

Dane County Contract Cover Sheet

Revised 03/2025

BAF # 26112
 Acct: Bush/Sedlmayr
 Mgr: Radloff
 Budget Y/N: N

Res 006
 significant

Dept./Division	Human Services /DAS		
Vendor Name	City of Madison	MUNIS #	1384
Brief Contract Title/Description	Section 53.10 Assistance Grant Agreement. This grant requires 20% County match. Total program cost is \$197,500, the City will pass-through 80% of federal share.		
Contract Term	1/1/2026 - 12/31/2026		
Contract Amount	\$ 158,000.00		

Contract # Admin will assign	16334
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Contract Coordination Assistant	Name	Scott Korth
Phone #	608-242-6200	Phone #	608-266-6538
Email	dcdhscontracts@danecounty.gov	Email	skorth@cityofmadison.com
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,001 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	Res #	006
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.		Year
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
Slaven, Shelby Digitally signed by Slaven, Shelby Date: 2026.05.21 12:50:03 -05'00'	SHR 5.15.26

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 5/18/26	Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, May 21, 2026 10:47 AM
To: Hicklin, Charles; Rogan, Megan; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #16334
Attachments: 16334.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/21/2026 3:28 PM	Approve: 5/21/2026 3:28 PM
	Rogan, Megan	Read: 5/21/2026 11:11 AM	Approve: 5/21/2026 11:12 AM
	Cotillier, Joshua	Read: 5/21/2026 12:20 PM	Approve: 5/21/2026 12:22 PM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #16334
Department: Human Services
Vendor: City of Madison
Contract Description: Section 53.10 Assistance Grant (Res 006)
Contract Term: 1/1/26 – 12/31/26
Contract Amount: \$158,000.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

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2026 RES-006

**ACCEPTING TRANSPORTATION FUNDS FROM CITY OF MADISON
DCDHS – DAS DIVISION**

Dane County Department of Human Services (DCDHS) Disability & Aging Services Division (DAS) has been awarded funding from the City of Madison under the Federal Enhanced Mobility of Seniors and Individuals Program, more commonly referred to as Section 5310 funding.

The City of Madison's Metro Transit is the designated direct recipient for these funds and is responsible for administering the funds with Dane County as a subrecipient of these funds. These funds are designated for the provision of the Transportation Call Center which assists callers with understanding their transportation options and with scheduling rides. The funds also support the Bus Buddy program which teaches people how to use the Madison Metro bus system.

These funds total \$158,000. No budgetary change is required as a result of accepting these funds.

NOW, THEREFORE, BE IT RESOLVED that the County Executive and County Clerk, when required, are hereby authorized and directed to sign the agreement on behalf of Dane County.

2026 SECTION 5310 ASSISTANCE GRANT AGREEMENT
BETWEEN THE CITY OF MADISON AND DANE COUNTY

This Grant Agreement is made by and between the City of Madison, hereinafter referred to as “City” or “Recipient”, and Dane County, hereinafter referred to as “Dane County” or “Subrecipient”.

PRELIMINARY STATEMENT

In July 2012, Congress created the Enhanced Mobility of Seniors and Individuals with Disabilities Program under 49 USC §5310. The purpose of this Program is to enhance the mobility of seniors and people with disabilities. The City’s transit agency, Metro Transit, is the largest provider of public transportation in Dane County and the second largest public transit agency in Wisconsin. The governor designated Metro Transit as the direct recipient for Section 5310 program funds in the Madison Metropolitan area. As the designated direct recipient, Metro Transit is responsible for administering grant agreements, applying for federal funds, and satisfying all federal documentation and reporting requirements. Dane County is an eligible Subrecipient of these funds as a local government authority that coordinates services for seniors and individuals with disabilities. The Subrecipient has requested funds to assist in financing project costs under this program for the period January 1, 2026, through December 31, 2026, as detailed in Exhibit A to this Agreement. Section 5310 grants awards for the Madison metropolitan area are selected annually by the Greater Madison Metropolitan Planning Organization – a Metropolitan Planning Organization. Metro Transit agrees to provide financial assistance with program monies made available under 49 USC §5310, in accordance with the terms and conditions of this Grant Agreement and the provisions of the Subrecipient’s 2026 application for assistance which are made part of this contract by reference.

