



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION V  
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October 3, 2019

Mayor Satya Rhodes-Conway  
City of Madison/Metro Transit  
210 Martin Luther King Jr. Blvd.  
Room 403  
Madison, WI 53703

**Re: Federal Transit Administration (FTA) Fiscal Year 2019 Triennial Review – Final Report**

Dear Mayor Rhodes-Conway:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed final report documents the FTA's Triennial Review of the City of Madison/Metro Transit. Although not an audit, the Triennial Review is the FTA's assessment of the City's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on the City's compliance in 21 areas. No deficiencies were found with the FTA requirements in 19 areas. Deficiencies were found in two areas: Disadvantaged Business Enterprise (DBE), and Drug-free Workplace Act. The City had no repeat deficiencies from the 2016 Triennial Review.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Hassan Dastgir, General Engineer, at 312-705-1280 or by email at [hassan.dastgir@dot.gov](mailto:hassan.dastgir@dot.gov).

Sincerely,

Kelley Brookins  
Regional Administrator

Enclosure

cc: Chuck Kamp, General Manager, Madison Metro  
Hassan Dastgir, General Engineer  
George Pierlott, Reviewer



**FINAL REPORT**

**FISCAL YEAR 2019  
TRIENNIAL REVIEW**

of

**City of Madison/Metro Transit  
Madison, Wisconsin  
ID: 1910**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION V**

*Prepared By:*

**Interactive Elements Inc.**

**Scoping Meeting/Desk Review Date: June 6, 2019**

**Site Visit Date: August 6 and 7, 2019**

**Draft Report Date: August 4, 2019**

**Final Report Date: October 3, 2019**

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## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the City of Madison, Wisconsin. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Interactive Elements Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. The City's transit facilities were toured to obtain an overview of activities related to FTA-funded projects.

The Triennial Review focused on the City's compliance in 21 areas. Deficiencies were found in the areas listed below:

Review Area	Deficiencies	
	Code	Description
10. Disadvantaged Business Enterprise (DBE)	DBE1-2	Revisions to DBE program not made
17. Drug-Free Workplace Act (DFWA)	DFWA1-2	Drug-Free workplace policy lacking required elements

## **II. Review Background and Process**

### **1. Background**

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review for the City of Madison. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or the recipient’s office.

### **2. Process**

The Triennial Review process includes a pre-review assessment, a review scoping meeting/desk review with the FTA regional office, and an on-site visit to the recipient’s location. The review scoping meeting/desk review was conducted with the Region 5 Office on June 6, 2019. Necessary files retained by the regional office were sent to the reviewer electronically. A recipient information request was sent to the City of Madison advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Madison occurred on August 6 and 7, 2019.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewer visited the City’s transit administration and maintenance facility to obtain an overview of activities related to FTA-funded projects. The reviewer examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewer provided a summary of preliminary findings to the City at an exit conference. Section VI of this report lists the individuals participating in the review.

### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the recipient's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.



### III. Recipient Description

#### 1. Organization

The City of Madison, located in south central Wisconsin, is the state capital and the county seat of Dane County. The City has a mayor-council form of government. The City's Transit and Parking Commission provides policy guidance and advises the Common Council on transit matters. The Transit Commission consists of 11 members (nine voting members and two alternates) all appointed by the Mayor and confirmed by the Common Council. Three commissioners are Common Council members and eight are citizen members. The population of the service area is approximately 248,000.

#### 2. Services

Metro directly operates fixed-route service, which consists of 62 fixed routes. Service is provided weekdays from 4:51 a.m. to 2:08 a.m. Saturday service operates from 5:56 a.m. to 3:19 a.m. Sunday service operates from 6:56 a.m. to 2:08 a.m.

Metro's ADA complementary paratransit service is operated under contract with Badger Bus. Additional demand response services are operated under contract with Badger Cab, Transit Solutions, and Abby Van. ADA complementary paratransit service operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered to senior citizens over 65 years of age, persons with disabilities, and Medicare cardholders during all hours of service. The fare for students through high school is \$1.25. The fare for ADA complementary paratransit service is \$3.25. Various multi-ride ticket and pass options are also offered.

