a esta reunión, por favor haga contacto con el Department of Planning & Development (el departamento de planificación y desarrollo) al (608) 266-4635, o TTY/TEXTNET (886)-704-2318. 
*Por favor avisenos por lo menos 48 horas antes de esta reunión, así que se puedan hacer los arreglos necesarios.*
Madison Area Transportation Planning Board (an MPO)
July 2, 2014 Meeting Minutes

1. Roll Call
   **Members present:** David Ahrens, Mark Clear, Ken Golden, Jeff Gust, Steve King, Ed Minihan, Chris Schmidt, Robin Schmidt
   **Members absent:** Chuck Kamp, Paul Lawrence, Jerry Mandli, Al Matano, Mark Opitz
   **MPO staff present:** Bill Schaefer, David Kanning

2. Approval of May 7, 2014 Meeting Minutes
   Moved by C. Schmidt seconded by Golden, to approve the May 7, 2014 meeting minutes. Motion carried.

3. Communications
   - Letter from WisDOT approving amendment #4 to the 2014-2018 TIP.
   - Notification letter from WisDOT regarding the scheduled July 16, 2014 public safety information meeting that will address the USH 14 safety project with planned improvements between Middleton and Cross Plains. That project involves shoulder resurfacing, rumble strips and intersection improvements.

   R. Schmidt said she received an email from David Trowbridge, City of Madison transportation planner, regarding the open house/public workshop meeting schedule for the “Madison in Motion” Sustainable Madison Transportation Master Plan. Schaefer said he had forwarded the message to all Policy Board members. The meetings will be held July 14 – 17 at the Madison Senior Center, with a wrap up presentation from 6 – 8 pm on July 17 to the plan advisory committee. Schaefer said the meetings will be interactive with opportunities to view maps and talk with staff.

4. Public Comment (for items not on MPO Agenda)
   None

5. **Resolution TPB No. 90 Approving Amendment #5 to the 2014-2018 Transportation Improvement Program for the Madison Area & Dane County**
   Moved by Golden, seconded by C. Schmidt, to approve Amendment #5 to the 2014-2018 Transportation Improvement Program for the Madison Area & Dane County. Motion carried.

   Schaefer explained that the priority project listings are preliminary since WisDOT still needs to provide written guidance pertaining to administration of the STP-Urban program. This includes rules for project funding allocation, substitution of projects, and timing of projects. He pointed out the new format of the priority project listings. In the past, the MPO received an annual allocation of funding and programmed projects for five years using that allocation and any carryover funding. Projects scheduled for the first three years were firmly committed, while projects scheduled for the last two years had a soft commitment. The MPO must now program five years of projects with a firm funding commitment, in conjunction with the state’s biannual budget and program cycle. In the future, the MPO will only solicit applications every two years in conjunction with the State budget and program cycle. Any project changes outside of the two year-application cycle will require a TIP Amendment.
Schaefer provided an overview of the priority listings allocation/project funding amounts. Last year, WisDOT committed $26.66 million to fund MPO projects between 2014/2015 and 2018. The MPO did not program $2.8 million from the 2011 – 2014 program cycle. Confirmation from WisDOT is still needed, but this amount should be available as carryover funding. Funding for the southern section of the CTH M project, originally scheduled for 2015, has counted against the $25.66 million allocation. The MPO therefore has a total of $34 million to spend through 2019, assuming a similar average allocation amount in 2019 ($6.4 million) as in 2015-2018. The 2019 projects have been separated from the 2015-2018 projects because those will be part of the next program cycle. The commitment for 2019 projects will be soft until they are added to WisDOT’s program. Schaefer reviewed the other information in the table. He said guidance was still needed from WisDOT on how to address project cost changes. Projects that do not get programmed are candidates for funding during the next STP-Urban application solicitation cycle.

Ahrens asked about the $6.4 million funding amount for 2019. Schaefer said that $4.6 million is allocated for projects in 2019, so there would be about $1.8 million in funding for projects in later years. Golden asked how many of the projects are in a community that has not contributed to the MPO budget. Schaefer said that the City of Verona is the only community with a project that has contributed to the MPO budget. The Verona projects are joint projects with the City of Madison (south segment of CTH M, CTH PD west of CTH M). Golden said that he would like to discuss in the future his idea to have a project cost-share penalty for communities that don’t contribute to the MPO’s operating budget.

Schaefer explained that projects are listed in order of construction year by score. Due to policy changes implemented by WisDOT, it will be important to get projects off the books during odd years in order to maximize the MPO’s funding allocation in the next program cycle. R. Schmidt asked what must occur for a project to be considered “done”. Gust responded that the project let date will likely be the key date. Projects will need to be by June 30 of the odd-numbered year for it to be off the books.

Schaefer described the changes in terms of timing and new projects. There are three new projects, but only two are programmed through 2018: (1) seven replacement buses for Metro Transit; and (2) vans for YWCA’s JobRide program. Schaefer said Metro has a large shortfall in funding for its bus replacement program due to a change to formula funding for most transit capital programs under MAP-21. The City of Madison/Metro applied for funding on behalf of the YWCA for the JobRide program vans, which the city will lease to YWCA. He noted that the YWCA project does not score well under the criteria, but could be funded as a policy decision by the board similar to the long-standing funding for the Madison ped/bike safety program. He said he was showing programming of funding for the YWCA project despite the low score because the board had expressed support for use of STP Urban funding for the JobRide program previously given the important role it plays in providing people with access to jobs. An 80% cost share is proposed since the funding amount is not very large.

Golden asked if the transit funding was a one-time occurrence or ongoing. Schaefer said that the City of Madison/Metro requested funding over two years (2015-’17) to purchase 6-7 buses. Golden asked if Metro anticipated funding needs in later years. Schaefer said there will likely be an ongoing need to supplement their funding to maintain their replacement schedule. Golden asked if Metro could apply for additional funding in the future, and Schaefer said yes, but noted the project commitments through 2018. He also cautioned that Metro attempting to rely on STP Urban funding as an ongoing supplement to its funding would be problematic and controversial. Given the new funding allocation policy whereby funding is deducted for delayed projects, buses for Metro could be a nice “filler” project. Gust suggested that the City/Metro apply for STP Urban funds every two years, which would allow the MPO to insert a bus purchase project into the priority listings should another project get delayed. Golden said the four alders on the board could address this issue with the City Council at the appropriate budget meetings. He added he could support an occasional bus purchase application in unusual circumstances, but expressed concern with using a large amount of the MPO’s very limited funding every year to fund bus purchases. Schaefer discussed the policies of other state MPOs relating to funding bus purchases with STP Urban dollars.
All of the other projects shown through 2018 have a firm commitment for funding. The southern segment of County Trunk Highway M has been delayed to 2016. Both the southern and middle segments will be let together. The Cottage Grove Road project was moved back a year to 2017. The Lacy Road project limits have been extended east from Fahey Glen to Syene Road, and the project cost has increased. The cost of the southern segment of CTH M increased substantially because of the decision to construct a partially grade separated intersection in lieu of the planned roundabout and due to improved design work estimates. The City of Madison has pushed back the construction schedule for Johnson Street and Buckeye Road from 2018 to 2019. The City of Fitchburg and Dane County will reconstruct McKee Road from Commerce Park Drive to Seminole Highway in 2019. That project will also include the underpass for the Badger State Trail if Transportation Alternatives Program funding is not awarded. King described the poor pavement condition of McKee Road. Schaefer said that McKee Road will be resurfaced from Seminole Highway to Fish Hatchery Road this summer. Schaefer said the reconstruction and possible realignment of the northern end of Pleasant View Road is a candidate 2020 project that is proposed to be constructed in three phases. Schaefer said staff is proposing to bump the score up from a 34 to a 36 in response to comments from City of Middleton staff.

R. Schmidt asked how the MPO Rideshare program can be funded by the STP-Urban program if the funding is only supposed to be used for capital projects. Schaefer said there are some limited eligible non-capital categories, including carpool/TDM programs and planning. In response to some questions by Ahrens, Schaefer explained how some of the categories are scored. Schaefer said that an interagency meeting was scheduled with Dane County, WisDOT and the City of Madison to talk about coordination issues. Any changes will be reviewed at the August meeting. Action will not be required until October when the TIP is approved. Golden asked if the technical committee reviewed the priority project listings, and if there were any controversies or disagreements. Schaefer said staff did review the listings with the committee. No complaints were voiced, but the only suburban representative at the meeting was from the City of Fitchburg.

7. Review of WisDOT STP Urban Program Policy Guidance and Responses to MPO and WisDOT SW Region Questions

Schaefer said WisDOT had not provided any draft guidance addressing policy issues concerning the administration of the STP-Urban Program; however, the new bureau director, Donna Brown-Martin, wants to create a group to work with WisDOT to finalize this guidance. Brown-Martin attended the MPO technical committee meeting last week, and agreed that WisDOT did not explain the allocation policy changes very well last year through email communication. She said the policy was designed to service WisDOT’s needs, but did not fully consider the impact on the MPOs and local communities. She would like the work group to resolve these issues. Schaefer said he was pleased with the outcome of the meeting. Brown-Martin offered to include two Madison MPO representatives on the work group. Schaefer said Rob Phillips from the City of Madison and Jeff Gust or Michael Erickson from WisDOT SW Region would also be on group. MPO and WisDOT SW Region staff explained that the guidance needs to be finalized by August so the TIP can be finalized this fall. Schaefer asked if anyone from the board was interested in serving on the work group. Golden volunteered. Unanimous consent was given. Golden asked to be briefed in detail about the issues prior to attending the first meeting. Gust said that representatives the Green Bay and Milwaukee area MPOs would also be on the work group.

Schaefer reiterated that WisDOT’s guidance on the allocation policy changes has not been specific enough. Gust added that he has been urging other staff members to produce a draft written policy that can be distributed for review and comment. Gust said that Brown-Martin has been doing a good job as director thus far and has been building relationships. Gust said that Brown-Martin was previously in the planning group in the Southeast region in Milwaukee. Schaefer added that she was involved in the high-speed rail before it was halted.
8. Revision to MPO Operating Rules and Procedures to Address New MAP-21 Requirement of Representation by Providers of Public Transportation in MPOs Serving a Transportation Management Area

Schaefer said there is a new requirement to have a transit agency representative on large MPO boards. The Madison Area TPB has had that in practice with Chuck Kamp being on the Policy Board, but the MPO agreement doesn’t require transit representation. King asked if the revision was needed to codify our current practice. Schaefer confirmed. Schaefer said last November the board suggested asking the City to pass a resolution stating that the City of Madison Mayor must appoint a transit agency representative as one of his or her appointments. Schaefer said that he spoke with the City Attorney’s office and FHWA staff about this potential solution. The City Attorney was leery of the idea, and the FHWA said it would be sufficient to just change the MPO Rules. The MPO cannot legally change the agreement by changing its rules, but it will show the intent of the MPO to continue having a transit representative on the Board.

Final MAP-21 guidance on the issue was released on June 2, 2014. This language recommends that the transit representative not represent a local jurisdiction as well as the transit agency. Right now it is only guidance, and not a requirement. However, it will become a requirement if the FHWA’s draft planning rules are codified. Schaefer suggested that the Madison Mayor either appoint the Metro General Manager or a non-elected citizen member of the Transit & Parking Commission, but not an alder, based upon the draft rule language. Four out of the six city appointees must be alders anyway, so it does not seem this should be controversial. The legislation and guidance state that the MPO, the state, and the major transit operator should develop a process for selecting the transit agency representative on the MPO board. Schaefer said he is recommending adding language that the MPO board make an advisory recommendation to the City of Madison Mayor.

Golden agreed that this is the right thing to do right now; however, this should be reexamined if and when the issue of proportional representation (central city vs. suburbs) returns. Schaefer concurred.

Moved by Golden, seconded by Minihan, to adopt the suggested revisions to the MPO Operating Rules and Procedures. Motion carried.