In consideration of the reciprocal promises expressed in this Grant Agreement, Metro Transit and the Subrecipient mutually agree as follows:

Article I: Payment by Metro Transit

- A. Metro Transit agrees to pay the Subrecipient the respective federal share of the Subrecipient’s eligible expenses reported up to the funding level specified in Exhibit A for expenses incurred during the period January 1, 2026, through December 31, 2026.
- B. Metro Transit shall make quarterly payments to the Subrecipient upon receipt of the proper documentation of eligible expenses.

Article II: Responsibility of Subrecipient

- A. The Subrecipient shall maintain a system of accounting controls to identify, segregate, allocate, and safeguard allowable expenses and revenues for the transit projects described in Exhibit A. The Subrecipient shall also ensure that all contractors comply with this requirement.

- B. If the transit project is an operating project which is contracted to a third party transportation service provider, the Subrecipient agrees to pay all expenses of the transportation service as its bills become due. The Subrecipient also agrees to provide the local share of project operating deficit required by 49 USC §5310. If the Subrecipient contracts for transportation service with a third party, the Subrecipient shall pay the third party in accordance with actual monthly operating deficit. The Subrecipient may reduce payments to the third party by an amount equal to any overpayments made to the third party under this Grant Agreement or under any prior operating assistance contract.
- C. This Grant Agreement shall be in effect from January 1, 2026, through December 31, 2026, and payments shall be based exclusively on expenses incurred during that time period.
- D. The Subrecipient shall file quarterly reimbursement and service measures reports within 20 days of the close of the reporting period. Other special reports may also be required by Metro Transit. The Subrecipient assures that all reports will be submitted in a manner and form prescribed by Metro Transit.
- E. The Subrecipient acknowledges that the Master Agreement between Metro Transit and the Federal Transit Administration (FTA) contains all required clauses that should be included in agreement between Metro Transit and the Subrecipient and said Master Agreement is therefore included in this agreement by reference.

Article III: Metro Transit Disbursements of Funds

- A. Payment by Metro Transit to the Subrecipient shall be made upon submittal of quarterly reimbursement and service measures reports by the Subrecipient to Metro Transit.
- B. Metro Transit may withhold any and all payments due and owing the Subrecipient if the Subrecipient has not filed any report required as noted above, until such time as the report is filed in the manner and form prescribed.

Article IV: Accounting Records and Metro Transit Audits

- A. The Subrecipient shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations.
- B. This audit shall be performed in accordance with Federal Uniform Guidance at 2 CFR 200 Subpart F, and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
- C. Any findings from this audit that are relevant to the use of FTA funds shall be brought to the attention of Metro Transit by the Subrecipient.
- D. The Subrecipient, contractors, subcontractors, and their affiliates shall maintain all

documents and evidence pertaining to revenues, expenses, and cost allocations related to the Subrecipient for inspection by Metro Transit or its designee during normal business hours in their respective offices, for a period of three years following final Grant Agreement payment. The Subrecipient shall be responsible for insuring the compliance of all contractors, subcontractors and affiliates with this provision.

- E. The Subrecipient, contractors, subcontractors, and other affiliates shall permit Metro Transit, the State Department of Transportation, the Comptroller General of the United States, and the Secretary of the U.S. Department of Transportation, or their authorized representatives, access to inspect all vehicles, facilities, and equipment acquired or used as part of the project; all transportation services rendered by the Recipient by the use of such vehicles, facilities, and equipment; and all relevant project data, documents, and records. The Subrecipient shall also permit access to audit the books, records, and accounts of the Subrecipient pertaining to the project.

Article V: Privacy Act

- A. The Subrecipient agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC § 552a. Among other things, the Subrecipient agrees to obtain the express consent of the federal government before the Subrecipient or its employees operate a system of records on behalf of the federal government. The Subrecipient understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Grant Agreement.
- B. The Subrecipient also agrees to include these requirements in each subcontract to administer any system of records on behalf of the federal government financed in whole or in part with federal assistance provided by FTA.