Metro uses a fleet of 215 buses for fixed-route service. Its bus fleet consists of 40-foot standard and low-floor transit coaches. The current peak requirement is 182 vehicles for a spare ratio of 18 percent. Metro also has a fleet of 17 vehicles that it directly operates for ADA complementary paratransit services. This service is supplemented with contractor-owned vehicles.

Metro is a designated recipient of Section 5310 funding, and passes these funds through to six subrecipients. In addition, Metro passes through Section 5307 funds to two subrecipients, and Section 5309 to one recipient. The list of Metro's subrecipients is presented in the following table:

Subrecipient	FTA Funding Source(s)	Services Provided
City of Stoughton	5307, 5309 & 5310	Shared-Ride Taxi
YWCA	5307-STP	Late Night Shared-Ride Taxi
City of Sun Prairie	5310	Demand Response
Dane County	5310	Mobility Management

<b>Subrecipient</b>	<b>FTA Funding Source(s)</b>	<b>Services Provided</b>
Colonial Club	5310	Demand Response
MARC	5310	Demand Response
Community Living Connections	5310	Demand Response

Metro operates from a maintenance facility at 1101 East Washington Avenue in Madison. Administrative offices are nearby in leased space at 1425 East Washington Avenue. Fixed-route service is oriented around four transfer centers located north, south, east, and west of downtown Madison. All facilities have FTA interest.

The National Transit Database Report for fiscal year 2017 provided the following financial and operating statistics for Madison's fixed-route and paratransit service:

<b>Statistics</b>	<b>Fixed-Route Service</b>	<b>Paratransit Service</b>
Unlinked Passengers	12,817,077	291,018
Revenue Hours	404,395	107,356
Operating Expenses	\$47,343,970	\$7,230,755

### 3. Award and Project Activity

Below is a list of the City's open awards at the time of the review:

<b>Award Number</b>	<b>Award Amount</b>	<b>Year Executed</b>	<b>Description</b>
WI-26-0012	\$990,000	2006	2006 Section 5314 - Transport 2020
WI-39-0002	\$750,000	2007	2007 Section 5339 - Alternative Analysis
WI-90-X765	\$7,710,316	2014	FY2014 Section 5307 PM, Bus Misc. Capital & Planning
WI-79-1001	\$300,000	2019	Forward Madison Urban Footprint
WI-2016-003	\$7,493,023	2016	FY 2015 Section 5307 PM Bus Misc. Capital
WI-2016-040	\$193,125	2018	FY15 Section 5310 Enhanced Mobility
WI-2016-028	\$8,126,877	2019	FY 2016 Section 5307 PM Bus Misc. Capital
WI-2017-010	\$258,735	2019	FY16 Section 5310 Enhanced Mobility
WI-2017-030	\$9,513,455	2017	FY 2017 Section 5307 5337 & 5339 Super Grant

<b>Award Number</b>	<b>Award Amount</b>	<b>Year Executed</b>	<b>Description</b>
WI-2018-009	\$382,231	2018	FY17 Section 5310 Enhanced Mobility
WI-2018-012	\$1,278,950	2018	FY2017 Section 5339c Low-No Grant-Sustainable Madison
WI-2018-024	\$10,225,747	2018	FY 2018 Section 5307 5337 & 5339 Super Grant

### **Projects Completed**

In the past few years, the City has completed the following noteworthy projects:

- New five-year bus procurement agreement
- Purchase of 40-foot buses
- Purchase of radio system
- Facility study to prioritize the maintenance upgrades

### **Ongoing Projects**

The following projects are currently underway:

- Electric bus analysis and procurement of three buses and charging equipment
- Facility upgrades based on the facility study
- Bus Rapid Transit (BRT) planning

### **Future Projects**

Over the next three to five years, Metro plans to implement the following projects:

- Construction of a bus garage
- Bus Rapid Transit (BRT) implementation
- Replacement of the Automated Vehicle Location (AVL) system

## **IV. Results of the Review**

### **1. Legal**

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Legal.

### **2. Financial Management and Capacity**

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

### **3. Technical Capacity – Award Management**

Basic Requirement: The recipient must report progress of projects in awards to the FTA, timely.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

### **4. Technical Capacity – Program Management & Subrecipient Oversight**

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

## **5. Technical Capacity – Project Management**

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## **6. Transit Asset Management**

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans. Recipients' TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of their capital assets.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Transit Asset Management.