9. Appointments to the Regional Intelligent Transportation Systems (ITS) Strategic Plan Advisory Committee

Schaefer said this is a joint project with City of Madison Traffic Engineering and the City’s Parking Utility. All parties are sharing in the local share cost for the plan. A project advisory committee is being set up to consist mostly of technical staff representing agencies that are going to maintain or use the data. Some policy representatives would also be desirable, including an MPO board member if someone is interested.

King asked when work would begin on the plan. Schaefer said that work would commence in late July. HNTB was selected to prepare the plan. Toole Design will assist with pedestrian/bicycle issues as a sub-consultant. Schaefer mentioned that HNTB led the traffic incident management study for the Beltline and Interstate system. He noted some of the agencies that will be involved. R. Schmidt asked if there will be any representation from Emergency Management. Schaefer said Dane County Emergency Management and the Dane County Sheriff’s Office will be asked to participate. Schaefer said the ITS plan will be especially beneficial for addressing special events, crashes and other incidents.

King asked what action was being requested. Schaefer said he was asking the Board to support the committee membership structure and for a volunteer from the board to serve on the committee. R. Schmidt expressed interest in serving on the committee.

Moved by Clear, seconded by C. Schmidt, to approve the appointments to the ITS Plan Advisory Committee, with R. Schmidt as the MPO Board representative. Motion carried.
10. Recommendation Regarding the MPO’s Representative to the City of Madison’s Long-Range Transportation Planning Committee

Schaefer said the MPO has two representatives, King and Schmidt, who currently serve on the City of Madison’s Long-Range Transportation Planning Committee. Schmidt’s appointment is up but he’s interested in reappointment. The MPO recommends committee membership appointments to the Madison Mayor, who makes the appointments.

Moved by Golden, seconded by Minihan, to recommend C. Schmidt for reappointment to the City of Madison Long-Range Transportation Planning Committee. Motion carried with C. Schmidt abstaining.

11. Brief Update on the Bicycle Transportation Plan for the Madison Metropolitan Area and Dane County and County Bicycle Wayfinding Plan

Schaefer said technical and policy committee meetings were scheduled in about a month. Progress on the plan had slowed since Mike Cechvala was recently out for paternity leave. He has now returned to working a regular schedule. However, an intern and other staff have continued to work on the plan. Staff has worked closely with the City of Madison’s ped/bike consultant for their transportation plan on the functional classification system for bikeways, both existing and planned, which will be used to prioritize projects. Staff has also been working on the plan vision, goals, objectives and performance measures. Census and bicycle traffic count data have been collected, mapped, and analyzed. Additional information will be provided in a couple months.

12. Status Report by Madison Area TPB Members on Other Projects Involving the TPB

Schaefer said the Stoughton Road study consultants plan to use the new travel demand model to re-run the traffic forecasts. If they do this, it will further delay the study since additional model refinements are being done now. MPO staff will provide the WisDOT modeling consultant with revised socioeconomic data based on the DOA’s lower population forecast estimate. This is important because the socioeconomic data drives the travel demand model. A presentation will be scheduled on the study this fall. Schaefer said there was nothing new to report on the other USH 51 study.

Golden said the Beltline Planning & Environmental Linkages (PEL) Study is currently looking at every alternative way to pull traffic off the Beltline. If enough traffic can be rerouted, the Beltline could be reconstructed without a major capacity expansion. He stated it is clear that a capacity expansion will be needed based on forecasted traffic volumes that will occur due to forecasted development and population growth in Dane County. Golden said it will be interesting to see if WisDOT substantially assists projects that take some of the traffic away from the Beltline, such as more park-and-ride lots, or Bus Rapid Transit (BRT) on Park Street or Mineral Point Road. Golden said the consultant modeled the North Mendota Parkway and the “south reliever” freeway. The south reliever takes some traffic off the Beltline, but not enough to significantly reduce congestion. Schaefer said that it does accommodate regional traffic, but that won’t be enough since there is so much latent demand for use of the Beltline; the Beltline is the only roadway that connects the Interstate to the west side south of the city. Golden said it is clear that some level of capacity expansion will be recommended when the study is completed. The major problem area is between Verona Road and USH 51 due to constrained right of way. Golden said the data and the level of analysis is the highest quality he’s seen in a project like this. He added the issue of project financing must be addressed, since there are other projects that need to be funded and funding is limited. Gust said the Beltline project ranks very high statewide.

Schaefer said that City of Madison Economic Development staff made an informative presentation last Monday night at the Transportation Master Plan Advisory Committee meeting. Schaefer said the focus of the planning effort thus far had been on developing two land use scenarios that are going to be tested using our model. MPO staff has been assisting in putting the scenarios together.
13. Discussion of Future Work Items

None

14. Announcements and Schedule of Future Meetings

Schaefer said there will be an agenda item for the election of officers at the August 6 MPO Policy Board meeting. Among the other items will be a presentation on WisDOT SW Region’s park-and-ride study. Gust said that the study will help determine where park-and-ride facilities should be located. It will also prioritize future projects. Future park-and-ride lots will have a better chance of being funded if they can be attached to a future roadway project. The high utilization of the Dutch Mill park-and-ride facility was discussed.

The next meeting will be held Wednesday, August 6, 2014 at 6:30 p.m. at the Madison Water Utility Building, 119 E. Olin Ave., rooms A-B.

15. Adjournment

Moved by Ahrens, seconded by C. Schmidt, to adjourn. Motion carried. The meeting adjourned at 7:52 PM.
July 11, 2014

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

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

Dear Mr. Poirier and Ms. Simon:

Under the authority delegated to me by Governor Scott Walker, I am hereby approving the Madison Area Transportation Planning Board’s Amendment to the 2014-2018 Transportation Improvement Program (TIP) for the Dane County Urban Area. The amendment was approved and adopted by the Madison Area Transportation Planning Board on July 2, 2014. We will reflect by reference the 2014-2017 federal aid projects covered by this approval in our 2014-2017 Statewide Transportation Improvement Program (STIP).

Copies of the TIP Amendment and Resolution TPB Number 90 for the Madison Area Transportation Planning Board are enclosed. This TIP amendment represents a comprehensive, continuous, and cooperative effort between the MPO, local communities, affected transit operators, and the Wisconsin Department of Transportation (WisDOT), and is designed to meet the objectives of Title 23 USC 134 and 135 and their implementing regulations 23 CFR 450 and the 2035 regional transportation system plan.

We have determined that the proposed amendment: 1) is consistent with the adopted 2035 Regional Transportation System Plan, 2) conforms to state and national air quality standards as required by the Federal Clean Air Act Amendments of 1990, and 3) ensures that the TIP remains fiscally constrained in that federal funding resources are sufficient to support the new or modified projects.

Sincerely,

Mark Gottlieb, P.E.
Secretary

cc: William Schaefer, MPO
Chris Betcht, FTA
Dwight McComb, FHWA
Jeff Gust, WisDOT SW Region
Sandy Beaufre, WisDOT Bureau of Planning and Economic Development
Mark,

The MPO is the one with responsibility for developing the regional transportation plan. It is a federal requirement, among others, for receiving federal transportation funding for projects. The official MPO jurisdiction is somewhat less than the whole county (see link http://www.madisonareampo.org/about/map.cfm), but the MPO has always planned for the whole county and of course must also consider travel from/to outside the county. Outside the MPO planning area, MPO recommendations are more advisory although the FWHA has in the recent past required coordination with the MPO for projects outside its official jurisdiction (e.g., when a new interchange was being studied at Cuba Valley Rd and the Interstate).

The MPO must update the regional or metropolitan transportation plan every 5 years. Since the MPO function was split from the RPC, the MPO has updated the transportation plan twice – a major update in 2006 (2030 plan horizon year) and a minor update in 2012 that was a bit late (2035 plan horizon). The MPO has started initial work on the next major update, which will need to be adopted late 2016 (scheduled) or March 2017 at the very latest. For these updates, the MPO has continued to coordinate with CARPC staff to the extent possible. For example, the MPO has used the same county population forecast (from the state DOA) and used CARPC’s urban service area and rural area population forecasts (and has worked together to prepare corresponding employment forecasts) as the basis for the allocation of future HHs, population, and employment to small traffic zones that serves as a key input to the Dane County travel forecasting model. To allocate future growth to these traffic zones, MPO staff has created a composite map of local land use plans and relied on that and regional land use policies in V2020 as best as possible in the absence of an updated regional/county land use plan.

Given the fundamental connection between land use and transportation (e.g., land development creates demand for travel, which generates need for new transportation facilities and services, which in turn affects development), it would obviously be ideal to prepare an integrated land use and transportation plan as a joint effort by CARPC and the MPO. However, there are issues with the timing of the two plans even if CARPC was able to secure funding for staff to prepare an updated regional land use plan. Even if started next year, the land use plan would not be done until after the transportation plan would need to
be adopted in late 2016. That said, the land use planning effort could still inform the transportation plan (e.g., updating of the land use policies) and the new land use plan could inform the next update of the transportation plan.

In the meantime, MPO and CARPC staff will continue to work to coordinate our efforts (e.g., BRT related planning as part of the Sustainable Communities project) and the MPO will utilize the planning work that CARPC is doing such as the local FUDA plans. We will also use the CARPC USA level population and employment forecasts as the basis for inputs to our travel model.

Feel free to contact me if you have further questions.

Bill Schaefer, Transportation Planning Manager
Madison Area Transportation Planning Board - An MPO
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From:  Mark Hazelbaker [mailto:mh@kasieta.com]
Sent:  Monday, July 14, 2014 4:27 PM
To:  Schaefer, William
Cc:  Jerry Derr (ghderr@frontier.com)
Subject:  Responsibility for the Successor to the Vision 2020 Plan

Mr. Schaefer:

I am the attorney for the Dane County Towns Association. The DCTA continues to work with other interested parties to develop a stable planning framework for the Dane Coutny area. One issue that came up recently involves preparation of a successor plan to the Vision 2020 plan. That plan was adopted by the former Dane County RPC, which was the MPO at the time.

We understand the rules concerning MPO and transportation projects to vest the responsibility for the MPO transportation plan in the MPO. The RPC does not have the responsibility to develop an MPO plan. The RPC has a planning area which is somewhat larger than the MPO, but I am not aware that there is a requirement to have an MPO-level
plan for the outlying portions of Dane County.

I suspect that you already may have been conferring with CARPC about this issue and have some ideas. The answer to the question affects funding of CARPC and other important concerns.

Thanks for your attention to this email.

Mark

Please note that we moved on June 1. We are now at 559 D'Onofrio Drive, Suite 222, Madison, WI 53719. Directions to our location are below.

Mark B. Hazelbaker, Attorney at Law
Kasieta Legal Group, LLC

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Re:
Presentation on WisDOT Southwest Region Park-and-Ride (PNR) System Study

Staff Comments on Item:
WisDOT SW Region staff have been working with its consultant, TransSmart Technologies, on a WisDOT region-wide park-and-ride (PNR) system study. The study is in its final phase where recommendations are being developed. The purposes of the study include evaluating potential locations for future PNR lots, identifying policies related to lot development, reviewing lot design standards, and improving coordination with local officials. WisDOT generally constructs lots as part of highway improvement projects. Maintenance and patrol agreements with local communities are required prior to new lot development. WisDOT’s focus is on lots that reduce traffic volumes on state highways, but the study is looking at all potential lot locations, including those that are or could be served by transit. A map of evaluated lot locations in Dane County is attached.

Materials Presented on Item:
1. Map of Evaluated Dane County PNR Lot Locations

Staff Recommendation/Rationale:
For information and discussion purposes only at this time.
Re:
2014-2016 Memorandum of Understanding (MOU) Regarding the Capital Region Sustainable Communities Consortium

Staff Comments on Item:
The MPO was a founding member of the Capital Region Sustainable Communities Consortium (CRSC), which was created following the award of a Sustainable Communities Regional Planning Grant in 2010. From 2011 to 2014, the Sustainable Communities grant funded a number of projects, including the Bus Rapid Transit Study led by the MPO and the complementary TOD Market Study. The consortium was formed to establish shared goals, priorities, and performance indicators related to sustainability. There are currently almost 40 members or partners of the consortium from the government, business, and non-profit sectors.