Article VI: Notification of Federal Participation

The Subrecipient must include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications, etc., funded under this grant:

"This project is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program."

Article VII: Applicable Law

This Grant Agreement shall be governed under the laws of the State of Wisconsin. The Subrecipient shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Grant Agreement and which in any manner affect the work or its conduct.

Article VIII: Safety Requirements

All materials, equipment, and supplies acquired through this Grant Agreement by the Subrecipient must comply fully with all safety requirements as set forth in law or rule by the State of Wisconsin, and all applicable OSHA Standards.

Article IX: Project Management

- A. The Subrecipient agrees that its transit projects will be that as described in Exhibit A, and will be managed and operated in accordance with the Project Management and Recipient Coordination Plan, which is made part of this Grant Agreement by reference. Modifications to Exhibit A may be proposed by either the Subrecipient or Metro Transit.
- B. A request by the Subrecipient to modify the transit project from that described in Exhibit A must be submitted in writing to Metro Transit in a manner prescribed by Metro Transit.
- C. If Metro Transit determines that a proposed modification is a "substantive change" to the initial grant application, Metro Transit shall prepare an amendment to this Grant Agreement and forward it to the Subrecipient for execution. The Subrecipient shall not implement a proposed "substantive change" to the 2026 transit project until an appropriate amendment to this Grant Agreement has been executed by both the Subrecipient and Metro Transit.
- D. If Metro Transit determines that a proposed modification to the 2026 grant application is a "non-substantive change," Metro Transit shall authorize in writing the Subrecipient to implement the change, and a formal amendment to this Grant Agreement shall not be required.

Article X: Metro Transit Approval of Procurements and Grant Agreements

- A. Before purchasing services or capital items from a third party funded under this grant, the Recipient will contact Metro Transit in order to determine the best way to proceed with a state and federally compliant procurement.
- B. The Subrecipient must obtain Metro Transit approval for pre-solicitation and post-solicitation procurement activities as follows:

- (i) **Subrecipient Notification to Metro Transit of Intent to Purchase**

The Subrecipient must notify Metro Transit in writing of its intention to purchase the service or item. Such notification should include the funding source (i.e., grant number) by which the Subrecipient intends to fund the purchase as well as assurances that the proposed procurement will follow all relevant FTA and State of Wisconsin purchasing rules and procedures.

(ii) Metro Transit Notification to Subrecipient to Make Award.

As requested by Metro Transit, the Subrecipient will provide to Metro Transit written documentation of the solicitation process. Upon review by Metro Transit, Metro Transit will issue written approval to the Subrecipient to make the award.

- C. The Subrecipient shall send to Metro Transit all draft contracts between the Subrecipient and any third party vendor (e.g., private transportation provider) receiving funds under this Grant Agreement. Metro Transit shall review such draft contracts and determine their conformance with the provisions of this Grant Agreement. Upon authorization by Metro Transit, the Subrecipient may execute such contracts.

Article XI: Prohibited Interests

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Grant Agreement or to any benefit arising there from.
- B. No member, officer, or employee of the Metro Transit or of the Subrecipient during his or her tenure or for one year thereafter shall have any personally benefiting interest, direct or indirect, in this Grant Agreement or the proceeds thereof.

Article XII: Termination

- A. Metro Transit may terminate this Grant Agreement at any time that it determines that the Subrecipient or its third party contractor has failed to perform in the manner called for in the Grant Agreement or has failed to fulfill contract obligations. Failure of the Subrecipient or its third party contractor to comply with the terms and conditions of its grant application and/or the provisions of this Grant Agreement shall be considered cause for termination.
- B. The Subrecipient may terminate this Grant Agreement for whatever reason such request to terminate is made.
- C. Both parties agree that notice of intent to terminate the Grant Agreement shall be made in writing through "return-receipt certified mail," at least 30 calendar days prior to the proposed termination date.
- D. In the event that this Grant Agreement is terminated, Metro Transit shall be liable only for payment under the payment provisions of this Grant Agreement for services rendered before the effective date of termination.