Metro Transit submitted a Tier I TAM plan for review. However, recipients with subrecipients must develop a group plan for Tier II subrecipients that do not opt out of the group plan. Metro Transit has seven subrecipients. All but one of its subrecipients, the YWCA, has opted out of the Metro Transit group plan. As of the site visit, Metro had not developed a group plan, nor obtained an opt-out letter from the YWCA.

While no deficiency has been made in this review area, Metro Transit is advised that the subrecipient is required to either participate in a group plan, or develop their own plan.

## **7. Satisfactory Continuing Control**

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

## **8. Maintenance**

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Maintenance.

## 9. Procurement

**Basic Requirement:** States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (Procurement of Recovered Materials) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (Contract Provisions). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (General Procurement Standards) through 200.326 (Contract Provisions).

**Non-state recipients:** The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

Where FTA funds are used in procurements for services or supplies, or where FTA-funded facilities or assets are used in revenue contracts, FTA Circular 4220.1F applies. FTA funds, even operating assistance, can be segregated from local funds. FTA Circular 4220.1F does not apply to wholly locally-funded capital procurements.

**Finding:** During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Procurement.

During the site visit to Metro, five procurement files were examined: two rolling stock procurements; acquisition of mobile column lifts, and two professional services procurements for A&E services. The table below provides more details about these procurements.

The deficiencies identified for the above procurements are as follows:

- Procurement #1: None
- Procurement #2: None
- Procurement #3: None
- Procurement #4: None
- Procurement #5: None

Procurement #	1	2	3	4	5
Goods/Services Procured	40-foot Buses	Electric Buses	Mobile Column Lifts	Nakoosa Planning	Facility Study 1101
Date	11/30/2018	7/10/2018	5/11/2016	6/22/2017	5/30/2017
Dollar Value	\$6,945,795	\$1,497,000	\$49,482	\$428,545	\$276,845
Type	Rolling Stock	Rolling Stock	Equipment	A&E	A&E
Method	RFP	Sole Source (authorized through	IFB	Brooks	Brooks

Procurement #	1	2 No-Low Award)	3	4	5
New Start or Small Start	No	No	No	No	No
Awarded by Contractors or Subrecipients	No	No	No	No	No
Change Order	No	No	No	No	No
DBE Goal	No	No	No	10%	10%
Protest	No	No	No	No	No
Deficiencies	No	No	No	No	No

## 10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of the City, a deficiency was found with the US DOT requirements for DBE.

### ***Revisions to DBE program not made (DBE1-2)***

The DBE Liaison Officer (DBELO) identified in the City's DBE Program on file with FTA no longer works for the City. The current DBELO has been in the current position for almost three years. The City did not submit a revised DBE Program to FTA in which it identified the new DBELO.

Following the site visit, the City submitted a revised DBE Program in Transportation Award Management System (TrAMS). The deficiency remains open pending final review and concurrence by the FTA Office of Civil Rights.

### 49 CFR 26.21(a)

*If you are in one of these categories and let DOT-assisted contracts, you must have a DBE program meeting the requirements of this part: (2) FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds \$250,000 in FTA funds in a Federal fiscal year;*

*(b)(1) You must submit a DBE program conforming to this part by August 31, 1999 to the concerned operating administration (OA). Once the OA has approved your program, the approval counts for all of your DOT-assisted programs (except that goals are reviewed by the particular operating administration that provides funding for your DOT-assisted contracts).*

*(2) You do not have to submit regular updates of your DBE programs, as long as you remain in compliance. However, you must submit significant changes in the program for approval.*

Corrective Action and Schedule: No later than January 8, 2020, Metro Transit must revise and submit its DBE program to TrAMS and notify the FTA RCRO once completed.

## **11. Title VI**

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Title VI.

## **12. Americans with Disabilities Act (ADA) - General**

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of the City, no deficiencies were found with the US DOT requirements for ADA – General.

## **13. ADA – Complementary Paratransit**

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of the City, no deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.



## 14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

## 15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for School Bus.

## 16. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Charter Bus.

## 17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of the City, a deficiency was found with the FTA requirements for Drug-Free Workplace Act.