The Sustainable Communities funding grant has now ended. The purpose of the MOU is to facilitate the continued work of the consortium in pursuing and coordinating activities designed to meet the priority challenges identified, including establishment of high capacity transit, meeting the growing demand for walkable, mixed-use centers, and providing equitable access to opportunities. A structure for the consortium is proposed that includes a policy team/committee, a staff team, and work groups as necessary to carry out activities related to the priority challenges. MPO staff propose that the MPO have a representative on both the policy and staff teams and lead or participate in work groups as appropriate. By signing the MOU, the MPO agrees to abide by the responsibilities of members, including appointing a contact, participating in CRSC activities and events, and communicating with other CRSC members.

Steve Steinhoff, a planner with the Capital Area Regional Planning Commission (CARPC), will be at the meeting to provide a brief presentation on the CRSC and activities to date. CARPC has been the lead agency for the CRSC.

Materials Presented on Item:
1. Memorandum of Understanding Regarding the Capital Region Sustainable Communities Consortium (CRSC)

Staff Recommendation/Rationale:
Staff recommends the MPO sign the MOU, reflecting the MPO’s intent to continue to actively participate in and provide staffing support for the CRSC.
1. Purpose

The success of our region—as a great place for all to live and work—depends on our ability to work together to tackle our regional challenges. Acting alone, or in competition with each other, hurts our ability to solve problems related to economic opportunity and a healthy environment.

Capital Region Sustainable Communities (CRSC) is a consortium of public, business and non-profit entities committed to a common agenda for tackling priority challenges in the Madison, Wisconsin region.

The purpose of this Memorandum of Understanding (MOU) is to: provide mutual understanding among CRSC consortium members of CRSC goals and priorities; to manage CRSC organizational functions; and to coordinate implementation activities.

2. Background

Capital Region Sustainable Communities (CRSC) started in 2011 as a result of a Sustainable Communities Regional Planning Grant from the U.S. Department of Housing and Urban Development (HUD). HUD awarded the Capital Region a SCRPG in 2010 to implement regional and local plan elements that advance sustainability; and to close sustainability gaps in existing plans. From 2011 and continuing in 2014, CRSC funded a number of projects, and formed a consortium to establish shared goals, priorities and indicators.

3. Principles

CRSC members agree to the following guiding principles.

A. **Voluntary** – members participate on a voluntary basis. There is no penalty for non-participation beyond weakening of the collective impact.

B. **Advisory** – CRSC has no legal authority; effectiveness is an outcome of voluntary collaboration towards collective impact.

C. **Regional** – CRSC focuses on challenges that cross political boundaries, which cannot be effectively addressed by individual entities. CRSC seeks to align with shared values across the region.
D. **Multi-sector** – CRSC brings together government, business and non-profit sectors to solve complex problems that single sectors cannot solve by themselves.

E. **Cross-silo** – CRSC advances goals, priorities and activities that benefit, in a mutually reinforcing manner, the natural environment, social equity and the economy.

F. **Cooperative** – members focus on mutually established, shared goals and priorities; and set aside disagreements for other forums. Members refrain from using CRSC as a forum to advance agendas that are not shared. Members respect, and jointly enforce, mutually established ground rules.

G. **Non-partisan** - CRSC is a non-partisan organization.

4. **Region**

CRSC works in the Madison, Wisconsin region. Recognizing that, historically, the boundaries of Dane County have been used for regional planning purposes, the initial area of focus of CRSC is Dane County. At the same time, CRSC recognizes that environmental and human systems operate at a larger scale than Dane County. As such, CRSC seeks to work, over time, at this larger functional level of the region. Any governmental or non-governmental entities that consider themselves within this functional region are welcome to participate.

5. **Priority Challenges**

CRSC members agree to pursue and coordinate activities towards accomplishing the following priority challenges:

A. Meet growing demand for vibrant, walkable, mixed-use, centers

B. Establish high capacity transit

C. Ensure equitable access to opportunities

D. Develop built environment that supports ecosystem services

E. Preserve land for food production and processing

The priority challenges will be reviewed at least every two years and adjusted if deemed necessary by the CRSC Consortium.

6. **Indicators and Metrics**

CRSC members agree to establish trial indicators, metrics and performance targets for the MOU term (through 2016). CAPRC will track and regularly report metric data. The intent is to use data reports to guide activities towards achievement of priority challenges.

Goals, indicators and metrics are defined as:
Goal – an objective to be achieved. An example of a goal: protect the health of the Yahara chain of lakes. Progress toward a goal is assessed through the use of measurable indicators.

Indicator – a summary measure that provides information on the state of, or change in, the people, places, or systems that are being measured. An example of an indicator for the above goal is: pollution in lake water at public beaches.

Metric – the measured value to assess specific indicators. It defines the units and how the indicator is being measured. An example of a metric for the above indicator is: milligrams per liter of dissolved and suspended phosphorus.

The indicators and metrics will be considered a work in progress during the term of the MOU.

7. Collective Impact Framework: Conditions of Success

CRSC is generally guided by the collective impact framework, which identifies the following five conditions of success:

A. Common Agenda – All participants have a shared vision for change including a common understanding of the problem and a joint approach to solving it through coordinated actions.

B. Shared Measurement – Collecting data and measuring results consistently across all participants hold each other accountable.

C. Mutually Reinforcing Activities – Participant activities must be differentiated while still being coordinated through a mutually reinforcing plan of action.

D. Continuous Communication – Consistent and open communication is needed across the many players to build trust, assure mutual objectives, and create common motivation.

E. Backbone Support – Creating and managing collective impact requires a separate organization(s) with staff and a specific set of skills to serve as the backbone for the entire initiative and coordinate participating organizations and agencies.

8. Membership

Entities that execute this MOU comprise the membership of the CRSC consortium. Members may withdraw from the Partnership at any time by submitting a letter to CAPRC (who will distribute to Partnership members), stating the reasons for the withdrawal.

9. Common Responsibilities of Members

The following responsibilities apply to all consortium members.

A. **Appoint a primary point of contact.** Members will designate a primary representative for the consortium. Members will inform CARPC if the representative changes, and will provide CARPC with name and contact information of the new representative.

B. **Ensure communication between CRSC and leadership of member organizations.** Member points of contact are responsible for informing other key people within the municipality, agency or organization of the Partnership’s activities. The representative will also be responsible for informing CRSC members of activities of the municipality, agency or organization relevant to the work of CRSC.

C. **Participate in the consortium.** Member representatives or their designees will come prepared for, attend and participate in consortium or Work Group meetings or other CRSC events. Representatives will notify CARPC in advance if they are unable to attend meetings, and will seek to designate someone else in their organization to attend the meeting in their place.

D. **Adopt and follow ground rules.** To facilitate constructive dialog, members will establish and follow meeting ground rules, which will be enforced by the group as a whole.

10. **Expansion of Membership**

It is the intent of CRSC to be inclusive and broadly representative. Jurisdictions, agencies and organizations may join the consortium by executing this MOU and thereby agreeing to its terms and commitments. Partnership members will seek to encourage new members as needed to ensure broad representation.

11. **Policy Committee**

A Policy Committee will guide CRSC consortium decision-making and implementation. Members will be persons with decision-making authority within CRSC member organizations, or their representatives. The Policy Committee will reflect the multi-sector and cross-silo principles of CRSC.

Functions of the Policy Committee are to: monitor progress towards CRSC priority goals, as measured by adopted indicators, metrics and performance targets; make recommendations to full CRSC consortium; promote CRSC; and help to secure resources for CRSC operations. Policy Committee will set a meeting schedule for the term of the MOU. They will select a chair and determine their decision-making process at their first meeting. Members of the Policy Committee are expected to attend a minimum of half of the meetings each year.

12. **Backbone Organizational Support**

The Capital Area Regional Planning Commission (CARPC) will provide “backbone” support to CRSC including staffing the Policy Committee and Technical Advisory Team and maintaining CRSC indicators (data collection and reporting). Other members will provide staffing support for project teams and work
groups as needed to implement CRSC goals. Success of implementation efforts depends on member backbone support.

13. Technical Advisory Committee

CRSC will maintain a Staff/Technical committee whose purpose is to provide technical and support services to the Policy Committee and full consortium. Committee membership is voluntary and will reflect multi-sector and cross-silo principles (see above). Members agree to meet approximately six times per year.

14. Inclusive Participation

CRSC will work to ensure that a full range of voices are represented and have the opportunity to influence decision-making. CRSC will work to build community capacity to participate in decision-making (for example, reach out to the grassroots community members who have useful knowledge about community needs and priorities and what is needed for quality of life).

15. Meetings

The consortium will meet not less than twice a year. Member point of contact or their designated replacement are expected to attend a minimum of half of the consortium meetings each year.

16. Work Groups

The consortium may form work groups as necessary to carry out activities.

17. Decision-Making

The goal of the Partnership is to reach consensus on key decisions such as selection of goals, priorities and indicators. Decisions made by consensus have higher likelihood of implementation because they are widely supported. As an advisory group, broad support of consortium recommendations is needed to achieve desired outcomes. Members commit to seeking consensus through a mutually respectful give and take of thoughts and ideas with the intent of reaching a decision acceptable to all.

Consensus means that all members either support or can accept a decision. Opposing a decision means that a member feels it conflicts with purpose, goals, or principles of CRSC. Decision-making will give members the opportunity to express support, disagreement or opposition to proposed decisions. Members have responsibility to voice reasons for disagreement and opposition; and to seek to address disagreement or opposition among others. If disagreement persists among a few members after discussion, a consensus decision among those present may proceed with points of disagreement recorded in the meeting minutes. If opposition persists, it may mean that sufficient common ground does not exist to go forward with the proposed decision. CRSC members may proceed with a decision if two-thirds of the members agree that opposition is not rooted in violations of CRSC purpose, goals or
principles. Decision items must be included on the meeting agenda distributed to Partnership members in advance.

18. Term of MOU

The term of the MOU is from execution of the MOU until December 31, 2016.

19. Member Matching Funds and Signature

The Madison Area Transportation Planning Board (TPB) – An MPO agrees to the terms and conditions of the MOU.

___________________________________________ ______________________________
Signature of Authorized Representative Date

Al Matano, Chair, Madison Area TPB

Primary Point of Contact: William Schaefer, Transportation Planning Manager

Email address:  wschaefer@cityofmadison.com

Phone:  (608) 266-9115
Statement of Member Interests and Participation

Name of CRSC Organization: Madison Area Transportation Planning Board – An MPO

Primary CRSC Goal interests:

__X__ Ensuring equitable access to opportunity
__X__ Meet growing demand for walkable, vibrant places
__X__ Built environment supports ecosystem services
__X__ High capacity, regional transit
____ Preserve land for food and fiber production and processing
____ Other

Specific projects or activities your organization your community/organization is involved in, and around which your community/organization would find value in coordinating with others:

Bus Rapid Transit (BRT) System planning (ongoing)

Regional Transportation Plan Update (2015-’16)

Other plans and studies (e.g., Bicycle Transportation Plan, Transit Development Plan)

Public involvement activities generally

Level of Participation desired:

__X__ Policy Committee
__X__ Technical Advisory Team
__X__ Project Team or Work Group

Focus or Topic:__High capacity regional transit and Meet demand for walkable, vibrant places
Re:
Review of Final Draft Scoring and Priority Listing of Candidate Projects for STP Urban Funding for 2015-2019

Staff Comments on Item:

Each year as part of the annual process to update the Transportation Improvement Program (TIP), it is the responsibility of the MPO to score and prioritize candidate projects for Federal Surface Transportation Program (STP) - Urban funding. A description of the current selection process and project scoring criteria is included in Appendix A of the 2014-2018 TIP document at the following link:
http://www.madisonareampo.org/planning/improvementprogram.cfm

Staff reviewed a preliminary draft of the project scoring and priority listing of projects proposed for funding in 2015-2018 and 2019 with the board at its July meeting. The scoring and priority project listings were also reviewed with the MPO Technical Coordinating Committee (TCC) at its June 25 meeting. An interagency staff meeting was held on July 16 to review the STP-Urban and other TIP project submittals and resolve any issues/discrepancies in the cost, cost sharing, and timing of the projects. The only change to the priority project listings and project scoring table reflected in the final draft versions is a minor correction in the cost of the MPO Rideshare Program and a minor change in the score of the Pleasant View Road project from a 34 to 36. That project is not programmed at this time.