Article XIII: Notification of Title VI

The Subrecipient must provide information to the public regarding its obligations under Title VI of the Civil Right Act of 1964, and apprise members of the public of the protections against discrimination afforded to them by Title VI. The Subrecipient must disseminate this

information to the public through measures that can include, but shall not be limited to a posting on the Subrecipient's web site. The notice shall include: (1) a statement that the Subrecipient operates programs without regard to race, color, and national origin; (2) a description of the procedures that members of the public should follow in order to request additional information on the Recipient's nondiscrimination obligations; and (3) a description of the procedures that members of the public should follow in order to file a discrimination complaint against the Recipient.

Article XIV: Disadvantaged Business Enterprises

- A. **Policy.** It is the policy of the U.S. Department of Transportation that disadvantaged business enterprises (DBE) including women and minority business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this AGREEMENT.
- B. **Equal Opportunity (Employment).** During the term of this Agreement, the Subrecipient and Metro Transit, each for itself, agrees to abide by its own affirmative action plan and in so doing, to make all employment related decisions without regard to race, religion, sex, disability, national origin, age, sexual preference, marital status, military discharge status, or physical appearance and to provide equal opportunity, including, but not limited to, the following: employment, upgrading, demotion, transfer, layoff, termination, training, rates of pay, or any other form of compensation. The Parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex or national origin. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in state and federal law.
- C. **Nondiscrimination (Services).** During the term of this Agreement the Subrecipient and Metro Transit, each for itself, agrees to abide by its own Civil Rights Compliance Plan (CRC) for meeting equal opportunity/nondiscrimination requirements under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget reconciliation Act of 1981 and the Americans with Disabilities Act (ADA) of 1990. In so doing, the Parties shall thereby ensure nondiscrimination and equal opportunity for recipients of services in all areas relating to meaningful access to and delivery of its programs and its services as required under the foregoing regulations.

Article XV: Indemnification

Each Party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each Party shall be responsible for the consequences of its own acts, errors, omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not

the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of the Parties under this paragraph shall survive the expiration or termination of this Agreement. Each Party agrees that it will require appropriate indemnification agreements and insurance from any Subcontractor.

Article XVI: Attachments and Appendices

All attachments and appendices to this Grant Agreement are incorporated herein by annexation.

Article XVII: Counterparts, Electronic Signature and Delivery

This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

Witness the execution of the Grant Agreement by the parties hereto in the manner most appropriate to each.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their proper officers.

CITY OF MADISON, WISCONSIN

A WI Municipal Corporation

Satya Rhodes-Conway, Mayor

Lydia McComas, City Clerk

Date

Date

APPROVED:

APPROVED AS TO FORM:

David P. Schmiedicke, Finance Director

Eric T. Veum, City Risk Manager

Michael R. Haas, City Attorney

DANE COUNTY, WISCONSIN

Melissa Agard

County Executive for Dane County

Date

Exhibit A

2026 Section 5310 Assistance Grant

Dane County

Dane County's One-Call Center (CC) (608-242-6489) is staffed by certified mobility managers and provides information to callers about services covering all available transportation modes including public transit, human services transportation and volunteer driver programs, vehicle purchase and repair loans, and ride-sharing. Services provided by the CC include personalized identification of transportation options based on program-specific eligibility criteria; introduction and detailed referral to public transit, individual and group ride services; eligibility determination and ride authorization for specialized transportation; enrollment in mobility training programs; and follow-up assistance in maintaining mobility. The service is free and open to everyone.

The Mobility Training programs are the Travel Training (TT) program and the Bus Buddy (BB) program. TT is staffed by certified occupational therapists to provide instruction in the skills necessary to access fixed-route transit service to individuals who are currently or potentially eligible for paratransit. If the client successfully migrates a minimum number of trips from paratransit to fixed-route, Metro Transit provides a no-cost transit pass. The volunteer Bus Buddy program utilizes qualified volunteers to train and accompany passengers on fixed-route public transit to familiarize them with Metro Transit's service. The BB program also offers group transit-familiarization trips that include training on using Metro Transit maps, timetables, and website. Participants receive a free commuter bus card upon completion.

Quantity	Item Description	Total Cost
1	One-Call Center & Mobility Training	\$197,500.
	Subtotal A	\$197,500.
	Federal Share (80%)	\$158,000.