



**Transportation Planning Board**  
A Metropolitan Planning Organization (MPO)

**MEMORANDUM**

TO: Dane County Mayors, Village Presidents, and Town Chairs (email)  
Dane County Executive  
MATPB Technical Coordinating Committee Members (email)  
Other Local Public Works Directors in Dane County (email)

FROM: <sup>WCS</sup> William Schaefer, Transportation Planning Manager

DATE: April 9, 2019

RE: Request for 2020-2024 Projects and STBG - Urban Project Applications *by Friday, June 7* for Transportation Improvement Program Update

The Madison Area Transportation Planning Board (MATPB) – A Metropolitan Planning Organization (MPO), responsible for cooperative transportation planning and decision making for the Madison metropolitan planning area, is requesting state, county, and local units of government to submit transportation projects for inclusion in the Transportation Improvement Program (TIP) for the Madison Metropolitan Area and Dane County. MATPB is also requesting project applications for Surface Transportation Block Grant (STBG) – Urban funding for the 2020-2024 program cycle.

The MATPB updates the TIP annually. The TIP is the staged, coordinated multi-year program of transportation improvements and includes specific projects proposed for implementation during the first four program years. The fifth year of projects is informational.

Projects proposed to be implemented with federal or state funds and other regionally significant projects (e.g., major capacity expansion of arterial roadway) *must* be included in the TIP. MATPB also seeks to include locally funded projects on regionally designated arterial and collector streets (see functional classification map [here](#)) and bicycle path projects for information and coordination purposes.

To achieve this comprehensive listing, it is requested that *project listings* and other information be submitted via email or mail to the MATPB office *by Friday, June 7* to enable preparation of a coordinated listing of projects and allow for necessary inter-agency and public reviews prior to MATPB’s consideration of action. The MATPB office address and email contact for the TIP are:

**Madison Area TPB, 121 S. Pinckney St., Suite 400  
Madison, WI 53703  
Email: [dkanning@cityofmadison.com](mailto:dkanning@cityofmadison.com)**

The TIP implements the recommendations of MATPB’s Regional Transportation Plan 2050, including mode-specific and strategic plans such as the Bicycle Transportation Plan and Intelligent Transportation Systems (ITS) Strategic Plan. All TIP projects are evaluated to ensure inclusion (e.g., for major capacity expansion projects) or consistency with the Regional Transportation Plan.

MATPB is also requesting project applications for Surface Transportation Block Grant (STBG) – Urban funding for the 2020-2024 program cycle. New projects approved in this cycle will in most cases be added to the schedule in 2023 and 2024, but may be scheduled or advanced to an earlier year if they can be ready and changes are needed to the schedule of approved projects in 2020-2022 or funding is available earlier.

MATPB receives an allocation of funding under the STBG – Urban program and scores and selects projects for funding using its adopted program policies and scoring criteria outlined in Appendix A of the 2019-2023 TIP. Please note that MATPB recently approved some revisions to its program policies not

reflected in the document in the current TIP (see attached document with revised policies). The most significant change relates to the MATPB policy to seek to allocate up to 10% of funds to “small” projects. The maximum project cost to qualify as a “small” project has been increased to \$2.5 million with the maximum federal funding at \$1.25 million.

STBG – Urban funding is flexible and can be used for wide variety of capital projects, including roadway improvements, transit vehicles and infrastructure, bicycle and pedestrian facilities, and intelligent transportation systems (ITS) capital improvements. MATPB coordinates and approves the projects for funding, but the Wisconsin Department of Transportation (WisDOT) administers the program for MATPB. Only projects located within the Madison urban area boundary are eligible for STBG-Urban funding (see attached map). For roadway projects, the roadway must be functionally classified as a regional arterial or collector to be eligible for funding. The roadway functional classification system map is on the MPO website under Maps and GIS here.

**Downloadable electronic TIP forms are available on the MPO website on the TIP page.** The forms include the TIP project listing form (Excel file), which should be used for all 2020-2024 projects and MATPB’s supplemental STBG – Urban application form (Word file). WisDOT’s STBG – Urban application form (Word file) will be posted as soon as it is available. The MATPB supplemental form is intended to provide additional information to assist in evaluating and scoring applications. A second application form supplement applies only to bicycle/pedestrian projects. The MATPB and WisDOT application forms only need to be filled out for those projects for which STBG-Urban funding is being sought.

If you have any questions regarding this request, feel free to contact me at the MATPB office (Email: [wschaefer@cityofmadison.com](mailto:wschaefer@cityofmadison.com); Phone: 266-9115). Thank you in advance for your timely assistance.

Enclosures

Cc (via email):

Dane County Clerks/Administrators  
Michael Erickson and Arthur Sommerfield, WisDOT SW Region  
Scott Korth and Wayne Block, Metro Transit  
MATPB (MPO) Members