The list of priority projects, specifically the proposed changes in projects and their funding and timing, from what has been approved in the current TIP, is subject to policy guidance to be provided by WisDOT regarding issues such as calculation of our funding allocation, project substitutions, changes to project timing, etc. WisDOT has set up a work group that includes MPO and WisDOT Region Office representatives to develop the guidance. MPO and WisDOT SW Region staff have indicated to Ms. Martin that the guidance must be completed by the end of August or early September so the TIP can be approved in October.

A public hearing regarding the draft STP-Urban priority projects and the Draft 2015-2019 TIP is scheduled for the September 3 MPO Board meeting. MPO Board approval of the listings and the 2015-2019 TIP is anticipated at the October 1 meeting.

Materials Presented on Item:


Staff Recommendation/Rationale:
For information and discussion purposes only at this time.
<table>
<thead>
<tr>
<th>Project</th>
<th>Project ID</th>
<th>Score</th>
<th>Construction/ Project Year</th>
<th>Total Cost (thousands)</th>
<th>Percent</th>
<th>Federal Funds Currently Approved (thousands)</th>
<th>Proposed Federal Funds (thousands)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO Rideshare Program</td>
<td>5992-08-20,30-32</td>
<td>48</td>
<td>2015-2016</td>
<td>$415</td>
<td>80</td>
<td>$324</td>
<td>$332</td>
<td>Ongoing support per MPO policy</td>
</tr>
<tr>
<td>Metro Transit Bus Replacements (Up to 7)</td>
<td>New</td>
<td></td>
<td>2015-2017</td>
<td>$8,610</td>
<td>50</td>
<td>0</td>
<td>$4,305</td>
<td>Provide all funding in 2015?</td>
</tr>
<tr>
<td>City of Madison Ped/Bike Safety Education Program</td>
<td>5992-08-29,33-35</td>
<td>30</td>
<td>2015-2018</td>
<td>$355</td>
<td>80</td>
<td>0</td>
<td>$284</td>
<td>Ongoing support per MPO policy</td>
</tr>
<tr>
<td>YWCA JobRide Program Van Replacements (6)</td>
<td>New</td>
<td></td>
<td>2015-2016</td>
<td>$165</td>
<td>80</td>
<td>0</td>
<td>$132</td>
<td>MPO policy decision whether to fund. If so, provide all funding in 2015?</td>
</tr>
<tr>
<td>CTH M (Cross Country Rd. to 2,500' N of CTH PD)</td>
<td>5992-09-82</td>
<td>42</td>
<td>2016</td>
<td>$16,600</td>
<td>50</td>
<td>$5,590</td>
<td>$8,300</td>
<td>Carryover project. Moved from '15. Incl path, underpasses (one a TAP appl)</td>
</tr>
<tr>
<td>CTH M (2,500' N of CTH PD to 1,000 S of Valley View Road)</td>
<td>5992-09-85</td>
<td>42</td>
<td>2016</td>
<td>$12,800</td>
<td>50</td>
<td>$5,915</td>
<td>$6,400</td>
<td>Includes ped/bike path and underpass of Midtown Rd.</td>
</tr>
<tr>
<td>McKee Rd./CTH PD (Meriter Way to Maple Grove Rd.)</td>
<td>5992-09-31</td>
<td>36</td>
<td>2017</td>
<td>$12,160</td>
<td>50</td>
<td>0</td>
<td>$6,265</td>
<td>$6,080</td>
</tr>
<tr>
<td>Lacy Rd. (City Hall to Syene Rd.)</td>
<td>5849-00-11</td>
<td>34</td>
<td>2017</td>
<td>$4,000</td>
<td>50</td>
<td>0</td>
<td>$800</td>
<td>$2,000</td>
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<tr>
<td>CTH PD (Nine Mound Road to CTH M)</td>
<td>5992-09-36</td>
<td>36</td>
<td>2018</td>
<td>$7,210</td>
<td>50</td>
<td>$3,715</td>
<td>$3,605</td>
<td>Includes path. Move to 2017 if possible?</td>
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<tr>
<td>MPO Rideshare Program</td>
<td>5992-08-20,30-32</td>
<td>48</td>
<td>2019</td>
<td>$105</td>
<td>80</td>
<td>0</td>
<td>$84</td>
<td>Ongoing support per MPO policy. 3% increase over 2018 funding amount.</td>
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<tr>
<td>E. Johnson St. (Baldwin St. to First St.) Phase 2</td>
<td>5992-09-14</td>
<td>40</td>
<td>2019</td>
<td>$3,940</td>
<td>50</td>
<td>$1,970</td>
<td>$1,970</td>
<td>City moved from 2018.</td>
</tr>
<tr>
<td>McKee Rd./CTH PD (Commerce Park Dr to Seminole Hwy.)</td>
<td>New</td>
<td></td>
<td>2019</td>
<td>$2,900</td>
<td>50</td>
<td>0</td>
<td>$1,450</td>
<td>Coordinate w/ Verona Rd/CTH PD interchg proj. Incld. ped/bike Xing (city TAP application).</td>
</tr>
<tr>
<td>Buckeye Rd. (Monona Dr. to Stoughton Rd./USH 51)</td>
<td>5992-09-41</td>
<td>32</td>
<td>2019</td>
<td>$2,130</td>
<td>50</td>
<td>0</td>
<td>$1,035</td>
<td>$1,065</td>
</tr>
<tr>
<td>City of Madison Ped/Bike Safety Education Program</td>
<td>5992-08-29,33-35</td>
<td>30</td>
<td>2016</td>
<td>$96</td>
<td>80</td>
<td>0</td>
<td>$77</td>
<td>Ongoing support per MPO policy. 3% increase over 2018 funding amount.</td>
</tr>
<tr>
<td>Pleasant View Rd. (Univ. Green to Greenway Blvd.) Phase 1</td>
<td>36</td>
<td></td>
<td></td>
<td>$13,259</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2018.</td>
<td></td>
</tr>
<tr>
<td>Pleasant View Rd (Greenway Blvd to Timber Wolf Trl) Ph 2</td>
<td>36</td>
<td></td>
<td></td>
<td>$4,720</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2019.</td>
<td></td>
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<tr>
<td>McKenna Blvd. (Gammon Ln. to Hammersley Rd.)</td>
<td>32</td>
<td></td>
<td></td>
<td>$1,670</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2019.</td>
<td></td>
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<tr>
<td>Park Street (Park Lawn Pl. to Century Ave.)</td>
<td>30</td>
<td></td>
<td></td>
<td>$340</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2016.</td>
<td></td>
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<tr>
<td>Parmenter St. (Century Ave./CTH M to Greenbriar Rd.)</td>
<td>30</td>
<td></td>
<td></td>
<td>$4,816</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2016.</td>
<td></td>
</tr>
<tr>
<td>High Road (Century Ave./CTH M to Ramsey Rd.)</td>
<td>28</td>
<td></td>
<td></td>
<td>$256</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2016.</td>
<td></td>
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<tr>
<td>Parmenter Street (University Ave. to Lee St.)</td>
<td>28</td>
<td></td>
<td></td>
<td>$204</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2015.</td>
<td></td>
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<tr>
<td>Syene Rd. (McCoy Rd. to Post Rd.)</td>
<td>28</td>
<td></td>
<td></td>
<td>$760</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2015.</td>
<td></td>
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<tr>
<td>Mendota Ave. (University Ave. to Allen Blvd./CTH Q)</td>
<td>28</td>
<td></td>
<td></td>
<td>$228</td>
<td>50</td>
<td>0</td>
<td>Request/scheduled for 2016.</td>
<td></td>
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</tbody>
</table>
### 2015-2019 TIP/STP-URBAN PROJECTS SCORING

<table>
<thead>
<tr>
<th>Roadway</th>
<th>Transit</th>
<th>Ped/Bike</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 BUCKEYE RD. (MONONA DR. TO STOUGHTON RD./USH 51)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2019 COTTAGE GROVE RD/CTH BB (13990934 TO SPRINGFIELD RD)</td>
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<td></td>
<td></td>
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<tr>
<td>2019 CTH M (CROSS COUNTRY RD. TO 5000' N OF CTH PD)</td>
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<tr>
<td>2019 CTH M (N OF CTH PD TO S OF VALLEY VIEW RD)</td>
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<tr>
<td>2018 CTH PD WEST (NINE MOON RD TO CTH M)</td>
<td></td>
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<tr>
<td>2019 E. JOHNSON ST. (BALDWIN ST. TO FIRST ST.) PHASE 2</td>
<td></td>
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<tr>
<td>2017 LACY RD. (CITY HALL TO SYENE RD.)</td>
<td></td>
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<tr>
<td>2017 McKEE RD/CTH PD (COMM PARK DR TO SEMINOLE HWY)</td>
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<tr>
<td>2017 McKEE RD. (MERITER WAY TO MAPLE GROVE RD.)</td>
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<tr>
<td>2017 MCKENNA BLVD. (GAMMON LN. TO HAMMERSLEY RD.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 MENDOTA AVE. (UNIVERSITY AV. TO ALLEN BLVD./CTH Q)</td>
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<td></td>
<td></td>
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<tr>
<td>2017 PARK STREET (PARK LAWN PL. TO CENTURY AV.)</td>
<td></td>
<td></td>
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<tr>
<td>2016 PARMENTER ST. (CENTURY AV./CTH M TO GARDENVIEW RD.)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2016 PARMENTER STREET (UNIVERSITY AV. TO MEADE ST.)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2016 PLEASANT VIEW RD (UNIV. GREEN TO GREENBELT RD.) PHASE 1</td>
<td></td>
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<tr>
<td>2016 PLEASANT VIEW RD (GREENBELT RD TO POST RD.) PHASE 2</td>
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<tr>
<td>2016 SYENE RD. (MCCOY RD TO POST RD.)</td>
<td></td>
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<tr>
<td>2015-2017 YWCA REPLACEMENT VANS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2015-2019 MADISON PED/BIKE SAFETY</td>
<td></td>
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<tr>
<td>2015-2019 RIDESHARING</td>
<td></td>
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</tr>
</tbody>
</table>

### I. Consistency


### II. Improve Efficiency and Effectiveness of Reg. Transp. Sys.

- A. Safety and Security (High=6, Med=4, Low=2)
- B. Congestion Relief (High=6, Med=4, Low=2)
- C. Congestion Prevention (High=6, Med=4, Low=2)
- D. Cost Effective/Life Cycle Cost: Cost/# of people affected daily, then normalize (0-6)
- E. Multi-modal (>two modes=6, two modes=4, one mode=2)
- F. Degree of Multi-modal Use (High=6, Med=4, Low=2)
- G. Preserves Existing System (6 points if applicable)

### III. System Expansion

- A. Demand: examples include volumes, load factors, etc. (High=6, Med=4, Low=2)
- B. Transp. Corridor Pres. ROW (endangered=6, major=4, minor=2)

### IV. External Impacts

- A. Federal and State TCM Effectiveness (High=6, Med=4, Low=2)
- B. Supports Land Use: 1. Promotes increased density around transit stations; 2. Promotes more efficient land use; 3. Reduces auto dependence (all three=6, two=4, one=2)
- C. Energy Conservation/Modal Shift: Directly promotes shift from SOV (rail, bus, HOV, or ped/bike)=6; indirect shift (park and ride lots, signal intercon., etc.)=4; low impact=2
- D. Air pollution reduction (High=6, Med=4, Low=2)
- E. Noise Reduction: (High=6, Med=4, Low=2)