### ***Drug-Free workplace policy lacking required elements (DFWA1-2)***

Metro Transit submitted a DFWA policy that does not include the following required language as underlined in the text below.

1. The policy does not include that the “manufacture” of a controlled substance in the workplace is prohibited.
2. The policy does not include that “employees must abide by the terms of the policy statement as a condition of employment”.
3. The policy does not include that if convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer “in writing” no later than five calendar days after such a conviction.

49 CFR 32.205 What must I include in my Drug-Free workplace statement?

*You must publish a statement that—*

*(a) Tells your employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in your workplace;*

*(b) Specifies the actions that you will take against employees for violating that prohibition; and*

*(c) Lets each employee know that, as a condition of employment under any award, he or she:*

*(1) Will abide by the terms of the statement; and*

*(2) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.*

Corrective Action(s) and Schedule: No later than January 8, 2020, Metro Transit must submit to the FTA regional office an amended DFWA policy that includes all required elements along with documentation that the revised policy has been distributed to all award-related employees.

## **18. Drug and Alcohol Program**

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

## **19. Section 5307 Program Requirements**

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares. Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction. Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary. Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

## **20. Section 5310 Program Requirements**

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: During this Triennial Review of the City, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

## **21. Section 5311 Program Requirements**

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA, therefore, the related requirements are not applicable to the review of the City.

## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action	Response Due Date	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise (DBE)	D	DBE1-2: Revisions to DBE program not made	Metro Transit must revise and submit its DBE program to TrAMS and notify the FTA RCRO once completed.	01/08/2020	
11. Title VI	ND				
12. Americans With Disabilities Act (ADA) - General	ND				
13. Americans With Disabilities Act (ADA) – Complementary Paratransit	ND				
14. Equal Employment Opportunity (EEO)	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace Act	D	DFWA1-2: Drug-Free workplace policy lacking required elements	Metro Transit must submit to the FTA regional office an amended DFWA policy that includes all required elements along with documentation that the revised policy has been distributed to all award-related employees.	01/08/2020	
18. Drug and Alcohol Policy	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	ND				
21. Section 5311 Program Requirements	NA				

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b><i>City of Madison/Metro Transit</i></b>			
Chuck Kamp	General Manager	608-226-4904	ckamp@cityofmadison.com
Crystal Martin	Deputy General Manager	608-358-0770	cmartin@cityofmadison.com
Nancy Senn	Paratransit Manager	608-267-8654	nsenn@cityofmadison.com
Scott Korth	Transit Accountant 3	608-266-6538	skorth@cityofmadison.com
Jeff Daniels	Transit Accountant 4	608-267-8788	jdaniels@cityofmadison.com
Drew Beck	Planning Manager	608-266-6599	dbeck@cityofmadison.com
Jeff Butler	Maintenance Manager	608-266-4739	jbutler@cityofmadison.com
Mick Rusch	Marketing/Customer Service Manager	608-266-6532	mrusch@cityofmadison.com
Wayne Block	Finance Manager	608-266-8778	wblock@cityofmadison.com
Norman Davis	Civil Rights Director	608-266-4910	ndavis@cityofmadison.com
Saran Ouk	Contract Compliance Specialist	608-267-1127	souk@cityofmadison.com
Melissa Gombar	Interim Affirmative Action Division Manager	608-266-4410	mgombar@cityofmadison.com
Jessy Stammer	Marketing Supervisor	608-266-6545	jstammer@cityofmadison.com
Ann Schroeder	Assistant to the General Manager	608-267-4967	aschroeder@cityofmadison.com
James Fink	Building and Grounds Manager	608-267-4971	jfink@cityofmadison.com
Erica Ehlert	General Maintenance Supervisor	608-266-8801	eehlert@cityofmadison.com
Thomas Lynch (via teleconference)	Director of Transportation	608-266-4761	tlynch@cityofmadison.com
<b><i>FTA Region 5</i></b>			
Hassan Dastgir	General Engineer	312-705-1280	hassan.dastgir@dot.gov
Melody Hopson (via teleconference)	Director, Program Management & Project Oversight	312-886-1611	melody.hopson@dot.gov

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-mail Address</b>
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## **VII. Appendices**

No appendices included in this report.