### V. Complexity of Project Preparation

### VI. Land Use and Transportation System Change Interrelationship

### VII. Intermodal Connectivity

> 3 modes=6, 3 modes=4, 2 modes=2

**TOTAL POINTS**

32 36 42 42 38 28 40 34 36 36 32 28 30 30 28 36 36 28 40 28 30 48
Re:
Consideration of Release of Draft 2015-2019 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County for Public Review and Comment

<table>
<thead>
<tr>
<th>Staff Comments on Item:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff has received TIP project submittals from WisDOT, Dane County, and local units of government and is compiling them into a complete coordinated listing of projects programmed or planned for implementation in the next five-year period. Staff has reviewed the projects to ensure consistency with the MPO’s long-range regional transportation plan. A meeting was held with WisDOT, Dane County, and City of Madison staff to review and work out discrepancies in joint projects or local projects with federal and/or state funds. The draft TIP is expected to be ready to release for review and comment on August 8 or 12 at the latest. Maps of the major roadway and bicycle projects in the draft TIP will be available for review at the meeting. If the draft TIP is completed prior to the meeting, an email will be sent out with the link to the document for those that might want to review it prior to the meeting. However, the STP Urban priority project listings is the main item that the board is approving for release. The other projects constitute a coordinated listing of projects submitted by the implementing agencies. A public hearing on the TIP will be held at the Board’s next meeting on September 3. Action on the TIP is anticipated at the Board’s October meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials Presented on Item:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Recommendation/Rationale:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff recommends approval to release the draft TIP for public review and comment.</td>
</tr>
</tbody>
</table>
Re:
Resolution TPB No. 91 Approving the Madison Area TPB Title VI Non-Discrimination Program/Limited English Proficiency Plan

Staff Comments on Item:
All recipients of federal funding must comply with Title VI of the Civil Rights Act of 1964 and related laws and regulations. This includes sub-recipients of funding such as the MPO, which receives FTA and FHWA funding administered by WisDOT. The purpose of Title VI is to ensure that no person or groups of persons are, on the grounds of race, color, or national origin, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under programs and activities of agencies etc. receiving federal funding. In the past, the MPO has simply relied on the Title VI compliance plan of the City of Madison, which is the MPO’s fiscal and administrative agent. With new Title VI requirements and guidelines for FTA recipients published in late 2012, including requirements specifically for MPOs, staff decided it was best for the MPO to create its own Title VI program. The MPO will still rely on support from the City of Madison, including its Civil Rights Department.

The Title VI document outlines how the MPO meets or plans to meet all Title VI requirements, including notice to the public, complaint procedures, procedures to ensure the needs of minority populations are considered, and language assistance services. The Limited English Proficiency Plan (Appendix E of the document) updates an earlier plan that the MPO adopted several years ago.

MPO staff sent the draft document to WisDOT Planning and Transit staff for review and comment. As the recipient of funds passed through to the MPOs, WisDOT is ultimately responsible for ensuring compliance by MPOs with Title VI requirements. Any comments or suggested changes by WisDOT staff will be reviewed at the meeting.

Materials Presented on Item:
1. Resolution TPB No. 91

Staff Recommendation/Rationale:
Staff recommends approval of the Title VI Program document.
Resolution TPB No. 91
Approving the Title VI Non-Discrimination Program/Limited English Proficiency Plan

WHEREAS Title VI of the Civil Rights Act of 1964 and U.S. Department of Transportation (USDOT) regulations to implement the law (49 CFR, Part 21) require all recipients and sub-recipients of Federal transportation funds such as the Madison Area Transportation Planning Board (TPB) to establish and maintain a Title VI Program that carries out the regulations and integrates the activities and considerations outlined in the USDOT’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005); and

WHEREAS the Federal Transit Administration (FTA) issued Circular FTA 4702.1B, Title VI Requirements and Guidelines for FTA Recipients, on October 12, 2012 providing further guidance and instructions necessary to carry the USDOT Title VI regulations and policy guidance related to LEP persons; and

WHEREAS a Title VI Non-Discrimination Program has been developed for the Madison Area TPB and City of Madison as its administrative and fiscal agent, which aims to meet these requirements; and

WHEREAS the Title VI Program includes an updated Limited English Proficiency (LEP) Plan contained in Appendix E; and

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

WHEREAS the Madison Area TPB and City of Madison as its agent intends that any agencies or firms with whom the city contracts on behalf of the MPO will comply with the Title VI Program as appropriate and the Madison Area TPB will take reasonable steps to ensure such compliance:

NOW, THEREFORE, BE IT RESOLVED that the Madison Area Transportation Planning Board, as the designated Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area, approves the 2014 Title VI Non-Discrimination Program/Limited English Proficiency Plan; 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 Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. 112-141) 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;
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

Date Adopted ________________________________
Al Matano, Chair
Title VI Non-Discrimination Program/
Limited English Proficiency Plan
The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code.

The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Information in this report is subject to change based on the final disposition of the federal transportation reauthorization bill Moving Ahead for Progress in the 21st Century (MAP-21).
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Purpose for the Title VI Program

As the designated Metropolitan Planning Organization (MPO), the Madison Area Transportation Planning Board (TPB) is the policy body responsible for cooperative, comprehensive regional transportation planning and decision making for the Madison, Wisconsin Metropolitan Planning Area. The Madison Area TPB was created through an agreement between the City of Madison, other units of government having more than 75% of the population in the MPO Planning Area, and the Governor effective May 2, 2007. Per this agreement, MPO staff is provided by the City of Madison with the staff located in the city’s Planning Division within the Planning & Community & Economic Development Department.

The City of Madison serves as the Madison Area TPB’s fiscal and administrative agent. In the past, the Madison Area TPB has used and relied exclusively on the city’s and city Planning Division’s Title VI compliance plans, but is now adopting it own program within the framework of the city’s and with support from the city. Almost 80% of the Madison Area TPB’s funding comes from Federal Transportation Planning funds administered by the Wisconsin Department of Transportation (WisDOT). As a subrecipient of Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funds administered by WisDOT, the Madison Area TPB, as the designated MPO for the Madison Urbanized Area, is required to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes.

In addition, the Madison Area TPB is required to comply with Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation (DOT). The purpose of these laws and regulations is to assure that no person or groups of persons shall, on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MPO, regardless of whether those programs and activities are federally funded or not. The MPO must also provide meaningful access to services for persons with Limited English Proficiency.

The Madison Area TPB includes a report on Title VI activities as part of its annual Unified Planning Work Program. The report lists accomplishments for the prior year and anticipated activities for the coming year.

Relationship between Title VI and Environmental Justice

This program focuses on Title VI and its prohibition of discrimination on the basis of race, color, and national origin. However, the Madison Area TPB is required and committed to also achieving the broader goal of environmental justice as part of its mission. To amplify Title VI, President Clinton issued Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, in 1994. The purpose of the order was to make achieving environmental justice part of each Federal agency’s mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of government programs, policies, and investments, such as transportation facilities, on minority and low-income populations. A series of orders have been issued by Federal agencies, including U.S. DOT, since then requiring the incorporation of Environmental Justice principles into Federal programs and policies. FTA issued a Circular in 2007 (FTA 4702.1A), which contains requirements and guidelines for MPOs.

Madison Area TPB Title VI and Environmental Justice Goals

The Madison Area TPB is committed to preventing discrimination and to fostering a just and equitable society, and recognizes the key role that transportation facilities and services provide to the community. The following are some basic principles that serve as overall objectives in implementing this Title VI program:
● Make transportation planning and investment decisions that strive to meet the needs of all people.

● Enhance the public involvement process to reach all segments of the population and ensure that all groups have an opportunity to have a voice in the metropolitan transportation planning process regardless of race, color, and national origin, as well as income status, gender, age, and disability.

● Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.

● Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.

● Avoid disproportionately high and adverse impacts on Title VI protected populations.

● Comply with the requirements of Title VI and accompanying rules and orders.

Title VI Coordinator

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

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

Title VI Program Requirements Regarding Assurances, Notice to the Public, and Complaint Procedures

The Title VI Program requirements are outlined in FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients. The requirements related to providing assurances that a Title VI program will be carried out, notice to the public, and complaint procedures are listed below along with information on how the Madison Area TPB addresses the requirements. Additional requirements are addressed in subsequent sections of this Title VI program document.

Title VI Assurances

Recipients of Federal FTA and/or FHWA funding, including sub-recipients of funding such as the Madison Area TPB, must provide an assurance that the applicant will carry out the program in compliance with U.S. DOT’s Title VI regulations. The Madison Area TPB’s Title VI Assurances are included in Appendix A.

Title VI Notice to the Public

Information must be provided to the public regarding the recipient’s obligations under U.S. DOT Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.
The Madison Area TPB’s Title VI notice to the public is included in Appendix B. It is posted on the agency’s Website (http://www.MadisonAreaMPO.org/), which includes a Civil Rights/Title VI link on the homepage. The notice is also posted on the bulletin board in the agency office near the conference room. The notice is posted in English and in Spanish on the MPO’s Spanish webpage. A sentence is included at the end in Hmong and Chinese (?) that if information is needed in another language to contact the City of Madison Civil Rights Department at (608) 266-4910.

**Title VI Complaint Procedures and Form**

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

The Madison Area TPB’s complaint procedures and form are included in Appendices C and D. The procedures and form are available on the agency’s Website via the Civil Rights/Title VI link and also posted on the bulletin board in the agency office.

Recipients must also maintain a record of Title VI investigations and complaints. There have been no Title VI investigations, complaints, or lawsuits filed with MPO or City of Madison on behalf of the MPO.

**Public Involvement Process and Language Assistance Plan**

Title VI requirements and considerations, Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency (LEP), and the U.S. DOT guidance on LEP are to be integrated into each recipient’s public involvement process.

The Madison Area TPB’s Public Participation Plan was approved in September 2007 and is available on the MPO’s Website at the following link:


The Public Participation Plan is currently in the process of being updated to reflect ongoing evaluation of the process and additional strategies that have been or will be implemented for communicating with the public such as the addition of an MPO Facebook page, a Spanish webpage, and an E-mail newsletter. The Madison Area TPB is updating its LEP Plan as part of adoption of this Title VI Program. The updated LEP Plan is included in Appendix E.

**Goals**

The following goals have been established for the Madison Area TPB public participation efforts:

- Actively reach out to the public, including those traditionally under-served, to help them understand and participate in the transportation planning and programming process.
- Keep the public informed of ongoing transportation planning processes on a continuing basis.
- Provide education on the issues.
- Provide a variety of opportunities for active participation and input throughout the processes.
- Provide opportunities for informed public discussion.
- Engage the media to increase public awareness and participation.
- Promote intergovernmental and interagency coordination.
The plan identifies the multiple stakeholders that are important participants in the transportation planning process, including minority and low-income populations, the limited English proficient, elderly, persons with disabilities, autoless persons/households, transportation providers, local jurisdictions and public agencies, businesses, and various special interest groups.

Methods to Provide Information and Communicate with the Public

The following methods are or will be employed to provide information and communicate with the public:

- Provision of informational materials (summary information, fact sheets, etc.) and access to technical and policy information via the Website, meetings with staff, etc.
- Use of E-mail lists and List Servs.
- Legal meeting notices and advertisements and, in some cases, display ads.
- Meeting flyers (both hard and digital copies).
- Comment forms.
- Surveys.
- Media strategies, including press releases and social media.
- Presentations to civic groups and use of their publications.
- MPO Website.
- E-mail newsletter.
- Field trips.
- Audio-cast of public meetings upon request.

Other Public Involvement Strategies

Other strategies that the Madison Area TPB will employ to promote inclusive public participation include:

- Public information meetings and hearings, held throughout the metro area at various stages of plan development with different meeting sizes and formats considered.
- Coordination with other state and local planning efforts and public involvement activities.
- Employ special efforts to ensure meaningful opportunities for participation by minority and low-income populations and those with a disability or language barrier, and to address environmental justice issues at all stages of the planning process.
- Use of advisory committees.

Efforts to engage those with limited English proficiency are outlined in the Madison Area TPB’s LEP Plan (Appendix E). Efforts the Madison Area TPB will make to engage minority and low-income populations and those with a disability include:

- Holding meetings in accessible locations with good transit and bicycle access, including holding some meetings in minority and/or low-income neighborhood areas, and all public hearings downtown.
- Providing press releases and public meeting notices to media that serve minority and LEP populations.
- Distributing public meeting notices and other information to an E-mail list of community and social service organizations representing or assisting minority and low-income populations. Major meeting notices, such as those on the RTP, will be distributed in Spanish.
- Identifying opportunities such as resource or other fairs or organizational meetings to provide information on the MPO and its planning activities.
- Making efforts to include representatives of minorities and/or representatives of minority, disability, or low-income groups on the MPO’s citizen advisory committee and other ad hoc committees.
Advisory Committee Structure

The Madison Area TPB has established two standing advisory committees – an intergovernmental Technical Coordinating Committee (TCC) and a Citizen Advisory Committee (CAC). The table below depicts the racial and ethnic makeup of the Madison Metropolitan Planning Area and the MPO Policy Board and its two main advisory committees, the Technical Coordinating Committee and the Citizen Advisory Committee. In addition, ad hoc advisory committees are created for major plans such as the RTP, Transit Development Plan, and Bicycle Transportation Plan. The Madison Area TPB also makes use of other county and local transportation committees as part of its public involvement process.

The TCC includes WisDOT, UW-Madison, Dane County, and local planning and engineering staff. It reviews, coordinates, and advises the MPO Policy Board on transportation planning matters and makes recommendations to the board on all plans and TIPs. The CAC includes representatives from local government, community organizations, interest groups, businesses, and the general public. In addition to providing advice and serving as a sounding board on transportation planning issues, the CAC also provides liaison with other groups and the public.

The Madison Area TPB understands that diverse representation on the MPO Policy Board and its committees helps result in sound policy reflective of the needs of the entire population. The 2007 MPO redesignation agreement includes the following statement regarding MPO Board appointments:

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

This language is also included in the MPO's Rules and Operating Procedures. Appointing authorities are reminded of this directive when appointments are made. The City of Madison Mayor appoints six (6) of the 14 members on the MPO Policy Board. The City of Madison's Civil Rights Director participates in the Mayor's review and decisions on all board and committee appointments, including those to the MPO Board. The Madison Mayor and Mayor's staff encourage city staff and others in the community to recommend city residents for appointment to boards and committees and recommendation of minority residents are strongly encouraged.

The MPO Board encourages MPO staff to seek out citizen advisory committee members that are representative of the diverse population in the Madison area. Because the MPO technical committee membership consists of state and local planning and engineering staff, and is based on the person's title or position so the MPO does not have any control over the racial and ethnic makeup of that committee.

The Madison Area TPB encourages participation of all citizens in the regional transportation planning and programming process. The MPO will continue to make efforts to encourage and promote diversity. To encourage participation on its citizen advisory committee and any other ad hoc advisory committees, the Madison Area TPB will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the MPO strives to find ways to make participating on its committees and in public meetings convenient. This includes scheduling meetings after work hours and in locations with good transit service (e.g., downtown) and in or near neighborhoods with a high concentration of minority and low-income populations.
Table 1 below shows the current racial composition of the MPO Policy Board, TCC, and CAC as of July 2014. There is one vacancy on the MPO Policy Board and several open slots on the CAC.

![Table 1](image)

### Demographic Profile of the Madison Metropolitan Planning Area and Dane County

#### Minority Population Concentrations

Within the Madison Metropolitan Planning Area, 16.6% of the population belongs to a minority racial group, according to 2010 Census data. Of those, the largest percent were Black or African American alone (5.7%) and Asian (5.2%). In terms of ethnicity, the Hispanic population was 6.3% of the total population. See Table 2.

![Table 2](image)

The minority population groups have been growing at a much faster rate than the White population. From 2000 to 2010, the Black, Asian, Other Minority, and Two or More Race groups in Dane County all grew by almost 50% or more. This resulted in the minority population in Dane County increasing from 11.0% of the total population in 2000 to 15.2% in 2010. The Hispanic population more than doubled, increasing from 3.4% to 5.9% of the total county population during the decade.

Figure 1 shows the distribution of minority population groups within the Madison Metropolitan Planning Area overlaid with the Metro Transit bus service and Sun Prairie and Stoughton shared ride taxi service areas. The 2010 data is shown by Census block. Minority population groups are defined to include non-White Alone and/or Hispanic (i.e., excludes non-Hispanic White Alone).
There were 1,522 out of the 9,452 Census blocks or 16% in which the minority population was above the MPO Planning Area percentage of 19.6%. There were 283 Census blocks or 3% where the minority population was 59% (3 times the average) or more of the total block population. Minority populations are generally concentrated mostly in the City of Madison's South, Southwest (Gammon Rd., McKenna Blvd., Allied Dr.), and North (Northport Dr.) sides with some other areas on the East side (Stoughton Road and East Washington Avenue, N. Thompson Dr.), West side (Eagle Heights, Sheboygan Ave., Tree Ln.), and in the City of Sun Prairie. There are some blocks with higher percentage concentrations scattered in some other areas, but the total minority population in those blocks is generally quite small.

The Metro Transit bus service area and City of Sun Prairie transit service area encompass most of the areas with higher than average concentrations of minority populations, including all of those with a minimum of 150 persons.

**Procedures by which Mobility Needs of Minority Populations are Identified and Considered**

The mobility needs of minority populations are determined during the transportation planning and programming process through early and continuing public outreach to minority populations to obtain their input and through analysis of the location of minority population concentrations relative to existing and planned jobs and services and their travel patterns.

The following are among the strategies used to engage minority and other under-represented population groups in the transportation planning process:

- Lists of contacts of community and religious organizations and leaders are maintained and email notices sent out to this distribution list regarding public hearings and public meetings on regional transportation plans and studies and the Transportation Improvement Program (TIP). For the next regional transportation plan update and other selected meetings, digital format meeting flyers in Spanish as well as English will be distributed to this distribution list.

- Representatives of minority and other groups are identified and an effort made to include them on the MPO's Citizen Advisory Committee as well as on ad hoc plan or study committees.

- Information, including news releases and advertisements, is provided to minority news media outlets, as well as in any free publications (e.g., Isthmus) that may be accessed by the minority population.

- Whenever possible, meetings are held at locations convenient to neighborhoods with a concentration of minority persons and with good transit and bicycle access. Meetings are also held at times to assure opportunities for a broad audience to attend.

- The effectiveness of all communications and public involvement efforts is evaluated annually and adjustments are made as necessary to the public involvement strategy. This includes outreach to minority and other under-represented population groups.

See the Madison Area TPB's Limited English Proficiency (LEP) Plan (Appendix E) for a description of the strategies used to engage LEP individuals.

As part of the ongoing regional transportation planning and programming process, the Madison Area TPB analyzes how the current and planned future transportation system services the minority population, low-income persons, and autoless households. Data is collected on the location of the minority population and low-income persons and autoless households as well as on the travel characteristics of these population groups from Census journey-to-work data and from transit on-board surveys.
This data informs regional transportation plan policies and recommendations. For example, minorities have a low rate of bicycling based on Census data. As part of the current update to the regional bicycle transportation plan, a draft goal has been developed to “provide equitable access to the benefits of bicycling through bicycle infrastructure investments, educational and encouragement programs, and public engagement.” Recommendations will be developed to achieve this goal and an equity analysis will be conducted of the facility recommendations comparing the location of projects in relation to minority population concentrations and low-income neighborhoods.

An equity or environmental justice analysis is also conducted for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). This includes a qualitative analysis in which planned or programmed roadway, transit, and bicycle projects are overlaid or superimposed on a map highlighting the areas with concentrations of minority populations, low-income persons, and autoless households to determine the extent to which these areas are negatively or positively impacted by the projects. It also includes an assessment of how well recent and any planned Metro Transit bus service improvements have benefitted these areas. For last major RTP update, a quantitative analysis was conducted using the regional travel model to compare auto and transit travel times from these areas to selected major employment/services, shopping, and educational centers under the base committed projects and recommended plan scenarios. The same analysis is planned the upcoming major RTP update scheduled to adopted in late 2016.

These analyses for the 2030 RTP, 2035 RTP Update, and annual TIP updates have concluded that the planned and programmed projects do not impose disproportionately high and adverse impacts on minority and other EJ population groups and that the benefits of the recommended and programmed transportation projects and services are reasonably distributed to meet the needs of all populations in the MPO planning area. See links below to the 2035 RTP Update and 2014-2018 TIP. The EJ analysis for the RTP Update starts on page 131 and the analysis for 2014-2018 TIP is included in Attachment E.


The EJ analyses of the RTP and TIP are conducted at the draft stage well before they are finalized in order to inform the plan and TIP development process and address any disproportionate impacts if discovered.

The Madison Area TPB also monitors the Title VI analysis of transit service standards, policies, and the facility location equity analysis conducted by Metro Transit as part of its Title VI compliance efforts and references this analysis in its analysis for the TIP. The most recent analysis is included in Metro Transit’s June 2014 Title VI Program report. The analysis concluded that service and facility quality for areas with concentrations of minority and limited English proficient populations compared very favorably with non-minority areas and there were no disparate impacts on the basis of race, color, or national origin.

The MPO is committed to continuing to enhance the analytical capability for assessing impact distributions of transportation programs, policies, and projects in its transportation plans and the TIP.
Title VI Assurances

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

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

1. That the Recipient agrees that each “program” and each “facility,” as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or materials subject to the regulations and made in connection with the Federal-Aid Highway or Transit Programs and, in adapted form, in all proposals for negotiated agreements:

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

3. That the Recipient shall insert the clauses of Appendix A in every contract subject to the Act and the Regulations.

4. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations, and this assurance.

5. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

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

Date Adopted
Al Matano, Chair
Madison Area Transportation Planning Board
TITLE VI Notice to the Public

The Madison Area Transportation Planning Board's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

Madison Area Transportation Planning Board and City of Madison

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

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

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

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

Si se necesita informacion en otro idioma de contacto, (608) 266-4910.
Add in Hmong and Chinese?

The Madison Area TPB's Notice to the Public is posted on the agency's Website (http://www.MadisonAreaMPO.org/) and on the bulletin board in the agency office near the conference room.
Title VI Civil Rights Discrimination Complaint Procedure

The Madison Area Transportation Planning Board’s Title VI Complaint Procedure is made available in the following locations:

- Agency website (MadisonAreaMPO.org)
- Hard copy in the office
- Available in appropriate languages for Limited English Proficiency (LEP) populations (Spanish and Hmong?), meeting the Safe Harbor Threshold.

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

Any person(s) or organization(s) believing they have been discriminated against on the basis of race, color, or national origin by the Madison Area TPB may file a Title VI complaint by completing and submitting the Madison Area TPB’s Title VI Complaint Form or by sending an email or letter with the necessary information to the Madison Area TPB or City of Madison Department of Civil Rights (see contact information below).

Madison Area TPB (MPO)                                             City of Madison Dept. of Civil Rights
Attn: Title VI Complaint                                             Attn: Title VI Complaint
121 S. Pinckney St., #400                                              210 Martin Luther King Jr. Blvd., #523
Madison, WI 53703                                                    Madison, WI 53703
PH: (608) 266-4336                                                    PH: (608) 266-4910
Email: mpo@cityofmadison.com                                          Email: dcr@cityofmadison.com

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

Once the complaint is received, the Madison Area TPB will review it to determine if our agency has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our agency within ten (10) business days.

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

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

If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the Madison Area TPB and City of Madison can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.
After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF). A copy of the letter will be sent to the U.S. Department of Transportation and Wisconsin Department of Transportation. Every effort will be made to complete the investigation process and issue a letter within sixty (60) days of the complaint.

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

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

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

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

Si se necesita información en otro idioma de contacto Departamento de ...
Add this statement in Hmong and Chinese (?).
The Madison Area Transportation Planning Board (TPB) – An MPO and the City of Madison, as its administrative and fiscal agent, assure that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

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

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

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

**Letters or completed complaint forms can be mailed to:**

Madison Area TPB  
Attn: Title VI Complaint  
121 S. Pinckney Street, Suite 400  
Madison, WI 53703

OR

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

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

<table>
<thead>
<tr>
<th>Your Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Street Address: City, State, Zip</td>
</tr>
<tr>
<td>Telephone (Home/Cell):</td>
</tr>
<tr>
<td>Telephone (Work):</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Person(s) discriminated against (if other than complainant): List all names:</td>
</tr>
<tr>
<td>Street Address, City, State, Zip:</td>
</tr>
</tbody>
</table>

Which of the following best describes the reason the alleged discrimination took place? **(Check one):**

- Race  
- Color  
- National Origin (Limited English Proficiency)
Date of Incident: _________________________________

Please describe the alleged discrimination incident. Explain what happened, how you were discriminated against, and all persons who were involved. Include the name of the person(s) who discriminated against you (if known), as well as the names and contact information of any witnesses.

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

Have you previously filed a Title VI complaint with this agency? (Check one):

- Yes
- No

Have you filed a complaint with any other federal, state, or local agencies? (Check one):

- Yes
- No

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

Contact Name: _______________________
Agency: _____________________________
Street Address: _______________________
Phone: ______________________________

Contact Name: _______________________
Agency: _____________________________
Street Address: _______________________
Phone: ______________________________

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainant’s Signature: ___________________________ Date: ___________________________

Print or Type Name of Complainant: ___________________________________________________

Office use

Date Received: ___________________________ Received By: ___________________________
Introduction and Legal Basis for Language Assistance Requirements

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

This language assistance plan outlines the policies and procedures that MPO staff will use in addressing the needs of persons with limited English proficiency that wish to access or participate in MPO programs and activities. This plan updates the previous one adopted in February 2007. The MPO’s plan is part of the language assistance program of the City of Madison, which staffs the MPO and is the MPO’s fiscal and administrative agent.

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

The intent of this language assistance plan is to ensure access to the regional transportation planning process, information published by the MPO, and MPO programs like Rideshare Etc. to area residents who do not speak or read English proficiently.

The plan includes the following elements:

1. An LEP assessment that includes the results of the Four Factor Analysis, including a description of the LEP populations.
2. Description of language assistance services provided.
3. Description of public outreach efforts to inform LEP persons of the availability of language assistance services.
4. Description of how the language assistance plan is monitored and updated.
5. Description of how employees are trained to provide language assistance.
LEP Assessment (Four Factor Analysis) for the Madison Urbanized Area

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

According to 2008-2012 American Community Survey (ACS) Census data, approximately 48,700 persons aged five years and over or 12.9% of the Madison urbanized area population speak a language other than English at home. Of those, close to one-half (44%) speak Spanish, 10% speak Chinese, 6% Hmong, 12% other Asian languages, 4% French, 4% German, 2% African languages, and 2% Hindu.

Of those that speak another language at home, a total of about 18,800 or 5% reported they speak English less than very well and are therefore considered LEP. Of those, by far the highest number, 9,097 or 49% speak Spanish. There are also a significant number of LEP persons who speak Chinese, Hmong, Korean, and other Asian languages. See Table E-1.

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Number</th>
<th>Percent of Total Area Population</th>
<th>Number Who Speak English Less than “Very Well”</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Only</td>
<td>328,790</td>
<td>87.1%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Spanish</td>
<td>21,188</td>
<td>5.6%</td>
<td>9,097</td>
<td>42.9%</td>
</tr>
<tr>
<td>Chinese</td>
<td>4,899</td>
<td>1.3%</td>
<td>2,515</td>
<td>51.3%</td>
</tr>
<tr>
<td>Hmong</td>
<td>2,849</td>
<td>0.8%</td>
<td>1,016</td>
<td>35.7%</td>
</tr>
<tr>
<td>Korean</td>
<td>1,799</td>
<td>0.5%</td>
<td>1,035</td>
<td>57.5%</td>
</tr>
<tr>
<td>Other Asian Languages</td>
<td>4,104</td>
<td>1.1%</td>
<td>1,725</td>
<td>42.0%</td>
</tr>
<tr>
<td>French</td>
<td>1,791</td>
<td>0.5%</td>
<td>218</td>
<td>12.2%</td>
</tr>
<tr>
<td>German</td>
<td>1,752</td>
<td>0.5%</td>
<td>269</td>
<td>15.4%</td>
</tr>
<tr>
<td>African Languages</td>
<td>1,183</td>
<td>0.3%</td>
<td>431</td>
<td>36.4%</td>
</tr>
<tr>
<td>Hindi</td>
<td>1,061</td>
<td>0.3%</td>
<td>224</td>
<td>21.1%</td>
</tr>
<tr>
<td>Other Languages</td>
<td>8,052</td>
<td>2.1%</td>
<td>2,246</td>
<td>27.9%</td>
</tr>
<tr>
<td>Total</td>
<td>377,468</td>
<td>100.0%</td>
<td>18,776</td>
<td>5.0%</td>
</tr>
</tbody>
</table>

Source: 2008-2012 American Community Survey (ACS)

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

<table>
<thead>
<tr>
<th>Community</th>
<th>Total Population</th>
<th>Number Who Speak English Less Than “Very Well”</th>
<th>Percent of Total Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottage Grove, Village</td>
<td>5,615</td>
<td>82</td>
<td>1.5%</td>
</tr>
<tr>
<td>Cross Plains, Village</td>
<td>3,296</td>
<td>41</td>
<td>1.2%</td>
</tr>
<tr>
<td>DeForest, Village</td>
<td>8,322</td>
<td>112</td>
<td>1.3%</td>
</tr>
<tr>
<td>Fitchburg, City</td>
<td>23,303</td>
<td>2,366</td>
<td>10.2%</td>
</tr>
<tr>
<td>McFarland, Village</td>
<td>7,346</td>
<td>150</td>
<td>2.0%</td>
</tr>
<tr>
<td>Madison, City</td>
<td>220,507</td>
<td>12,481</td>
<td>5.7%</td>
</tr>
<tr>
<td>Madison, Town</td>
<td>5,974</td>
<td>973</td>
<td>16.3%</td>
</tr>
<tr>
<td>Maple Bluff, Village</td>
<td>1,335</td>
<td>4</td>
<td>0.3%</td>
</tr>
<tr>
<td>Middleton, City</td>
<td>16,803</td>
<td>879</td>
<td>5.2%</td>
</tr>
<tr>
<td>Monona, City</td>
<td>7,296</td>
<td>114</td>
<td>1.6%</td>
</tr>
<tr>
<td>Shorewood Hills, Village</td>
<td>1,622</td>
<td>29</td>
<td>1.8%</td>
</tr>
<tr>
<td>Stoughton, City</td>
<td>11,762</td>
<td>234</td>
<td>2.0%</td>
</tr>
<tr>
<td>Sun Prairie, City</td>
<td>27,146</td>
<td>674</td>
<td>2.5%</td>
</tr>
<tr>
<td>Verona, City</td>
<td>9,979</td>
<td>296</td>
<td>3.0%</td>
</tr>
<tr>
<td>Waunakee, Village</td>
<td>11,322</td>
<td>137</td>
<td>1.2%</td>
</tr>
<tr>
<td>Westport, Town</td>
<td>3,811</td>
<td>63</td>
<td>1.7%</td>
</tr>
<tr>
<td>Windsor, Town</td>
<td>5,854</td>
<td>218</td>
<td>3.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>371,293</strong></td>
<td><strong>18,853</strong></td>
<td><strong>5.1%</strong></td>
</tr>
</tbody>
</table>

Source: 2008-2012 American Community Survey (ACS)

As illustrated in Figure E-1, neighborhoods or areas with the highest concentrations of LEP persons include: Eagle Heights; Allied-Dunn’s Marsh Neighborhood; South Central Madison neighborhoods, including Fish Hatchery Road area in Fitchburg; Madison’s Northeast side (Stoughton Road and E. Washington Ave., N. Thompson Dr. areas), and Madison’s Far West side (Tree Lane, Gammon Rd., McKenna Blvd.). However, there are a number of other Census Tracts where the percentage of LEP persons is over the average, including parts of the City of Middleton.

**Factor 2: Frequency of contact with LEP persons**

To date, MPO staff has never received a request for language assistance services such as a request for translation services at a meeting or a request to have a document translated. MPO staff is housed within the Planning Division of the City of Madison Planning & Community & Economic Development Department. The most frequent non-English language encountered by Department staff is Spanish, followed by Hmong. Less than 5% of the department’s clients are non-English speaking. The growing minority and LEP population in the Madison area increases the probability of future contact with the MPO.

The MPO recently added a Spanish page on its webpage with an easy-to-see link from the home page. The Spanish page includes information about the MPO, including responsibilities, planning area, MPO facts, and staff contacts, and a link to pdf documents of the MPO profile and Executive Summary of the 2035 Regional Transportation Plan Update: Madison Metropolitan Area & Dane County translated into Spanish. There is also a link to Metro Transit’s Spanish page. This may result in some future contact with Spanish speaking LEP persons.

Agendas for all MPO Policy Board meetings include a notice about the availability of an interpreter or materials in alternative formats if requested in advance. The MPO has not had a request for interpreter services at any of its meetings, but budgets funding each year for such services.
Estimated percentage of Limited English Population within Madison Urbanized Area (MUA): 5%

Source: ACS 2008 - 2012, Table B16001
Factor 3: The nature and importance of the services and programs provided by the MPO to the LEP population

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

While the MPO does not provide an essential service, the MPO should ensure that all segments of the population, including LEP persons, are involved or at the very least have the opportunity to be involved in the transportation planning process and benefit from programs such as Rideshare Etc. Special efforts are made to involve LEP persons and other traditionally under-represented populations in the planning process. The MPO also evaluates the impact of proposed transportation investments on under-served and under-represented population groups as part of the planning and programming process consistent with Title VI, Executive Order 12898, and other federal guidance.

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

Given the size of the LEP population in the Madison Metropolitan Planning Area, the nature of the MPO’s services, and financial constraints, full multi-language translations of large transportation plan documents is not considered warranted or feasible at this time. However, as previously noted the MPO has just recently created a Spanish webpage with information on the MPO translated in Spanish. Links to Spanish versions of the MPO Profile and the Executive Summary of Regional Transportation Plan are also available. The Spanish page makes sense because the Spanish speaking population makes up the great bulk of the LEP population and translation services are easier to obtain. Going forward, the MPO will consider summaries of other key documents that might be able to be translated as well. If requested, the MPO will provide verbal and written translation of key documents or key portions of them within a reasonable time and within available resources. The MPO has vendors in place to provide translation services as needed.

Language Assistance Services Provided

The Madison Area TPB offers the following language assistance services:

Written Translations

At this time, written documents are translated into only Spanish. Upon request, translation of limited documents into another language will be considered. Given the nature of the Hmong language, City of Madison Planning & Development Department staff has found the translation of written materials into Hmong to be of limited value. Generally, Hmong is a spoken, not a written language. Individuals who only speak Hmong rarely read Hmong. Translation into other languages is cost prohibitive absent a request.

The MPO recently added a Spanish page on its webpage with an easy-to-see link from the home page. The Spanish page includes information about the MPO, including responsibilities, planning area, MPO facts, and staff contacts, and a link to pdf documents of the MPO profile and Executive Summary of the 2035 Regional Transportation Plan Update: Madison Metropolitan Area & Dane County translated into Spanish. During the next update of the Regional Transportation Plan (RTP), the project summary and the meeting announcements and schedule will be translated and posted on the Spanish page. Translation of other documents into Spanish or another language will be considered on an ongoing basis.
Selected publications will be considered for inclusion of a notice or “language block”, written in English and Spanish, stating that persons have the right to free language assistance services and providing contact information if a person desires such assistance. This notice will also be included in the Spanish section on the MPO Web site.

**Oral Translations**

All official meeting notices and agendas of the MPO Board include a notice, written in English and Spanish, providing contact information if a person desires translation services at the meeting.

As City of Madison staff, the MPO has access to the City of Madison Department of Civil Rights resources and guideline documents, including:

- For phone calls and in-person visits, the MPO may utilize a language service, Tele-Interpreters (800-822-5552 or 888-326-2686), under contract to the city. [Note: An offer of assistance log will be kept for any language assistance services provided or offered.]
- Interpreter/translation services for meetings, etc.
- Front desk and on the phone communication document – includes commonly used phrases in 21 different languages and a step-by-step instructional guide.
- Printable PDF language chart (“I speak” cards)

Resources are available upon request at the MPO office or City of Madison Civil Rights Office. The MPO will utilize the services of a contracted translator from a list provided by the City of Madison for obtaining written translations and providing oral translation services.

**Public Outreach Regarding Language Assistance Services**

The MPO will post the Title VI Program and LEP Plan on its website via a “Civil Rights/Title VI” link on the MPO homepage. The link will provide information on the availability of translation services at MPO Board and other major public meetings upon request, along with information on filing a Title VI complaint. The plan will be made available upon request in Spanish or other language.

The MPO will continue to include on MPO Board agendas a notice, written in English and Spanish, providing contact information if a person desires translation services at the meeting. Additional tools will be considered as appropriate, including use of community-based organizations.

**Monitoring, Evaluating and Updating the Plan**

The MPO will review the LEP Plan annually as part of its self-certification procedure per 23 CFR 450.334. The annual review and update, if necessary, will include:

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

**Training of Staff on Language Assistance Services**

MPO staff, including the Transportation Planning Manager (the LAP designee) and the Administrative Clerk, will be made aware of the MPO's Title VI Program and LEP Plan, including services provided, resources available, and how to process a Title VI/LEP complaint. New employees will be made aware of the MPO's Title VI program and LEP Plan as part of new employee orientation. Training is available as needed from the City of Madison Civil Rights Department. Self-guided training and resources are also available at LEP.gov, an inter-agency website. The Title VI Program and LEP Plan will also be posted on the MPO webpage via a link from the homepage, which will also be a reminder to staff about the MPO Title VI policy.
Re:
Resolution TPB No. 92 Approving Agreement Providing for the Provision of Services by the MPO to Dane County for Completion of a County Bicycle Wayfinding Plan

Staff Comments on Item:
As previously mentioned, Dane County Parks staff has funding to hire a consultant to prepare a county bicycle wayfinding plan to ensure consistency in wayfinding and destination signage across local jurisdictions, and to assist in beginning to implement the plan. Dane County Parks has asked the MPO to provide project management services to oversee completion of the plan. MPO staff agreed to provide such project management services as part of its bicycle transportation planning activities while only charging the county for the local funding match cost to the federal and state funding the MPO receives to support its budget. The maximum cost the MPO will charge the county is $4,800. This will allow more funding to be used for signage to implement the plan. MPO staff checked with FHWA and WisDOT staff to make sure a work program amendment was not required. They said no, since the general activity is in the work program and the funding from the county is only covering our local share cost of the MPO’s federal and state funding (i.e., we are not “double dipping”).

It was hoped that this could be accomplished through a simple purchase order. Unfortunately, the county attorney’s office is requiring a purchase of service (POS) agreement. Purchase orders are typically only used for purchase of capital items, not for services. The POS agreement requires a resolution by the MPO and City of Madison, as the MPO’s contracting agent, similar to the procedure we use for our agreements with the county for specialized transportation planning services and with the RPC for planning services.

Materials Presented on Item:
1. Resolution TPB No. 92
2. Purchase of Service Agreement providing for the provision of services by the MPO on behalf of the City of Madison for completion of a Dane County Bicycle Wayfinding Plan.

Staff Recommendation/Rationale:
Staff recommends approval.
Resolution TPB No. 92
Regarding Agreement for Providing Project Management Services to Dane County for Completion of a County Bicycle Wayfinding Plan

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

WHEREAS, the Dane County Parks Department has funding to hire a consultant to prepare a county bicycle wayfinding plan to ensure consistency in wayfinding and destination signage across local jurisdictions while still providing opportunities to maintain a unique local identity, and to assist in beginning to implement the plan; and

WHEREAS, development and implementation of this plan will allow cyclists, regardless of their familiarity with the area, to effectively navigate the extensive path and street network in the county with enhanced ease whether they are commuting to work, running errands, or enjoying the many natural and cultural amenities available throughout the county; and

WHEREAS, implementation of such a bicycle wayfinding plan is a long-time recommendation of the MPO’s bicycle transportation plan; and

WHEREAS, Dane County Parks staff recognizes the bicycle transportation planning expertise of the MPO staff and has requested MPO staff assistance in overseeing the preparation of the bicycle wayfinding plan; and

WHEREAS, the Madison Area TPB (MPO) has agreed to provide such project management services as part of its bicycle transportation planning activities while only charging the county for the local funding match cost to the federal and state funding its receives to support its budget; and

WHEREAS, it is agreed this local share cost will not exceed $4,800.00, which will result in more funding being available for implementation of the bicycle wayfinding plan; and

WHEREAS, these bicycle transportation planning services are generally included in the MPO’s adopted 2014 Unified Planning Work Program; and

WHEREAS, the City of Madison is the contracting agent for the Madison Area TPB is the City:

NOW, THEREFORE, BE IT RESOLVED that the Madison Area Transportation TPB agrees to have MPO staff provide the project management services for the bicycle wayfinding plan to Dane County and authorizes the City of Madison on behalf of the Madison Area TPB to execute the attached agreement and contract with the county to provide this service.

Date Adopted

Al Matano, Chair
THIS AGREEMENT, made and entered into by and between the County of Dane, a municipal corporation in the State of Wisconsin (hereinafter referred to as "COUNTY"), and the City of Madison, a municipal corporation of the State of Wisconsin (hereinafter referred to as "CITY"), on behalf of the Madison Area Transportation Planning Board (A Title 23 U.S.C. Section 134 Metropolitan Planning Organization ("MPO")), is effective as of the date by which both parties have signed hereunder.

WITNESSETH:

WHEREAS, the COUNTY, whose address is 5301 Fen Oak Drive, Room 208, Madison, WI 53718, desires to purchase services from the CITY for the purpose of having the MPO provide project management services for completion of a Dane County bicycle wayfinding plan; and

WHEREAS, the CITY, whose address is 210 Martin Luther King Jr. Blvd., Room 103, is able and willing to provide such services through the MPO; and

WHEREAS, the COUNTY is prepared to pay the CITY an amount not to exceed Four Thousand Eight Hundred ($4,800.00) Dollars for the provision of such services;

WHEREAS, the MPO is the designated Title 23 U.S.C. Section 134 organization for the Madison Metropolitan Area with the CITY serving as its administrative and fiscal agent, and the MPO has the staffing resources and transportation planning expertise to provide such services; and

WHEREAS, the bicycle wayfinding plan will provide a benefit to residents of the COUNTY and the CITY for transportation purposes; and

NOW, THEREFORE, the CITY and COUNTY agree as follows:

1. The term of this agreement shall commence as of the date by which the COUNTY and CITY execute this Agreement and shall end as provided in Exhibit A.

2. The CITY agrees that the MPO, on its behalf, will provide the services detailed in Exhibit A.

3. In consideration for the provision of services detailed in Exhibit A, the COUNTY will pay the CITY an amount not to exceed Four Thousand Eight Hundred ($4,800.00) Dollars as provided in Exhibit B.

4. During the term of this Agreement, CITY and COUNTY, each for itself, agree to abide by its own affirmative action plan and in doing so to make all employment and service related decisions without regard to age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs and to provide equal opportunity including but not limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. CITY and COUNTY agree to post in conspicuous places, available to all employees and applicants for employment, notices setting forth policies of the respective municipality as they relate to affirmative action and nondiscrimination. This listing of prohibited basis for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional basis, and exceptions shall be permitted only to the extent allowable in state or federal law.

5. Each party shall be responsible its own acts, errors or omissions and for the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense, arising out of this Agreement. In situations involving joint liability, each party shall only be responsible for such losses, claims, and liabilities
that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions. It is not the intent of either party to waive, limit or otherwise modify the protections and limitations of liability found in Wis. Stat. 893.80 or any other protections available to the parties by law. This paragraph shall survive the termination or expiration of this Agreement.

6. Each party warrants for itself that it has complied with all applicable statutes, rules, orders, ordinances, regulations and requirements to execute this Agreement and that the person executing this Agreement on its behalf is authorized to do so.

7. Each party agrees that it will comply with all applicable state and federal laws in performing the work under this Agreement, including but not limited to any applicable wage laws.

8. The parties may evidence their Agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

FOR THE COUNTY:

Date Signed: ______________________________  Joseph Parisi, Dane County Executive

Date Signed: ______________________________  Scott McDonell, Dane County Clerk

FOR THE CITY OF MADISON

Date Signed: ______________________________  Paul R. Soglin, Mayor

Date Signed: ______________________________  Maribeth Witzel-Behl, City Clerk

Date Signed: ______________________________  David Schmiedicke, City Comptroller

Date Signed: ______________________________  Michael May, City Attorney
EXHIBIT A

I. Pursuant to paragraph #2 of the attached AGREEMENT, the CITY, through the MPO, shall provide the following project management services for the completion of a Dane County bicycle wayfinding plan:

a. Identify qualified members and establish a bicycle wayfinding stakeholder advisory committee with Dane County Parks input. Assume lead contact responsibility for advisory committee members and provide necessary correspondences and communication throughout planning process.

b. Create a bicycle wayfinding project Request for Proposal (RFP) scope of services/task list with input from advisory committee. Dane County Purchasing will incorporate this information into a County RFP document and solicit proposals. Provide supplemental information to Dane County Purchasing as necessary until proposals are due.

c. Evaluate and rank proposals with advisory committee, including consultant interviews if necessary. Provide recommendation for consultant award of contract to Dane County. Dane County will secure a Purchase of Service Agreement with successful responding consultant prior to project work commencing.

d. Prepare a proposed project timeline with input from the advisory committee/consultant to complete the bicycle wayfinding plan for County review. Desired completion date is September 2015.

e. Oversee preparation of countywide bicycle wayfinding plan, including administration of stakeholder advisory committee meetings and public information meetings, assuming lead contact responsibility to consultant, consensus building draft plan ideas with advisory committee input and final review/approval of the bicycle wayfinding plan.

f. Attend any necessary Dane County committee, stakeholder and local unit of government meetings as needed to answer questions and provide updates throughout planning process. Attend press events (if any) with Dane County Executive’s Office staff throughout planning process.

g. Provide ongoing Q/A, consultation throughout the initial phase of implementation of the bicycle wayfinding plan infrastructure with the remaining funding for the project.

II. COUNTY personnel shall cooperate with the CITY and its agents in the performance of the CITY’s obligations hereunder.
EXHIBIT B

I. CITY shall be paid on the basis of work completed, when completed at the following rates:

a. For the completion of tasks outlined in EXHIBIT “A”, the sum of up to $4,800 if completed timely.

II. If CITY is timely with respect to all its obligations under this AGREEMENT, the COUNTY shall make payments due within 30 days of the dates of completion of CITY’S obligations or of billing, as appropriate. If CITY fails to meet time limits, COUNTY’S payments will be delayed an additional 30 days.

III. In no event shall the CITY be paid more than the sum of $4,800 for its obligations under Exhibit A unless an Addendum of Agreement is approved by Dane County.